

## **M. S. A. D. #49**

**Revised 6/14/04**

### **PHILOSOPHY OF CO-CURRICULAR ACTIVITIES**

The purpose of co-curricular activities is to promote the physical, mental, moral, social and emotional well-being of the individual student and to provide the student with the opportunity to meet people and work with them as a group. Participants in our programs will be expected to display the proper ideals of sportsmanship, ethical conduct and fair play, to show and encourage respect to opposing teams, groups, fellow players, coaches, advisors and officials, and to encourage a winning spirit while not losing sight of the above mentioned ideals.

### **CO-CURRICULAR CODE**

Participants in activities are being offered the privilege and opportunity to become part of a select group: a member of a team or group which will represent the people and the school system of the district. The symbol of Lawrence Jr./Sr. High School activities is commitment. To have the type of program desired, a commitment from all involved is required to improve the quality of the program.

Given the fine tradition of activities that Lawrence Junior/Senior High School has built over the years, the following Co-Curricular Activities Code has been adopted. It is suggested that all students desiring to take advantage of the programs at Lawrence Junior/Senior High School carefully scrutinize this code before deciding to become a member. Parents, too, must be familiar with the code.

#### **A. General Rules for Co-Curricular Activities**

1. All participants in the co-curricular programs should understand that, as a member of a team or organization, they are representing the school and the community.
2. Students' dress should be neat, clean, and appropriate and should not glorify the use of drugs, contain vulgar or obscene language, or imply sexual connotations.
3. Regular school attendance is required of all participating students. Students who are ill at the beginning of the day of the game or activity will not participate unless they are present in school by 9:00 AM of that day. Participants absent without permission from school for any part of the day of the activity, or the practice on the day before the activity, shall not participate without the explicit permission of the administration. The school expects that participants be in school the day following any contest or activity.
4. Participants must notify the coach and/or advisor before the end of the school day if lateness or absence is anticipated for a session. Coaches and/or advisors may excuse students with specific requests.

5. In all activities, participants shall adhere to the spirit of rules as well as the written rules.
6. Vulgar language will not be tolerated and is just cause for discipline.
7. For all school sponsored trips, participants should wear appropriate clothing designated by the coach and/or advisor.
8. All participants are required to travel to and from all contests/activities in school provided transportation. Students violating this procedure may be suspended by the coach and/or advisor from participation in the forthcoming activity. Permission will be granted for the student to travel with his/her parents and/or legal guardian only in the case of extenuating circumstances and only after a written release is presented to the coach or advisor.
9. Students suspended from school shall not be allowed to practice or participate in contests while on suspension. In the case of athletic activities, athletes absent from practice the day before a game due to disciplinary action by the school may participate the day of a game only upon approval by the administration.
10. A student who is dismissed from a non-athletic organization for disciplinary reasons will be ineligible to participate in that organization for a minimum of nine weeks. A student who is dismissed from an athletic team is ineligible to participate on another team until that season is over.
11. A student who becomes ineligible or is dismissed from a team or activity will receive no award or recognition for that activity.
12. Each participant will be responsible for his/her equipment and will be assessed for any lost or damaged item. He/she will not be allowed to try out for another activity until he/she has turned in all equipment. Equipment issued by a coach or advisor shall be used only when participating in sports and/or activities sanctioned by the coach or advisor.
13. An individual who has an unexcused absence from a practice, game or event may be suspended for the next game or event.
14. An individual who accumulates two unexcused absences may be dismissed from that team/organization.
15. Any student found guilty of stealing school equipment or in possession of stolen or unauthorized equipment will be suspended/dismissed from the team or organization.
16. Coaches and advisors will be responsible for their programs and their student participants. All participants will abide by additional regulations as set forth by

their coach or advisor and approved by the administration.

## **B. Additional guidelines for athletic activities**

Seasons for participation in athletics at Lawrence Junior/Senior High School will be as follows:

Fall Season: Four weeks prior to the first fall contest through November 25<sup>th</sup>

Winter Season: November 1<sup>st</sup> through March 20<sup>th</sup>

Spring Season: March 1<sup>st</sup> through June 20<sup>th</sup>

1. Before any student can participate in athletic tryouts he/she must have returned to the coach:
  - Verification of current physical at grade 7 for LJHS or grade 9 for LHS.
  - A written statement from the parent indicating that the student has medical insurance.
  - A permission slip signed by parent or guardian.
2. Athletes will not be required to try out for a new sport until at least a week after the conclusion of a previous sport in which they participated. However, athletic codes governing the designated seasons will be signed on the 1<sup>st</sup> day of each season.
3. An athlete will be allowed to change from one sport to another sport by mutual consent of the coaches and the Administration.
4. Team managers are team members and will meet the same requirements as the players.
5. A student participating in an organized non-school athletic activity must receive prior permission from the administration.
6. Hair shall be neat and in a manner so as not to interfere with the performance of the athlete.
7. Students who drop out of school for academic or attendance reasons or who are suspended from school two (2) times as the result of disciplinary action on the part of the administration, will forfeit their eligibility for one complete season or nine weeks, whichever is greater.

8. Students are eligible:

- for eight consecutive semesters of high school sports after enrolling as freshmen
- until the age of twenty (20),
- until graduation

### **C. Academic Eligibility for co-curricular activities**

High School - Participants must be full time students, pursuing a minimum of three (3) courses per quarter, (Students attending the vocational school must be enrolled simultaneously in at least one course at Lawrence High School). Students must receive passing grades in at least two (2) courses at the end of the end of each ranking period, and not be failing more than one course. Final course grades will take precedence over quarterly grades.

Successful completion of summer school courses will reinstate eligibility.

Students with incomplete grades will be dealt with on an individual basis by the administration.

Junior High Requirements – Participants must be full time students, pursuing an approved load of courses each marking period. At the conclusion of each ranking period, a student must not be failing more than one course to remain eligible (quarterly or semester grades may be utilized). However, final grades will take precedence over both quarterly and semester grades.

Successful completion of summer school courses will reinstate eligibility.

Students with incomplete grades will be dealt with on an individual basis by the administration.

### **D. Possession, use, transfer and/or consumption of prohibited drugs**

If a participant is caught consuming, purchasing, transferring or possessing alcohol, tobacco products, or unauthorized drugs, (or is knowingly in the presence of others) the following procedures will take effect.

#### **1. Students who use/possess unauthorized substances**

FIRST OFFENSE:

- a. Verify incident
- b. Notify administration of incident
- c. Administration to follow normal administrative procedures
- d. Discuss concerns with student
- e. Inform parent(s), require student to meet with school's substance abuse

- counselor
- f. Suspend student for the season or 9 weeks, whichever is greater
- g. Require student to attend awareness education group and/or other recommended services in order to participate in another activity
- h. Encourage parents to attend an educational program on alcohol and other drug abuse
- i. Notify superintendent and police

**SECOND OFFENSE:**

- a. Follow above procedures
- b. Suspend for the remainder of the school year

**2. Students found to be knowingly or in the presence of unauthorized substance**

**FIRST OFFENSE:**

- a. Verify incident
- b. Notify administration of incident
- c. Administration to follow normal administrative procedures
- d. Discuss concerns with student
- e. Inform parent(s), require student to meet with school's Substance Abuse Counselor
- f. Suspend student for four weeks from participating in activities
- g. Require student to attend awareness education group and/or other recommended services in order to participate in athletics
- h. Encourage parents to attend an educational program on alcohol and/or drug abuse

**SECOND OFFENSE**

- a. Verify and discuss the incident with the student
- b. Notify administration of the incident
- c. Administration to follow normal administrative procedures
- d. Notify parent(s)
- e. Suspend for the remainder of the school year

**3. Selling/Furnishing**

**FIRST OFFENSE:**

- a. Verify and notify administration of incident
- b. Administration to follow normal administrative procedures
- c. Notify parent(s)
- d. Notify superintendent and police

- e. Suspend for the remainder of season and/or 9 weeks, whichever is greater
- f. Recommend nonclinical assessment before student can participate in other such activities
- g. Student to attend an education group or follow other recommendations

#### SECOND OFFENSE:

- a. Follow above procedures
- b. Suspend for the remainder of the school year

#### **4. Self Referral**

A participant's request for acceptance of assistance in addressing chemical use, abuse or dependency will not adversely affect that student's attendance at school or participation in school activities. School personnel will work cooperatively with parents and others entrusted with the care of the student to ensure the health and safety of the student population. The student may not use the voluntary referral procedure merely to circumvent the consequences that would otherwise be implemented due to an on going investigation. The voluntary referral procedure is as follows:

- a. Talk with student
- b. Refer to qualified helping personnel for a nonclinical assessment
- c. Assess to determine if student is successfully participating in recommended programs
- d. Invite parents to attend a parent education program
- e. Follow-up to determine if resources are effective and/or helpful

#### **APPEALS**

A student may appeal in the following manner when declared ineligible if the student(s) and/or parent(s) feels there are extenuating circumstances. The student must appeal in writing to the appropriate co-curricular administrator within five (5) days of receiving notification of action.

1. The Co-Curricular Director shall review the coach's or advisor's decision and shall render his/her decision. The participant(s) and/or parent(s) may appeal in writing to the building principal within five (5) days.
2. The Principal shall review and render his/her decision. The participant(s) and/or parent(s) may appeal in writing to the Superintendent within five (5) days.

3. The Superintendent shall review and render his/her decision. The participant(s) and/or parent(s) may appeal in writing to the Board of Directors within five (5) days.
4. The School Board of Directors shall review and render a final decision.

## **COACHES' ELIGIBILITY REQUIREMENTS FOR M.S.A.D. #49**

Coaches' Eligibility was established to provide proper training of coaches, to insure the safety of student athletes, and to improve the overall quality of the athletic program. The Principal and Athletic Director are responsible for determining the eligibility of coaches prior to the start of each sport season.

The six components of the Coaches' Eligibility Policy are as follows:

1. is at least 20 years of age or is a high school graduate
2. pass the ASEP "Coaching Principles" program or the equivalent
3. pass the ASEP "Sport first Aid" program or the equivalent
4. complete a basic CPR program
5. be approved by the M.S.A.D. #49 School Board
6. sign a statement acknowledging that he/she has read, and will comply with the MPA By-laws, Policies, and Code of Ethics

## **CODE OF ETHICS FOR SECONDARY SCHOOL ACTIVITIES**

1. Participation in high school activities is part of the total education experience and as such, no one should either seek or expect academic privileges for the participants.
2. Emphasize sportsmanship, fair play, and ethical conduct as they relate to the lifetime impact on the participants and spectators.
3. Develop an awareness of the rules governing competition, and comply with them in all activities.
4. The purpose of the activities is to develop the physical, social, mental, and moral development of individual participants.
5. Avoid practices which would endanger the present or future welfare of a participant.
6. Avoid practices which force or encourage students to specialize or restrict them from participation in other activities.
7. Refrain from remarks directed to opponents, officials, coaches, or spectators.
8. Encourage the development of proper health habits, discourage the use of illegal substances.
9. Exemplify proper self-control at all times.
10. The true success of the programs shall be judged by the attitude of the participants and spectators, rather than on the basis of a win or loss.

## ATHLETIC ELIGIBILITY

A student's guide to the Maine Principals' Association  
eligibility rules governing high school athletics

### A 10-point checklist for eligibility

Do you meet the following 10 requirements for competing in interscholastic athletics? If not, you must consult your school principal or athletic director.

1. Age. You are under 20 years old at the time of participation. *You become ineligible when you reach your 20<sup>th</sup> birthday.*
2. Place of enrollment. You are enrolled at the school for which you compete.
3. Length of enrollment. You have not been enrolled in high school (grades 9 through 12) for more than eight consecutive semesters.
4. Undergraduate status. You have not yet graduated from a high school or its equivalent.
5. Academic course load and grades. You are enrolled in a program of studies approved by your principal. You passed at least four full-time subjects last quarter, and you are currently passing four fulltime courses. *If you fail to earn passing grades in four full-time courses or the equivalent, you are ineligible for a period of time determined by your local school.*
6. School transfer. You have not changed schools within the last year without a corresponding residential move by your parent(s) or guardians(s). If you did change schools without a corresponding change of address by your parent(s) or guardians(s), the change was not for primarily athletic purposes.
7. Outside teams. You are not participating in an outside team to which your principal objects. If you violate this rule, you will be ineligible for interscholastic play for nine weeks after the date of discovery.
8. Student name. You must compete under your own name, as substantiated by a birth certificate. If you use false identification, you will be ineligible for nine weeks following the date of discovery.
9. Local eligibility rules. You must meet all eligibility rules imposed by your own school.
10. Recruitment. If anyone directly or indirectly associated with a school uses undue influence to secure or encourage your attendance there for athletic purposes, it will be considered recruitment. You may be declared ineligible for all sports for 365 days.

**LAWRENCE JUNIOR-SENIOR HIGH SCHOOL**  
School Street  
Fairfield, Maine 04937

**CO-CURRICULAR PARTICIPATION PERMISSION FORM**

Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

I hereby give my son/daughter permission to participate in:

\_\_\_\_\_ at Lawrence Junior/Senior High School for the school year 20 \_\_\_\_\_ - 20 \_\_\_\_\_

**Student must read and Sign the Lawrence High School/Lawrence Junior High School Co-Curricular Activity Code**

**This is to confirm that I have read this STUDENT CO-CURRICULAR ACTIVITIES CODE and I understand and agree to abide by the rules outlined in the previous pages.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Activity

**This is to confirm that I have discussed the STUDENT CO-CURRICULAR ACTIVITIES CODE with my son/daughter and I will support him/her in abiding by the rules outlined on the previous pages. I will support the school in any action taken in accordance with a verified violation of this code as outlines in the previous pages.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### Participants in Athletics Only

In order to participate in athletics at Lawrence, it is necessary for students to have adequate insurance coverage.

Check One:

- My son/daughter is covered by insurance purchased at school.
- I have adequate insurance coverage for my son/daughter.

Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_

The school also required that all incoming 7<sup>th</sup> & 9<sup>th</sup> graders, and anyone in the other grades who has not previously participated in interscholastic athletics at Lawrence Junior/Senior High School, have a physical exam. A physical exam or a doctor's statement must be dated July 1 or after for the upcoming school year.

My son/daughter has had a physical exam by: \_\_\_\_\_

date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/guardian

\_\_\_\_\_  
Date