

GRAY-NEW GLOUCESTER CO-CURRICULAR HANDBOOK EXPECTATION AGREEMENT 2008 - 2009

MSAD #15 believes individual students will benefit from participation in interscholastic athletics. The experience of self-discipline required in individual or team sports and the opportunity to learn additional skills increase the value of the school experience and contributes to the emotional, social and physical growth of all.

The information that follows is meant to inform you of the policies and rules that govern interscholastic athletics at Gray-New Gloucester High School, Middle School, the Western Maine Conference, the Triple C Conference and the Maine Principals Association (MPA). This information is intended to explain these policies and practices. If you have any questions concerning the Athletic policies of MSAD #15 or the MPA please make your request for clarification to the Director of Athletics, Melanie Craig, at 657-3323 or mcraig@msad15.org.

I. PHILOSOPHY

Interscholastic activities at Gray-New Gloucester High School and Middle School are activities in which students voluntarily participate. We believe there is a great deal of educational value derived from such participation. There are certain disciplines and regulations to insure a successful relationship of themselves, their specific activity, their school and their community. It is further our belief that the individual members of any school activity have an obligation to themselves, their families, their school and their community to assume the responsibility for their own and for the group's success in developing responsible school and community citizenship.

II. OBJECTIVES

- A. To provide a program of interscholastic athletics
- B. To provide equipment and facilities necessary to carry out these programs in a safe, positive learning environment.
- C. To provide recreation for the student body and the community.
- D. To provide a variety of athletic offerings.
- E. To provide activities where the individual may fulfill educational values, such as leadership, sportsmanship, and teamwork as well as self-improvement.

III. OFFERINGS

The following is a list of athletic offerings that students may participate:

FALL

Cheerleading (HS only)	Football
Cross-Country	Golf (HS only)
Field Hockey	Soccer

WINTER

Alpine Skiing (HS only)
Basketball
Cheerleading
Ice Hockey (HS only)
Indoor Track (HS only)
Nordic Skiing

SPRING

Baseball
Outdoor Track
Softball

IV. ELIGIBILITY GUIDELINES *JJI 3.13P*

A. Administrative Student Eligibility

Before student-athletes may practice, play or be issued equipment the following forms must be completed and returned to the Coach or Athletic Director:

1. Physical Examination Form – Parents must submit evidence of a physical exam within the last 2 years. This must be on file with the school health office.
2. Athletic Participation and Health Questionnaire Form – must be completed once each school year.
3. Athletic Handbook acknowledgement – Signature required by both parent and athlete once each year.
4. Activity Fee – paid in full or arrangements made with Athletic Director to do so. The fee is \$25 per student per activity with a family cap of \$100.

**ATHLETES MAY NOT PARTICIPATE UNTIL ALL FORMS
ARE ON FILE**

B. Academic Eligibility

Upon entering grade 6 students are eligible to participate in athletic activities. Upon Entering grade 9, students are eligible for up to eight consecutive semesters or until they turn 20 years of age (as per MPA requirements).

High School

Academic eligibility is based on the current 8 reporting periods. Students passing all of their classes are considered eligible. In order to participate in athletic activities a student must be enrolled in at least 5 classes.

Academic Probation for Athletic Participants

A student who is failing a class at the end of any one of the 8 reporting periods is placed on Academic Probation as follows: the student may not participate in competition while on academic probation. Students on academic probation may meet with their teachers and work on a plan for improving their grade(s). The student is responsible for providing evidence to the Athletic Director and the coach when the student is no longer failing. The student can be reinstated as soon as the evidence is presented to the Athletic Director.

1. Any student who fails a class at the end of the quarter would be placed on the academically ineligible list for a period of 5 school days. At the conclusion of the 5th school day the student would be required to get written verification of passing grades in all classes they are currently enrolled in. If at that time they are passing all classes the student will again be eligible. If they are not passing they will be ruled ineligible for another 5 school day period. If after the second check the student is not passing they will be ruled ineligible for the remainder of the season.
2. Any student who receives an incomplete in a class will be considered ineligible until such time as they demonstrate a passing grade in the class. Upon completing this requirement the student will be eligible for immediate reinstatement in their respective sport.
3. Any student who fails the 4th Quarter will be eligible for preseason activity until the start of the academic school year, at which time they will be placed on the ineligible list and subject to the policy as stated above.
4. If at the conclusion of the 3rd Quarter a student is mathematically unable to pass for the year then they will be deemed ineligible to participate in athletics for the remainder of that school year. The 4th Quarter rule will apply to these students if they wish to participate the following fall.

Middle School

Academic eligibility is based on the current 8 reporting periods. Students passing all of their classes are considered eligible.

Academic Probation for Athletic Participants

A student who is failing a class at the end of any one of the 8 reporting periods is placed on Academic Probation as follows: the student may not participate in an activity while on academic probation. Students on academic probation may meet with their teachers and work on a plan for improving their grade(s). The student is responsible for providing evidence to the Athletic Director and the coach when the student is no longer failing. The student can be reinstated as soon as the evidence is presented to the Athletic Director.

1. Any student who fails a class at the end of the quarter would be placed on the academically ineligible list for a period of 5 school days. At the conclusion of the 5th school day the student would be required to get written verification of passing grades in all classes they are currently enrolled in. If at that time they are passing all classes the student will again be eligible. If they are not passing they will be ruled ineligible for another 5 school day period. If after the second check the student is not passing they will be ruled ineligible for the remainder of the season.
2. Any student who fails the 4th Quarter will be eligible for preseason activity until the start of the academic school year, at which time they will be placed on the ineligible list and subject to the policy as stated above.
3. If at the conclusion of the 3rd Quarter a student is mathematically unable to pass for the year then they will be deemed ineligible to participate in athletics for the remainder of that school year. The 4th Quarter rule will apply to these students if they wish to participate the following fall.

C. Activity Fee

Students participating in any interscholastic, competitive activity will be charged a \$25 fee per activity. Students participating in multiple activities in a season will only be subject to pay the fee once for the season. There will be a \$100 cap in a year for families with multiple students participating. Activities subject to the fee are as follows:

HIGH SCHOOL

Soccer
Field Hockey
Football
Cross-Country
Basketball
Ice Hockey

MIDDLE SCHOOL

Soccer
Field Hockey
Football
Cross-Country
Basketball
Cheering

Cheering
Indoor Track
Alpine Skiing
Nordic Skiing
Drama (State Production)
Baseball
Softball
Outdoor Track
Destination Imagination
Math Team
District Level Music Groups
Golf

Nordic Skiing
Baseball
Softball
Outdoor Track
DI
Math Team
District Level Music

ELEMENTARY SCHOOLS

Destination Imagination

Fees must be paid prior to the start of participation. In the case of activities that cut, fees will be due upon final rosters being released. Parents who believe they have a hardship may contact the Athletic Director to work out a payment plan. All plans will be put in writing and signed by the parent and Athletic Director. Unless otherwise noted, any student who has not paid the fee will be ineligible to practice or participate in competition until such time as the fee has been paid.

D. Substance Abuse Policy JJIE

All students are expected to abide by Board Policy JICH, Student Drug, Alcohol and Tobacco Use Policy. **Students participating in athletics and/or co-curricular activities may not engage in the prohibited behaviors and activities described in Policy JICH at any time or place for the duration of the athletic season or co-curricular activity, whether on or off school grounds, 24 hours a day.** For athletics, this applies from the first day of pre-season through the last scheduled event of the sport (including banquets or other recognition activity). For co-curricular activities, this applies from the first day of the activity through the last scheduled event (including banquets or other recognition activity). Any school staff member who has reason to suspect that a student has violated this policy is expected to report the incident to an appropriate administrator as soon as possible.

Students' participation in athletics and co-curricular activities is a privilege and not a right. Participants in such activities represent the schools to the public and serve as role models to other students. Therefore, students

who participate in athletics and co-curricular activities are subject to additional rules and sanctions, including removal from the team or activity.

Drugs/Alcohol

If a student-athlete violates Policy JICH on or off school grounds during the athletic season, in addition to any other disciplinary action taken in accordance with Policy JICH, student-athletes will be subject to the consequences described below.

The Athletic Director, or other authorized school administrator will investigate a violation of the substance abuse policy. The student-athlete and his or her parent/guardian will be notified by the Athletic Director or other authorized school administrator of the findings and the subsequent action to be taken.

Appeals must be placed in writing and given to the Athletic Director within two school days of notification of the findings. Appeals will be reviewed by the building Principal within five school days. All sanctions will continue during the appeals process. The student-athlete and his or her parent/guardian will be notified of the final decision in writing. The Principal's decision is final. Sanctions for violations of the policy are cumulative over an entire grade-span (6-8) (9-12) as follows:

1st Offense – Suspension from participation in athletics for the remainder of the season. The student must participate in an educational activity (e.g. 5 page typed paper on the harmful effects of drugs/alcohol) to be overseen by the Athletic Director. If the infraction occurs after three quarters of the official contests have taken place then the suspension will carry through the entire following season. Failure to meet this requirement will result in continued suspension from athletics until such time as the requirement has been met.

2nd Offense – Suspension from participation in athletics for one calendar year from the date the penalty is imposed. The student will be required to perform a community service project (approved and overseen by the Athletic Director or other authorized school administrator). Failure to meet this requirement will result in continued suspension from athletics until such time as the requirement has been met.

3rd Offense – Suspension from participation in athletics for the remainder of the grade span years (6-8) (9-12).

Tobacco

If a student-athlete violates Policy JICH on or off school grounds during the athletic season, in addition to any other disciplinary action taken in accordance with Policy JICH, student-athletes will be subject to the consequences described below.

The Athletic Director, or other authorized school administrator will investigate a violation of the substance abuse policy. The student-athlete and his or her parent/guardian will be notified by the Athletic Director or other authorized school administrator of the findings and the subsequent action to be taken.

Appeals must be placed in writing and given to the Athletic Director within two school days of notification of the findings. Appeals will be reviewed by the building Principal within five school days. All sanctions will continue during the appeals process. The student-athlete and his or her parent/guardian will be notified of the final decision in writing. The Principal's decision is final. Sanctions for violations of the policy are cumulative over an entire grade-span (6-8) (9-12) as follows:

1st Offense – Suspension from athletic participation for a period of 10 school days (regular season/post season games held on non-school days will be counted as a school day). The student must participate in an educational activity, approved and overseen by the Athletic Director (e.g. 5 page typed paper on the harmful effects of tobacco use). Any suspension that occurs at the end of the season will be carried over to the next season in which the athlete participates. Failure to meet this requirement will result in continued suspension from athletics until such time as the requirement has been met.

All Subsequent Offenses – Suspension from athletic participation for the remainder of the season. If the infraction occurs after three quarters of the official contests have taken place then the suspension will carry through the entire following season. The student will be required to perform a community service project, approved and overseen by the Athletic Director or other authorized school administrator. Failure to meet this requirement will result in continued suspension from athletics until such time as the requirement has been met.

E. Attendance Regulations

Students **must be in school at the beginning of the day of any event** in order to participate, and must be in school until the end of the day. In case

of a weekend or holiday contest, the last day of school will be checked to determine eligibility. Exceptions may be granted for either an emergency or an appointment that cannot be scheduled at another time, **with prior approval** by the Athletic Director.

School Suspension and Detention

The following will occur if a student receives discipline related to the student code of conduct and will carry through weekends and vacations:

1. Students who are suspended from school are not allowed to participate in any team related activities, including but not limited to practices and competition.
2. Students who receive an after school detention are responsible for notifying his/her coach of the infraction and the subsequent disciplinary action. The student-athlete is expected to serve the detention as a priority over any team related activities. If an athlete is unable to travel to an away contest with the team due to a detention they will not be allowed to participate in the contest.
3. Students participating in team sports who miss time due to detention or suspension must practice (contest days may count for practice participation) one day for every practice or contest missed before contest participation may resume. Cases for students participating in individual sports will be at the discretion of the coach.

Family Vacations

Vacations are an important time in the life of a student-athlete and his/her family. Therefore a balance must be achieved between this valuable family time and the commitment and dedication required to be a part of an athletic team. The Athletic Department is hopeful that families can arrange their family vacations around the schedules of the school athletic teams. If this is not possible families and/or student-athletes must notify the head coach, in writing, at least two weeks in advance of departure. It is important to note, the following will be considered by each coach when players return from extended leaves:

1. No student-athlete will be guaranteed the same place on the roster upon returning from an extended leave from the team. Athletes who do not go on vacation will assume new roles in the make-up of the team and, therefore, some may see increased/decreased playing time.
2. The conditioning and reconditioning of athletes must always be considered for the safety of the athlete after extended absence from the team.

3. Upon returning from a family vacation an athlete must practice one day for every practice or contest missed during their absence before contest participation may resume.
4. Upon returning from a vacation without immediate family an athlete must practice one day for every practice or contest missed during their absence before contest participation may resume.
5. Vacations during weekends and vacation weeks in which team activities are scheduled will be handled at the discretion of the coach.

Miscellaneous Absences

All absences not covered by the above will be left to the discretion of the coach. However, it is the recommendation of the athletic department that for each absence, excused or unexcused, the athlete must practice one day for each practice or contest missed (an exception would be in the case of bereavement leave). Medical appointments and work schedules should be planned for accordingly and will not be reason for exception to this rule.

Sports do not build character. They reveal it.

Haywood Hale Brown, Sports Writer

V. TRAVEL

A. Transportation

Students participating in athletic events must ride the bus (or other transportation arranged by the administration) to and from all away events. Permission to return home with a parent after away events may be granted on an exceptional basis if arranged by the parent with the coach/supervisor and put in writing. Students wishing to be transported home by someone other than their parent must have prior written permission from their parents and coach/supervisor.

B. Dress

Dress for away contests, if not in school uniform or warm-up suit, should be neat, clean and be a positive representation of the Gray-New Gloucester community. Some examples of proper dress include: For girls – dress pants, dresses, sweaters, blouses and dress shoes. For boys – dress pants, tie, sweaters, jackets, and dress shoes. Coaches may alter this

policy assuming all clothing positively represents the Gray-New Gloucester community.

VI. HAZING *Policy ACAD 1.14R*

It is the policy of Maine School Administrative District No. 15 to prohibit injurious hazing of any type, by any student, staff member, group or organization affiliated with this school district, while engaged in school related activities, either on or off school property.

Maine statute defines injurious hazing as any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.

No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in injurious hazing activities.

Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

Administrators, faculty members, students, and all other employees who fail to abide by this policy; may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. Any employee who engages in hazing will be subject to disciplinary action up to and including discharge.. In the case of an organization affiliated with this school unit which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action - or lack of action - on the part of the Superintendent as he/she carries out the provisions of this policy, that individual or organization may appeal to the Board. The ruling of the Board, with respect to the provisions of this policy, shall be final.

VII. STUDENT-ATHLETES RESPONSIBILITIES

A student-athlete can forfeit all or part of his/her eligibility when:

1. The student fails to meet academic expectations and requirements.
2. The student misses all or part of a school day on the day of an event or the day preceding a weekend, vacation or holiday without documentation.
3. The student-athlete fails to account for and return or provide financial reimbursement for any school- related material issued to the student, including but not limited to, athletic equipment, uniforms and academic materials.
4. The athlete leaves the bench area during an activity when a fight or disruption occurs.
5. A student-athlete has exhibited behavior that is detrimental to the concept of positive sportsmanship or citizenship and, in the judgment of the Coach, Athletic Director, or school administration, will discredit the school, the program, and/or him/herself. This may include a period of longer than the current season.
6. A student-athlete is transported to or from participation in an athletic event without prior written permission from the Athletic Director or Coach.
7. A student-athlete disobeys rules and regulations set forth by the individual Coach. It is important to note the rules and regulations set forth in this document are to be followed by all student-athletes. Individual coaches may have specific team rules that are to be followed by team members.
8. A student-athlete receives a game disqualification; he/she will be required to meet with the Athletic Director before resuming play. The Coach, Athletic Director or Principal may feel that sanctions above and beyond those outlined by the league and/or the Maine Principals Association are necessary to preserve good sportsmanship and may include dismissal from the team for the remainder of the season.
9. A student bullies, harasses, or abuses, either physically or emotionally, another student or student-athlete at anytime. This includes group or individual acts of hazing and/or initiations. Special attention will be paid to those individuals who may be perceived to hold a more powerful role over another (e.g. senior captain over freshman).

*Watch your thoughts; they become your words.
Watch your words; they become your actions.
Watch your actions; they become your habits.
Watch your habits; they become your character.
Watch your character; they become your destiny.*

Author Unknown

VIII. PARENT – COACH COMMUNICATION GUIDE

Both parenting and coaching are extremely difficult vocations. By establishing communication and an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to student-athletes. To be successful, communication is vital and requires involvement, dedication, sacrifice and commitment from parents, student-athletes and coaches.

A. COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACH

1. Coach and program's philosophy.
2. Individual and team expectations.
3. Location and times of all practices and contests.
4. Team requirements, i.e., practices, special equipment, off-season conditioning.
5. Procedure followed should your child be injured during practice.
6. Any discipline that may result in the denial of your child's participation.

B. COMMUNICATION COACHES SHOULD EXPECT FROM PARENTS

1. Concerns expressed directly to the coach.
2. Advance notification of schedule conflicts.
3. Specific concerns with regard to a coach's philosophy and/or expectations.
4. Support for the program and the attributes of dedication, commitment and responsibility that are essential ingredients for success and excellence. Encourage your child to excel.

While your child is involved in athletics at G-NG, they will experience some of the most rewarding and inspiring moments of their lives. It is important to understand that there may also be times when things do not

go the way you or your child wishes. At these times, discussion with the coach is encouraged.

C. APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve and develop.
3. Concerns about your child's behavior.

It is very difficult to accept your child not playing as much as you may hope. *Coaches are professionals.* They make judgment decisions based on what they believe to be best for the team and all athletes involved. There are certain areas and issues that can and should be discussed with your child's coach. Other things, such as those below, should be left to the discretion of the coach.

D. ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

1. Playing time.
2. Play calling.
3. Team strategy
4. Other student athletes

E. IF YOU HAVE A CONCERN TO DISCUSS WITH A COACH

1. Call for an appointment. Gray-New Gloucester High School (657-3323)
2. If the coach cannot be reached, call Melanie Craig, the Athletic Director. A meeting will be set up for you.
3. *Please do not attempt to confront a coach before, during or after a contest or practice. These can be emotional times for both the parent and the coach and this situation does not promote resolution nor objective analysis.*

F. WHAT A PARENT CAN DO IF THE MEETING WITH THE COACH DOES NOT PROVIDE A SATISFACTORY RESOLUTION

1. Call and set up an appointment with Melanie Craig, the Athletic Director.

Research indicates that students involved in athletics are most likely to succeed at their chosen profession and make creative contributions to their communities. Many of the character traits, qualities and attributes required to be a successful student athlete are exactly those that will promote a successful life after high school. We hope the information provided within this section makes both your child's and your experience with the Gray-New Gloucester athletic program more enjoyable. We are

constantly attempting to improve communication with the students and parents. For our programs to be successful, it is necessary that everyone involved understand the direction the program is headed.

IX. COMPLAINT/APPEAL PROCEDURES

If you wish to appeal suspensions or disciplinary actions the student-athletes and/or parents should follow the protocol listed below. Subsequent appeals should be made in writing.

1. Athletic Director
2. Principal
3. Superintendent

X. NCAA CLEARINGHOUSE ELIGIBILITY

Please see your guidance counselor regarding NCAA Freshman Eligibility Standards or log onto ncaaclearinghouse.net

Co-Curricular Handbook Acknowledgement

I hereby certify that I have read and understand the eligibility guidelines set forth in the Co-Curricular Handbook. I understand that in order to be eligible for participation I must comply with all requirements.

Student Name (please print)

Student Signature _____

Parent/Guardian Signature _____

Date _____