

MONMOUTH ACADEMY



***Student – Parent/Guardian
Co-curricular Handbook***

2012-2013 Index

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STATEMENT OF PHILOSOPHY

The purpose of this handbook is to provide both the student and the parent/guardian with a document that outlines the rules, regulations, and policies that are affiliated with the co-curricular activities offered at Monmouth Academy.

This co-curricular handbook covers activities that represent M.A. in athletic and academic competitions. These include: Academic Decathlon, Baseball, Basketball, Cheering, Cross-Country, Cross-Country Skiing, Golf, Math Team, One Act Play Competition, Soccer, Softball, Tennis, Track, Wrestling, and Football (club sport).

Students who participate in co-curricular activities assume obligations to their team, their coach, their school, their community, and, most importantly, to themselves and their families. Students who participate in co-curricular activities are in the spotlight and thus have the eyes of the entire community focused on them. This is an important responsibility, as important as winning, because there is an expectation to emulate the highest qualities of honesty, courtesy, dedication, self-sacrifice, and good sportsmanship, both in and out of school.

Co-curricular activities are designed to provide instruction and encourage maximum participation in diverse activities within a well-balanced program. Co-curricular activities play an important role in the total curriculum and provide benefits difficult to achieve in other areas of education. However, at no time should co-curricular activities supersede academics.

Students and parents should be aware of the rules and regulations before deciding to become a member of any team. Participation in a co-curricular activity is a privilege and with this comes the responsibility of adhering to all rules and regulations.

In addition to the rules, regulations, and policies found in this handbook, individual coaches or advisors may have additional rules and regulations for their specific team or activity. The privilege of participating in any co-curricular event/practice may be removed by a coach, Athletic Director or Principal if the athlete does not conduct himself/herself in a manner that reflects favorably on the team and/or school or for violations of the athletic handbook.

PHYSICAL/PERMISSION SLIPS/INSURANCE

In order to participate in athletic activities, students are required to have a physical examination every two years. A signed physical statement must be submitted to the school nurse prior to any participation. A medical update form will be required for those students that are not required to have a physical. These must be submitted prior to participation.

Students who participate in co-curricular programs at Monmouth Academy will be required to demonstrate proof of insurance. Insurance may be purchased through an independent insurance company or through a group policy offered by Regional School Unit #2. Forms are available in the main office.

GUIDELINES FOR ATHLETE'S RETURN TO PLAY AFTER INJURY

If a student-athlete is injured or has other medical circumstances that may affect his or her participation in extra-curricular athletic activities, the athlete must be evaluated by his or her family physician and/or the Monmouth Academy Athletic Trainer and consulting physician in order to be allowed to return to play. If the athlete is evaluated by the family physician, the student must have documentation stating that he/she is allowed to return to the specific sport in question. If the athlete

has been evaluated by the Athletic Trainer and/or the consulting team physician, he/she will make the necessary documentation for return to play.

EXTRA AND CO-CURRICULAR GENERAL ELIGIBILITY

Students must be regularly enrolled at Monmouth Academy and meet all pupil eligibility requirements of the Maine Principals' Association in order to participate in co-curricular activities. To be regularly enrolled a student must be in attendance and pursuing a program of studies approved by the principal and superintendent of schools.

Students are eligible for eight semesters after first enrolling as a freshman in high school. Students become ineligible upon their twentieth birthday or upon graduating from high school.

Home School Students: A student receiving home-school instruction is eligible to try-out for co-curricular activities sponsored by Monmouth Academy provided the student applies in writing and the following requirements are satisfied:

- a. The student agrees to abide by equivalent rules of participation as are applicable to regularly enrolled students participating in the activity and provides evidence that the rules of participation are being met.
- b. The student complies with the same physical examination, immunization, insurance, age, and semester eligibility requirements as regularly enrolled students participating in the activity. All required documentation must be made available upon request by the school. The school principal is authorized to collect from parents/guardians actual evidence of coursework (ie. homework, examinations, etc.), as he/she deems necessary in order to make the determination the necessary academic standards have been met.
- c. The student meets equivalent academic standards as those established for regularly enrolled students participating in the activity and provides evidence that the academic standards are being met.
- d. The student abides by the same transportation policy as regularly enrolled students participating in the activity.

ACADEMIC ELIGIBILITY

All students involved in co-curricular activities must meet the following minimal academic standards:

1. Students must be at teacher pace or faster in all courses on a bi-weekly basis.
2. All students participating in co-curricular activities will have bi-weekly eligibility checks throughout each ranking period.
3. Failure to be at teacher pace or faster in any subject for that two-week period shall place the student on probation for the next two-week period. During this two-week probationary period, students may participate in all scheduled activities (practices, games, meets, competitions). Students are strongly encouraged to attend make-up and tutoring sessions daily.
4. Students on probation have to create and complete, a Plan of Action to improve in the probationary class. The Plan of Action needs to be created by the student and approved by the student and teacher.
5. Failure to complete The Plan of Action in the same subject at the end of a second consecutive two-week period shall mean that the student not be allowed to participate in countable (regular season) scheduled games, meets, or competitions for two weeks. (The student is expected to attend and participate in all scheduled practices during this period of ineligibility, unless the student is meeting with his/her teacher to receive academic assistance. Documentation of this must be provided from the student to the student's coach.)

6. A home-schooled student is subject to the rules relating to eligibility for participation in co-curricular activities. The Athletic Director and/or Principal shall monitor documented academic progress.

MAKE-UP OF MISSED ACADEMIC ASSIGNMENTS

Any student dismissed early from school to attend a co-curricular activity will be responsible for all assignments, quizzes, tests, and other work missed. All assignments should be obtained in advance so that the student is prepared for the next time the class meets.

SCHOOL ATTENDANCE

All students participating in co-curricular activities must display regular attendance. Students must be in attendance the day of the scheduled activity in order to participate. Students absent from school may not participate in the game/practice/activity scheduled for that day unless the absence is for a valid excuse and they have received permission from the Principal or Athletic Director to participate.

The State of Maine recognizes the following reasons as excusable:

1. Appointments with health professionals that cannot be scheduled outside of school hours. School officials may request documentation.
2. Observance of recognized religious holidays.
3. Emergency family situations as deemed appropriate by school officials.
4. Planned absences for personal or educational purposes that have been pre-approved by school officials.

SIGNING-OUT OF SCHOOL

Students who sign-out of school for any reason other than numbers 1-4 (above) may not participate in the game/practice/activity scheduled for that day.

TARDINESS TO SCHOOL

If a student arrives to school after 8:30 a.m. for any reason other than numbers 1-4 (above), the student may not participate in the scheduled practice/game/competition for that day. Absences for reasons numbers 1-4 (above) shall be examined on an individual basis by the Athletic Director and/or Principal.

ATTENDANCE TO SCHOOL FOLLOWING A COMPETITION

Students are expected to be prompt to school on the days following a competition. Upon being tardy for the third time on days following a competition, without a valid excuse, will result in the student being ineligible for the next regular season scheduled competition.

PARTICIPATION GUIDELINES

The privilege of participation may be revoked by a coach/advisor, Athletic Director, or Principal if the student does not conduct him/herself in a manner that reflects favorably upon the school. Coaches/advisors have the right to take disciplinary action pertaining to any problems that may arise that are not covered in this handbook. However, if dismissal is considered, the coach/advisor must obtain prior approval from the Principal and the Athletic Director before such a penalty is imposed. In cases of disagreement among the Principal, Athletic Director, and the coach or advisor, the decision of the Principal shall be final. The parents/guardians will be notified of the dismissal by the coach/advisor, Athletic Director, or the Principal.

Participation on more than one Monmouth Academy athletic team per season is not allowed.

Participation on non-school sponsored teams (ie. AAU teams, indoor leagues, etc.) shall not interfere with the obligations of the school team. This includes all practices, games, team meetings, and other team events.

LEAVING A TEAM

Students may not switch from one athletic team to another after the first two weeks of the pre-season. During the first two weeks of pre-season, a student may switch to a different team upon communicating with the coaches involved and the Athletic Director.

Students leaving an athletic team after the first two weeks of the pre-season must meet with the coach and the Athletic Director. Failure to meet and provide a reason that meets with the approval of the Principal, Athletic Director, and coach shall result in the student being ineligible for the next sport season.

TRANSPORTATION TO GAMES/EVENTS

Any student representing Monmouth Academy at any away function as a participant must travel by the means provided by the school. The person in charge of the activity may grant permission for the participant to leave with his/her parents or legal guardians only.

The Principal or Athletic Director may grant permission for a student to arrive or leave with the parent or guardian of another student if the following conditions are met:

1. A note from the student's parent/guardian is presented in advance.
2. The Principal or Athletic Director directly confirms the note by speaking personally with the parent or guardian of the student requesting permission.
3. The Principal or Athletic Director notifies the coach or advisor, in writing, that the request is granted.
4. Students are required to complete a Monmouth Academy Transportation Form that will list parents and other consenting adults (non students) whom they may ride home with.

ATTIRE AND APPEARANCE FOR ATHLETIC EVENTS

Athletes represent the school and community. It is important to project a positive image; athletes and managers must be well groomed and neat in appearance. Hair should be clean and neat and should not interfere with the visibility of the numbers on his/her uniform, the player's vision or the performance of the athlete. Proper attire may vary by sport season. Because in the fall and spring seasons, student athletes change before prior to departing school, students should arrive to the game in their team issued uniforms and/or warm-ups. In the winter season, proper attire for males could include: dress pants, dress shirt, sweater, sport coat, dress shoes, or team travel suits. For females, proper attire could include dress pants, skirts, dresses, dress shoes, or team travel suits. Coaches may refuse to take a player to an away contest if the student is not dressed or groomed appropriately.

USE OF SCHOOL ISSUED EQUIPMENT/UNIFORMS

Uniforms and equipment are the property of the RSU#2 and it is expected that everything issued (uniforms, practice jerseys, warm-ups, equipment, etc.) to the athlete will be returned in good condition.

Uniforms and equipment are issued for game and practice use only and are not to be worn in physical education classes or for personal use. Uniforms are not to be worn by anyone other than the athlete for whom it was issued. Athletes may wear their game shirt/jersey to school on the day of a game, as

determined by the coach.

Materials that are lost, stolen or damaged are still the responsibility of the student (and parent/guardian) assigned to them and the athlete (parent/guardian) will be charged for its replacement cost.

Students will not be allowed to participate in the next activity until all equipment/uniforms have been returned and all payments for loss or damages have been submitted.

If a student quits or is removed from a sport, all material must be returned the next school day.

DRUG, TOBACCO AND ALCOHOL USE BY STUDENTS

The School Board and staff of RSU #2 support a safe and healthy learning environment for students that are free of the detrimental effects of drugs, tobacco and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs, tobacco and alcohol by school-aged youth.

In order to promote the safety, health and well being of students, the School Board endorses a three-pronged approach to address the issue of drug, tobacco and alcohol use; prevention/education; intervention and discipline. The Superintendent is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy.

Prohibited Conduct

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations (unless prescribed by a physician), any look-alike substance, or any substance that is represented to be controlled substance.

These prohibitions 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 or general welfare of the school.

Smoking and the use, possession, provision and sale of tobacco products are prohibited by school policy in school buildings, on school grounds, on school busses, and at school-sponsored functions at all times by all persons.

The "Drug, Tobacco, and Alcohol Use by Students Policy" shall be in effect at all times, in or out of school for all students involved in school sponsored co-curricular activities. If the student is in the presence (i.e. parties, friend's house, etc.) of any of the above-mentioned "Prohibitive Conduct" he/she will be considered in violation of this policy.

Disciplinary Action

Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students shall be referred to law enforcement authorities for investigation and/or prosecution.

Prevention/Education

The RSU will provide students with appropriate information and activities focused on educating students about drugs, tobacco and alcohol and preventing abuse of these substances.

Intervention

The RSU will establish a team approach (Principal, Counselor, Nurse, etc.) to intervene with students with drug/tobacco/alcohol problems. Students will be assisted in addressing their drug/tobacco/alcohol problems and in continuing their educational program. Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

PROCEDURE FOR STUDENTS PARTICIPATING IN CO-CURRICULAR ACTIVITIES WHO VIOLATE THE DRUG, TOBACCO, AND ALCOHOL USE BY STUDENTS POLICY

A. When the violation occurs in school, it will be addressed by the disciplinary procedure outlined in the Monmouth Academy Student Handbook and by the procedures that follow under "B" below.

B. Procedure when violation occurs outside of school:

1. Staff person, coach, or advisor attempts verification.
2. Staff member, coach, advisor, student, or concerned person refers to Athletic Director or Principal.
3. Athletic Director and/or Principal meet with student to gather facts, provide due process, and inform of policy and procedure.
4. Athletic Director or Principal informs parents/guardians.
5. Principal, Athletic Director, and coach/advisor will take disciplinary action that will include:
 - a. Two-week removal from the activity without participation in practice or contest. (The student may not attend practices/games/contests.)
 - b. Two-week reintegration period where student attends and participates in practice, but may not participate in games/contests.
 - c. Penalty can carry over from one sport season to the next. (i.e. If a violation occurred within the last week of one season, the penalty will continue at the beginning of the following sport season.
6. Repeated offenses will constitute automatic removal from all co-curricular activities for one calendar year.

HAZING

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."

Injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

"Harassing behavior" includes acts of intimidation and any other conduct that recklessly or intentionally endangers the mental or physical health of a student or staff member.

"Acts of intimidation" include extortion, menacing, direct or indirect threats of violence, incidents of violence, bullying, statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endanger the mental or physical health of another person, and property damage or theft.

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 students' organizations, shall plan, encourage, or engage in injurious hazing activities.

Students who violate this policy may be subject to disciplinary action, which may include suspension, expulsion, or other appropriate measures. Administrators, professional staff, and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal.

In the case of an organization affiliated with this school unit that 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.

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.

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

The Superintendent/designee shall be responsible 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/designee 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.

This right to appeal does not apply to student suspensions of 10 days or less or to matters submitted to grievance procedures under applicable collective bargaining agreements.

AWARDS

1. A high school athlete may earn:

Varsity Teams

- two varsity letters per high school career (a big "M") (must qualify)
- repeat varsity letter winners are awarded a varsity letter certificate and metal pin
- a certificate of participation is given to those athletes not earning a varsity letter

Junior Varsity

- a certificate of participation

2. Special awards - plaque:

- Senior Award for a Senior who participated in the sport for four seasons
- Other awards vary by coach and program – some programs do not present individual awards

3. Varsity Letter Requirements: (Games played are defined as Varsity regular and post-season games)

Baseball/softball – players must participate in 1/2 of total innings played.

Basketball – players must participate in 1/2 of total quarters played.

Soccer – players must participate in 1/2 of the total halves played.

Cross-Country – runners must participate in at least 2/3 of the total meets and must place in the top seven team positions in these meets, or place in the top seven (for M.A.) in the State Meet

Cheerleading – participants must cheer in all activities to which varsity cheerleaders are assigned, unless excused by the coach.

Tennis – players must participate in 1/2 of total matches.

Track & Field – participants must participate in at least 2/3 of the total meets and must qualify for participation in the conference championship.

Wrestling – participants must receive 15 team points during the regular season matches.

Golf – participants must play in 2/3 of matches played.

Other notes:

- Athletes must complete the season in good standing; conference, regional, and state contests are part of each season.
- The coach may award letters to athletes who do not meet the specific criteria of the sport for any of the following reasons:
 - a. athlete was injured during the season and would have earned a letter otherwise
 - b. athlete is a senior and has participated at least three seasons or received the recommendation of the coach of that team.
 - c. student served as a manager, scorekeeper, or statistician for at least two seasons and received the recommendation of the coach of that team.

MOUNTAIN VALLEY CONFERENCE

Monmouth Academy is considered a Western Maine Class C school by the Maine Principals' Association and is a member of the Mountain Valley Conference (MVC). The MVC includes the following schools: Boothbay Regional High School, Carrabec High School, Dirigo High School, Hall-Dale High School, Madison High School, Mountain Valley High School, Mt. Abram High School, St. Dominic Academy, Spruce Mountain High School, Telstar Regional High School, Winthrop High School, and Wiscasset High School.

M.A. CO-CURRICULAR HANDBOOK AGREEMENT FORM

(PLEASE RETURN THIS FORM TO THE COACH PRIOR TO PARTICIPATION)

ATHLETE

I have read the Monmouth Academy Co-Curricular Handbook and I agree to abide by all rules, regulations, policies, and expectations.

Athlete's Printed Name

Athlete's Signature _____ **Date** _____

PARENTS/GUARDIANS

Parent (s) or guardian (s) please sign below to indicate awareness and knowledge of the rules regulations, policies, and expectations as stated in the Monmouth Academy Co-Curricular Handbook.

Parent/Guardian Printed Name

Parent/Guardian Signature _____ **Date**

Parent/Guardian Printed Name

Parent/Guardian Signature _____ **Date**
