

**MONMOUTH ACADEMY**

*Established, 1803*



***Student – Parent/Guardian  
Co-curricular Handbook  
2013 - 2014***

## INDEX

Statement of Philosophy	3
Parent Student Athletic Contract & Pre-participation Forms	3
Guidelines for Athlete's Return to Play After Injury	4
Management of Concussions and Other Head Injuries	4
Extra and Co-curricular General Eligibility	5
Academic Eligibility	5
Make-up of Missed Academic Assignments	7
School Attendance	7
Signing-out of School	7
Tardiness to School	7
Attendance to School Following a Competition	7
Participation Guidelines	8
MPA Bona Fide Team Rule	8
M.A. Team Policy	8
Leaving a Team	8
Transportation to Games and Events	8
Attire and Appearance for Athletic Event	9
Use of School Issued Equipment/Uniforms	9
Drug, Tobacco, and Alcohol Use by Students	9
Hazing	11
Assault Upon Game/Event Officials by Students	12
Awards	12
Athletic and Co-curricular Spectator Policy	13
Surveillance	13
Mountain Valley Conference	14
M.A. Co-Curricular Handbook Agreement Sign-off Form	15

## 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, Football (Cooperative team with Winthrop High School), Golf, Hockey (Cooperative team with Cony High School), Math Team, Nordic Skiing, One Act Play Competition, Soccer, Softball, Tennis, Track, Wrestling, and any individual (or team) who participates in an MPA sanctioned competitive event.

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.

## PARENT STUDENT ATHLETIC CONTRACT (Forms must be Completed Before Participating)

**Prior to participating** on any athletic team (try-out, practice, game, etc.), students and parents must read, fully complete, and sign the “**Student & Parent Participation Contract**”. There are four components to this “Contract”:

- 1.) Physical Examination Form or Pre-participation Form: 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.
- 2.) Emergency Information: Students are required to complete and return the “Monmouth Academy Medical Information” card. All information must be filled out completely, including insurance policy information.
- 3.) Permission, Insurance Responsibility, and Pledge: A.) Parent/Guardian must give permission for his/her child to participate, B.) Parent must sign stating that his/her child has health insurance. 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 and from the Athletic Director. C.) Student and parent sign that each is aware and understands the eligibility rules and

regulations of Monmouth Academy and the Maine Principals' Association and that the student agrees to adhere to all rules, regulations, policies and team rules.

4.) Student and parent read and signed the "Assumption of Risk", "Understanding of Possibility of Concussion/Head Injuries", and "Permission for Medical Treatment".

If parents and/or student have any questions about any information included in the "Parent Student Athletic Contract", he/she should ask for clarification from the Athletic Director.

## **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 Athletic Trainer and/or the consulting team physician have evaluated the athlete, he/she will make the necessary documentation for return to play.

## **MANAGEMENT OF CONCUSSION AND OTHER HEAD INJURIES**

Concussions and other head injuries are potentially serious and may result in significant brain damage and/or death if not recognized and managed properly. Any student suspected of having sustained a concussion or other head injury during a school-sponsored athletic activity including but not limited to competition, practice or scrimmage, must be removed from the activity immediately. The student and his/her parent(s) will be informed of the need for an evaluation for brain injury before the student will be allowed to return to the activity.

No student will be permitted to return to the activity or to participate in any other school-sponsored athletic activity on the day of the suspected concussion.

Any student who is suspected of having sustained a concussion or other head injury shall be prohibited from further participation in school-sponsored athletic activities until he/she has been evaluated and received written medical clearance to do so from a licensed health care provider who is qualified and trained in concussion management.

Coaches and other school personnel shall comply with the student's health care provider's recommendations, and in the absence of specific recommendations, with generally accepted protocols in regard to gradual return to participation. No student will be permitted to return to full participation (competition) until cleared to do so. More than one evaluation by the student's health care provider may be necessary before the student is cleared for full participation.

If at any time during the return to play program signs or symptoms of a concussion are observed, the student must be removed from the activity and referred to his/her health care provider for re-evaluation.

School personnel should be alert to cognitive and academic issues that may be experienced by students who have suffered a concussion or other head injury, including but not limited to difficulty with concentration, organization, long-and-short term memory and sensitivity to bright lights and sounds, and accommodate a gradual return to full participation in academic activities as appropriate, based on the recommendations of the student's health care provider and appropriate designated school personnel.

For further information regarding concussions and brain injuries, please read "Heads Up Concussion in High School Sports, A Fact Sheet for Athletes" and/or "Heads-up Concussion in High School Sports, A Fact Sheet for Parents", which are located at the end of this Handbook (paper copy) or at the following web addresses (if you are reading the Handbook online):

## **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.

- A. 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.
- B. 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:
  - C. 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.
  - D. 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.
  - E. 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.
  - F. The student abides by the same transportation policy as regularly enrolled students participating in the activity.

## **ACADEMIC ELIGIBILITY**

In order to compete in extra and co-curricular activities, the student-athlete (or student academic competitor – ie. Math Team, Academic Decathlon, One-Act Plays, etc.) must be successfully performing at, or ahead of, “teacher-pace”, according to the individual teacher’s pacing calendar for the student, in all courses that he/she is enrolled.

For the purposes of this policy, “pacing calendar” and “teacher-pace” are defined as follows:

- a.) Pacing Calendar: Yearly plan of when Measurement Topics and Learning Targets are taught. The pacing calendar guides teachers to complete all the measurement topics for a particular course in one school year.
- b.) Teacher-Pace: For a student to be at “teacher-pace”, the student must be successfully performing at where he/she should be in relation to the pacing calendar for the particular course. “Successfully performing” may involve some level of teacher professional discretion. For example, if a student is regularly attending **AND** putting effort forth, at before and/or after school academic assistance and “Help Yourself Period” (HYP), **AND** is putting forth effort at home (and, thus, comes prepared to take an assessment), **AND** is demonstrating marked progress towards meeting proficiency, the teacher may determine that the student is doing everything in his/her power to meet proficiency and thus remain eligible.

Eligibility checks will be ongoing and conducted every three weeks throughout the school year. If a student is not successfully performing at “teacher pace” all courses that he/she is enrolled, the student will become ineligible to compete. **The student shall remain ineligible until he/she is successfully performing at teacher-pace in all courses.**

### **Eligibility Flowchart**

- a.) Teachers document students who are behind teacher-pace on the school’s “Behind Pace List” (which is an up-to-date shared staff Google Doc). Teachers will denote whether the student meets the criteria to be considered ineligible. The Athletic Director will view this list to determine which students are behind teacher-pace.
- b.) As a courtesy, four days prior to potentially losing eligibility, the Athletic Director will inform each student and his/her coach of the impending ineligibility.
- c.) At the three-week mark, the Athletic Director will inform each student and his/her coach that the student is now ineligible to compete. In fairness to the team and coach affected, the student may compete on that particular Monday only (ie. if an event gets postponed, the student will not participate).
- d.) Student places greater emphasis on his/her academics, during class, HYP, before and/or after school, and at home to perform at teacher-pace and make marked progress towards meeting proficiency. Again, this process comprises more than “just showing up” for academic assistance – see “B” above. Simply “showing up” for help will not make the student eligible.
- e.) Once student is at teacher-pace, he/she will bring a signed “Return to Play” form to the Athletic Director. The Athletic Director will confirm this with the teacher and inform the coach that the student has regained his/her eligibility.

### **Taking, Re-taking & Submitting Assessments to Regain Eligibility**

Please note that teachers cannot be expected to immediately assess a student’s work. Teachers will have 48 hours to assess a student’s work. Therefore, the student will have no expectation of taking or submitting an assessment and immediately becoming eligible.

### **If a Student Becomes Ineligible, the Following Guidelines Apply**

- \* Student cannot participate in any regular season or tournament “countable” game, meet, match, performance, etc. Student may participate in scrimmages, exhibition games, etc.
- \* Student is expected to attend and participate in all practices, unless it interferes with afterschool academic assistance. In which case, the student should bring documentation from the teacher he/she stayed with and give this to his/her coach.
- \* Student is not permitted to attend any away games, meets, matches, etc. that are held on school nights. The student should be using this valuable time to focus on his/her studies and work to be successfully performing at teacher-pace in all of his/her courses.
- \* Student is expected to be with the team at all home games, meets, matches, performances, etc.

### **Incomplete Scores for a Course at the End of the Academic School Year**

Any student who has not successfully completed a course at the conclusion of the school year, is ineligible the following sports season until the student successfully completes that course (s). (Exceptions: a.) students who were placed in a course in which the pacing calendar lasted more than one academic year, b.) students who were ahead of teacher-pace and began a course at some point in the previous academic year.

Note: Because there was “summer session” was not offered, for the 2013-2014 school year, any student who received an incomplete score for the 2012-2013 school year will follow the eligibility procedure (“A” & “B”

above) to determine eligibility. If the student is completing a course on an individual basis, a pacing calendar will be created for that student.

**Courtesy Warnings and Three-week Eligibility Check Dates (Athletic Director will check “Behind Pace Document” Each Monday)**

<b>AD Courtesy Warning</b>	<b>AD 3-Week Eligibility Check</b>
9/16	9/30 (*due to Big Week)
10/14	10/21
11/4	11/11
11/25	12/2
12/16	1/6
1/20	1/27
2/10	2/24
3/10	3/17
3/31	4/7
4/28	5/5
5/19	5/26
6/9	6/16 (Incompletes & if necessary for State Championship)

**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, Assistant Principal, or Athletic Director to participate.**

**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., the student may not participate in the scheduled practice/game/competition for that day.** Absences for an excusable reason shall be examined on an individual basis by the Athletic Director, Assistant Principal, 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 second 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.

### **MPA “Bona Fide Team Policy”**

“A member of a school team is a student athlete who is regularly present for and actively participates in team practices and competitions. Bona fide members of a school team are prevented from missing high school practice or competition to compete or practice elsewhere.

A single waiver per student athlete per sport season may be granted by the principal on a case-by-case basis for extraordinary circumstances. (e.g. If a student/athlete is invited to participate in a prestigious weekend event then a waiver may be granted. If a student/athlete is invited to participate in a nationally recognized tournament over a school vacation then that waiver may be granted for that activity. If a student requests to miss practice every Friday because he/she is receiving specialized coaching from an outside team/coach, then a waiver should not be granted because it violates the spirit and intent of the rule.)

\* Penalty for violation of this policy: 1st Violation--Report violation to MPA office, suspension from play for one game/contest, 2nd Violation--Report violation to MPA office, removal from team for remainder of season. (Source: Maine Principals’ Association 2013-2014 Handbook, Article II Eligibility Rules, Section 2 – Student Eligibility, “D.”).

### **Monmouth Academy Team Policy**

When a student makes the decision to commit to a Monmouth Academy team, it is expected that the student-athlete will attend all practices and games/meets/matches (including exhibition). In extraordinary circumstances, the “MPA Bona Fide Team Policy will be adhered. Please note, games/meets/matches should always take precedence over any non-Monmouth Academy team.

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

## **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, Assistant 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. During the winter season, hats of any kind may not be worn inside by either gender. 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 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 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, practice jerseys, travel suits, etc. have been returned and all payments for loss and/or damages have been submitted.** In addition, in order to participate in graduation ceremonies, all equipment, uniforms, etc. must have been returned and all payments for loss and/or damages must 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,

Assistant Principal, or Principal.

3. Athletic Director, Assistant Principal, and/or Principal meet with student to gather facts, provide due process, and inform of policy and procedure.
4. Athletic Director, Assistant Principal, and/or Principal inform parents/guardians.
5. Principal, Assistant 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 in which the 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.

## **ASSAULT UPON OFFICIALS BY STUDENTS**

“Any member of the team who intentionally strikes, shoves, kicks, or makes other physical contact with an official before, during, or after an interscholastic contest, as determined by the school, shall be disqualified immediately and shall be ineligible to participate in all sports for one full year. NOTE: Member of the team includes player, manager, score keepers, timers, and statisticians.” (Source: Maine Principals’ Association 2013-2014 Handbook, Appendix “T”).

## **AWARDING OF MONMOUTH ACADEMY LETTERS, PINS, & AWARDS**

In order to receive any letter, pin, or award, the athlete must complete the particular sport season in good standing. Participation in conference, regional, and state contests is considered part of each sport season.

### 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 a high school athlete may earn:

- \* Senior Dedication Award (plaque) – Senior must have participated in the same sport for four years at M.A.
- \* Other awards vary by coach and program – some programs choose not to 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.

Cross-Country – runners must participate in at least 70% of the total number of regular season 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 at/in all events (games & competitions) to which the varsity cheering team is assigned, unless excused by the coach.

Football – players must play in 1/2 of total quarters played.

Golf – participants must participate in 70% of matches played.

Hockey – participants must play in 1/2 of total periods played.

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

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

Track & Field – participants must participate in at least 70% 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.

- \* A varsity 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 was a senior and participated in at least two seasons and received the recommendation from the coach of that team.
- c. Student served as a manager, scorekeeper, or statistician for at least two seasons and received the recommendation from the coach of that team.

## **ATHLETIC AND CO-CURRICULAR SPECTATOR POLICY**

Disruption and unacceptable social behavior is not the logical or acceptable outcome of athletic or other school-sponsored functions. Friendly, courteous, and cooperative relationships between individuals and schools at all athletic or other school-sponsored events are our goal and expectation. This shall include events held on campus as well as at other sites.

We recognize our responsibility to provide a safe, educational, and desirable atmosphere for everyone. The school's administrator and/or his/her designee shall enforce the following policy. Behaviors deemed inappropriate include, but are not limited to:

- A. Verbal abuse of those on the court, playing field, or stage (this includes student participants, coaches (advisors, directors), game administrators, administrators, officials, and other personnel (this includes both M.A. and representatives from other schools).
- B. Use of obscene gestures and/or inappropriate language.
- C. Any violent act or threat of violence.
- D. Interrupting events through any of the above or other event specific guidelines (ie. cell phone use/ringing at concerts/drama productions, etc., excessive talking, etc.).
- E. Disruptive use of noisemakers, confetti, or placards (not allowed at indoor events).
- F. The display of distasteful banners/posters.
- G. Showing lack of respect for the national anthem or national/state flag.

Spectators violating the above rules and regulations shall be asked, at a minimum, to refrain from further unacceptable behavior by the administrator or his/her designee. If spectators will not cooperate with the administrator's (designee's) request, they will be asked to leave the event.

In addition, because these events are an "extension of the classroom" spectators who violate any of the above will be restricted for a to-be-determined amount of time (up to one calendar year) from future co and extra-curricular events at school-sponsored activities.

All Monmouth School's buildings and grounds are smoke free. Visitors are asked to refrain from smoking on school grounds at **all** times (this includes inside vehicles).

Student spectators may not leave the event unless they are leaving school grounds. In the case of an indoor event, students may not leave the building and return to the event without special permission from the administrator or designee.

## **SURVEILLANCE**

Students and visitors should be aware that Monmouth Academy utilizes video cameras in public areas to assist in maintaining safety and security within the school and in the areas immediately surrounding the school.

## **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/ACADEMIC COMPETITOR**

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** \_\_\_\_\_