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## The Purpose of the Messalonskee Extracurricular Handbook

The purpose of the Messalonskee High School Extracurricular Handbook is to provide coaches, advisors, student participants, and parents with the policies, procedures, and information, which govern athletics.

Messalonskee High School is an active member of the Maine Principal's Association (henceforth referred to as the MPA) and has agreed to conform to all of its rules and regulations governing athletics. Messalonskee High School is an active member of the Kennebec Valley Athletic Conference and Pine Tree Conference and adheres to the constitution and by-laws of both leagues governing interscholastic competition between member schools.

Student participants are expected to know the policies and rules governing participation and abide by them at various levels of athletic competition.

Coaches and advisors will use this information in making decisions to insure that they are consistent and fair as they work with their students.

Parents and guardians are asked to work very closely with their sons and daughters, coaches, advisors, teachers, and administrators in making this experience for their children rewarding, positive, and memorable.

### GENERAL POLICIES FOR ALL PARTICIPANTS

- I Prior to participation in athletic extracurricular activities all students must:
  - a) Submit a completed medical history and athletic contract form.
  - b) Have a physical exam.
  - c) Comply with tournament requirements to compete in Maine Principal's Association tournaments.
- II All candidates must meet the Maine Principals' Association and RSU #18 Eligibility requirements. A pupil shall be ineligible to participate in any interscholastic secondary school athletic contest or non-athletic activity who does not meet the eligibility rules established by the Board of Directors. (**Note: Summer school makeup of subjects failed during the regular school year does not affect eligibility, unless the failure was due to unavoidable absence.**) Students who are taking college classes MUST bring their grades to the Athletic Director to check for eligibility.

### Makeup of Interscholastic Athletic Teams

It is the policy of this district that no student be denied the opportunity to participate in interscholastic athletics because of race, color, sex, religion, or national origin.

To accomplish the goal of insuring equal opportunity for all students, the district supports a wide-ranging program of interscholastic athletics at the middle school and high schools. Due to the nature of certain sports and the regional and state organization for interscholastic competition, team make-up is designated as 'boys', 'girls', or 'mixed'.

The following lists the various sports, classifications, and the school(s) at which they are offered.

### Boys

Baseball (MHS, MMS)  
Basketball (MHS, MMS)  
Cross Country (MHS)  
Lacrosse (MHS)  
Soccer (MHS, MMS)  
Swimming (MHS, MMS)  
Track (MHS)

### Girls

Basketball (MHS, MMS)  
Cross Country (MHS)  
Field Hockey (MHS, MMS)  
Lacrosse (MHS)  
Soccer (MHS, MMS)  
Softball (MHS, MMS)  
Swimming (MHS, MMS)  
Track (MHS)

### Mixed

Cheering (MHS, MMS)  
Track (MMS)  
Football (MHS, MMS)  
Ice Hockey (MHS)

The above classifications are intended to provide clear direction for the Administration and may be changed only through action by the Board.

### **Message to the Student Athlete**

Participation in athletics is a very valuable part of your education. The camaraderie, loyalty, and respect for other participants, advisors, and officials will be an integral part of your life.

As a student participant, you must be aware that you represent Messalonskee High School and communities of Oakland, Belgrade, Sidney, and Rome. We hope that you will assist us to project a good image of our school and our towns. There is a strong tradition for athletics, as well as the performing arts, the visual arts, and student government at Messalonskee High School. It is now your privilege to contribute to that tradition.

It is a privilege for a student to participate in athletics. Participation is also voluntary and is not a requirement for graduation. Therefore, extra time and extra effort are required of those who participate. Since the reputations of the school programs are often judged by the public performances and the athletic program, high standards must be maintained. Those who have earned the privilege to represent Messalonskee High School in a public way are expected to accept greater responsibilities as school citizens.

Participation in athletics is open to ALL students at Messalonskee High School provided they meet the requirements pertaining to academic standards, eligibility, behavior and appearance outlined in this handbook and approved by the RSU #18 School Board. Good luck to all participants. May your experiences be positive and rewarding.

### **Message to the Parent**

This material is presented to you because your son or daughter has indicated a desire to participate in interscholastic athletics and you have expressed your willingness to permit him/her to compete. Your family interest in this phase of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences which assists students in personal adjustments.

We feel that you have committed yourselves to certain responsibilities and obligations. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics.

It is the role of administration to make rules that govern the spirit of competition for the school. These rules need a broad basis of community support, which is achieved only through

communication to the parents. It is our hope to accomplish this objective through this publication for students and parents.

If at any point during your son's/daughter's season, you as a parent have a concern about a specific policy or a coach's judgment, we ask that you follow this procedure.

1. Speak to your son's/daughter's coach regarding your concern.
2. Speak to the Athletic Director, if you feel the issue has not been addressed.
3. Request meeting of Athletic Director and coach, if issue is still not addressed.
4. Meet with principal if still not satisfied.

Hopefully through open communication we can avoid unresolved issues.

### **Athlete's Code of Ethics**

The athlete must keep in mind that an athletic contest is only a game designed and conducted to promote the physical, mental, moral, social, and emotional well being of the individual player.

He/she must remember that he/she is representing his/her family, school, and community both on and off the athletic courts and fields.

The Player should:

1. Always respect official's decisions regardless of their outcome.
2. Never use profanity in practice, or during competition.
3. Control his/her emotions at all times and avoid verbal and physical fighting.
4. Use his/her influence on and off the field or court to develop good spectator sportsmanship.
5. Accept victory modestly, defeat gracefully and never give up or quit.
6. Treat opponents with the courtesy and respect due any guests.

The administrators and coaches of the Messalonskee School District are committed to the promotion of good sportsmanship. It is the responsibility of all (including our guests from visiting schools) in attendance at any athletic contest to respect the opposing fans, the officials, the coaches, and most of all the athletes.

### **PLEASE**

1. Be respectful during the National Anthem. Stand, remove your hats, and refrain from cheering until its completion.
2. Be respectful and courteous during the introduction of players from both teams.
3. DO NOT chant group cheers that contain inappropriate or obscene language
4. Stand during the playing of our school song.
5. Horns (to include air horns), noisemakers, and confetti are prohibited.
6. Posters in poor taste will not be allowed.
7. Bare chested displays by any spectator will not be permitted.

Everyone is urged to cheer and support all our athletic programs. Taunting, trash-talk, and other forms of disrespectful behavior are what we are hoping to avoid.

The Messalonskee School District's "*Standards for Responsible and Ethical Student Behavior*" also states these same expectations under *Responsible Group Behavior* and *Good Sportsmanship*.

"Groups and teams of individuals represent the District at various festivals, athletic events, competitions, field trips, and other gatherings. Students, either as participants or spectators are ambassadors for our communities and must demonstrate the highest standards for responsible and ethical behavior."

## Good Sportsmanship Happens When:

### The Player:

Lives clean and Plays hard.  
Wins without b`oasting. Loses without excuses and never quits.  
Respects officials and accepts their decisions without question.  
Never forgets that he/she is a representative of the school.

### The Coach:

Inspires in players a love for competition and the desire to win.  
Teaches them that it is better to lose fairly than to win unfairly.  
Leads players and spectators to respect officials by setting a good example.

### The Official:

Is fair and firm in all decisions  
Calls them as he/she sees them.  
Treats players and coaches courteously and demands  
the same treatment for themselves.  
Knows the game is for the players and lets them have the spotlight.

### The Spectator:

Never boos a player or an official.  
Appreciates a good performance, no matter who does it.  
Knows that the school gets the blame or praise for their conduct.

### Sportsmanship

*We can't all play a winning game –  
Someone is sure to lose.  
Yet we can play so that our name  
No one may dare accuse;  
That when the Master Referee  
Scores against our name  
It won't be whether we've won or lost  
But How We've Played the Game!*

*Author Unknown*

**REGIONAL SCHOOL UNIT NO. 18**  
**File: IGDK (Belgrade-Oakland-Rome-Sidney)**  
**ELIGIBILITY REQUIREMENTS FOR PARTICIPATION**  
**IN INTERSCHOLASTIC ACTIVITIES**

**Expectations of Messalonskee High School Students**

All students are encouraged to avail themselves of the opportunity to be involved in extracurricular/co-curricular activities. However, to participate, a student must have passing grades and abide by Board policy and the rules governing the activity in which he/she is involved. Participation is a privilege, not a right.

The expectation is that to be eligible for extracurricular/co-curricular activities in grades 9-12 the student must be passing all courses in which he/she is enrolled. If a student fails to enroll for the minimum course load, which is the equivalent of three courses each quarter, or drops a course resulting in not meeting the minimum course load, the student shall be ineligible for extracurricular/co-curricular activities until such time that the student again meets minimum course load requirements.

The equivalent of three courses each quarter may include three course offerings at Messalonskee High School (MHS) (both ½ and 1 credit courses), or a combination of courses at MHS, Mid-Maine Technical Center, virtual learning courses, and/or local colleges. A student enrolled in a Mid-Maine Technical Center course can meet the minimum course load by enrolling in one additional course at MHS, as course work at Mid-Maine Technical Center requires two periods out of a four-period day. Occasionally there are circumstances when a student may find himself/herself in academic jeopardy. In order to determine eligibility, grades received at the conclusion of each quarterly ranking period are used to determine academic eligibility as outlined in this policy. Semester and/or final grades for a course are not used for this purpose. A student enrolled in college course(s) or virtual high school course(s) must provide the athletic office with the grade or status of performance from the instructor in the outside course, prior to report cards being distributed at the end of each quarter.

If a student is failing one course at the conclusion of a quarterly ranking period, he/she is automatically placed on academic probation and will remain eligible to participate in extracurricular/co-curricular activities while on probation. The probation period will last throughout the next ranking period. At the conclusion of the next ranking period the student must be passing all courses in order to remain eligible. One failing grade in any course, at the conclusion of two consecutive quarters will result in a student becoming ineligible for the ensuing ranking period. A withdraw with failure “WF” is considered the same as failing the course. A student cannot withdraw with failure to avoid losing eligibility. Eligibility is determined on the date when report cards are scheduled to be distributed.

If a student is failing two or more courses at the end of the quarter the student is ineligible for the ensuing ranking period. Because course work at the Technical Center requires two periods out of a four-period day, a student will be considered ineligible with a failing grade in Mid-Maine Technical Center course work provided a student is only enrolled and passing one additional course. If a student is passing two courses with a failing grade in the Technical Center course, the student will be placed on probation.

**REGIONAL SCHOOL UNIT NO. 18**

Students who receive an (“I”) incomplete will only be allowed to practice until the incomplete is made up.

**Expectations of Messalonskee Middle School and China Middle School Students**

The expectation is that to be eligible for extracurricular/co-curricular activities in grades 5-8 the student must be passing all courses in which he/she is enrolled. All students’ eligibility will be checked at the start of the grading term and at the end of the 4th week of the term.

If a student is failing two or more subjects at the grade check, he/she will be ineligible to participate for four weeks. A student may become eligible if he/she is passing all classes at the next grade check. If a student is failing one subject at the grade check, he/she will be on probation for four weeks. During the probation, a student may participate in practices, games, rehearsals, performances, or competitions. If a student who has been on probation is passing all his /her classes at the end of four weeks, he/she becomes fully eligible. If a student who has been on probation is not passing all his/her classes at the end of four weeks, he/she becomes

ineligible.

At any time when a student is ineligible, he/she may not participate in extracurricular activities. This includes practices, games, rehearsals, performances, or competitions.

Cross References: ADC, Tobacco Use and Possession

## **REGIONAL SCHOOL UNIT NO. 18**

**File: JICH (Belgrade, Oakland, Rome and Sidney)**

### **DRUG & ALCOHOL USE BY STUDENTS - STUDENT SUBSTANCE ABUSE DISCIPLINE**

Regional School Unit No. 18 (Messalonskee School District) recognizes that illegal drug and alcohol use and abuse are harmful to the individual and too prevalent in today's society. It is the District's philosophy to educate students about the detrimental effects of alcohol and drug use and abuse and deter the use and possession of alcohol and drugs. The purpose of this policy is to discipline students who violate Board policies and school rules concerning drugs and alcohol.

#### **I. PROHIBITED CONDUCT, SUBSTANCES**

Students are prohibited from consuming, possessing, furnishing, selling, receiving, buying, manufacturing or being under the influence of prohibited substances before, during and after school hours, at school, in any school building, on any school premises, in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities, off school property at any school-sponsored or school-approved activity, event or function (such as a field trip or athletic event) where students are under the jurisdiction of the School Unit, or at any time or place if the conduct directly interferes with the operation, discipline or welfare of the schools.

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

1. Alcohol;
2. Scheduled drugs (as defined in 17-A M.R.S.A. § 1101);
3. Controlled substances (as defined in the federal Controlled Substances Act, 21 USC § 812);
4. Any performance-enhancing substance listed on the Maine Department of Health and Human Services' banned substances list and any other substance which is illegal in Maine or the use of which is illegal for minors;
5. Prescription drugs not prescribed for the student and/or not in compliance with the Board's policy on administering medications to students;
6. Any substance which can affect or change a student's mental, physical or behavior pattern, including but not limited to volatile materials such as glue, paint or aerosols (when possessed for the purpose of inhalation) or steroids;
7. Paraphernalia – implements used for distribution or consumption of a prohibited substance; or
8. Any look-alike drug or substance that is described as or is purported to be a prohibited substance defined in this section.

#### **II. DISCIPLINARY CONSEQUENCES**

Any violation of the terms of this policy shall constitute sufficient grounds for student discipline, including suspension or expulsion from school, at the appropriate discretion of the administration and the Board. Law enforcement authorities shall also be notified of violations of this policy. Because participation in extracurricular/ co-curricular activities is a privilege, students who participate in co-curricular or extracurricular activities who violate this policy are subject to additional rules and sanctions. (See Section V.)

The disciplinary procedures that follow are intended as guidelines. The administration reserves the discretion to impose consequences for any violation of this policy up to and including a recommendation for expulsion. The offenses and subsequent disciplinary procedures described in this policy shall be cumulative throughout the student's years in the Messalonskee School District.

#### **III. CONSUMING, POSSESSING, RECEIVING OR BEING UNDER THE INFLUENCE OF PROHIBITED SUBSTANCES**

Violations will result in the following consequences.

A. First offense

1. Confiscate substance.
2. Notification of the building and Central Office administration.
3. Notification of parents/guardians.
4. Notification of the police.
5. Loss of student "driving/parking" privileges for 30 school days.
6. Out of school suspension of the student for ten days. The student is required to meet with a guidance counselor for referral to appropriate intervention services.

B. Any Subsequent Offenses

1. Confiscate substance.
2. Notification of the building and Central Office administration.
3. Notification of the parents/guardians.
4. Notification of the police.
5. Loss of student "driving/parking" privileges for one calendar year.
6. Out of school suspension of the student for ten (10) days, with appearance before the Superintendent to discuss the student's educational future and possible expulsion.
7. Meet with a guidance counselor for referral to appropriate intervention services.

#### **IV. FURNISHING, SELLING, BUYING OR MANUFACTURING A PROHIBITED SUBSTANCE**

Violations will result in the following consequences.

A. First Offense or Subsequent Offense

1. Confiscate substance.
2. Notification of building and Central Office administration.
3. Notification of parents/guardians.
4. Notification of police.
5. Suspension of student from school pending an expulsion hearing by the School Board. An expulsion hearing is mandatory if furnishing, selling, buying, manufacturing, or transfer of the prohibited substance has occurred on school property, in school vehicles, under school supervision, or at any activity sponsored by the Messalonskee School District.

#### **V. PARTICIPATION IN EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES**

The Messalonskee School District realizes the value of extracurricular and co-curricular participation as a positive alternative to substance use. It is, therefore, the policy of the District that students participating in extracurricular activities, including all athletic teams, clubs, and school sponsored co-curricular activities, sign and abide by rules, which prohibit violations of the Board's substance abuse policy at any time or place from date of pre-season practice in August through final tournament or co-curricular event in June. If a student/parent do not sign an acknowledgement of the rules, this policy will still be enforced.

In addition, students will be subject to disciplinary action if it is determined that they are present at a party or any location where drugs are being used or underage drinking is taking place, and they do not leave when they become aware of such activities.

Participation in extracurricular/co-curricular activities is considered a privilege, and students who choose to participate in such activities are held to a higher level of responsibility. Students who represent the Messalonskee School District are expected to conduct themselves at all times and in all places in a manner which reflects positively on the school and its member communities. Upon verification of violation as a result of administrative investigation, the following consequences will occur. These consequences are in addition to consequences for the underlying policy violations.

#### **VI. CONSUMING, POSSESSING, RECEIVING, BEING UNDER THE INFLUENCE OF PROHIBITED SUBSTANCES, OR BEING PRESENT AT A PARTY OR ANY LOCATION WHERE DRUGS ARE BEING USED OR WHERE UNDERAGE DRINKING IS TAKING PLACE**

A. First Offense

1. Notification of building and Central Office administration.



2. Notification of parents/guardians.
3. The student will be suspended from extracurricular/co-curricular activities for nine (9) weeks after verification of the incident. For the purposes of this policy, participation in an activity begins with the first day of participation in any meeting, practice, try-out, preseason activity, contest or performance and continues through any concluding activity such as an awards recognition event. If a 9-week suspension is not completed by the end of a school year, the suspension carries over into the next school year. Students who are not eligible during the pre-season and/or tryout period will not be allowed to join any extracurricular or co-curricular activity during the season.
4. Students are required to meet with a substance abuse counselor at parents' expense for a risk assessment and an additional three (3) times in order to be eligible to participate in future extracurricular/co-curricular activities.
5. Parents are encouraged to attend an educational program on alcohol and drug abuse.
6. The student cannot participate in any awards ceremony during suspension; receive a certificate of participation, "letter," or any other extracurricular/co-curricular awards; and continue to hold any leadership role and/or elected office during suspension.
7. While on suspension the student will not be allowed to attend or participate in any sessions of the activity as a participating member.

**B. Any Subsequent Offense**

1. Notification of building and Central Office administration.
2. Notification of parents/guardians.
3. Students are suspended from any extracurricular or co-curricular activity for one calendar year after verification of the incident.
4. Students are required to meet with a substance abuse counselor at parents' expense. If the student is again to participate in activities, satisfactory evidence must be demonstrated to the appropriate school administrator that he/she is no longer involved in the illegal use or abuse of chemical substances.
5. Parents are encouraged to attend an educational program on alcohol and drug abuse.
6. The student cannot attend any awards ceremony during suspension; receive a certificate of participation, "letter," or any other extracurricular/co-curricular awards; and continue to hold any leadership role and/or elected office during suspension.
7. While on suspension the student will not be allowed to attend or participate in any sessions of the activity as a participating member.

**VII. FURNISHING, SELLING, BUYING, MANUFACTURING A PROHIBITED SUBSTANCE, OR BEING PRESENT WHERE THESE ACTIVITIES ARE TAKING PLACE**

**A. First Offense**

1. Notification of building and Central Office administration.
2. Notification of parents/guardians.
3. Notification of police.
4. Suspension of student from any extracurricular activity for one (1) calendar year after the verification of the incident.
5. Suspension of student from school pending an expulsion hearing by the School Board. An expulsion hearing is mandatory if the sale or transfer of the prohibited substance was on school property, in school vehicles, under school supervision, or at any activity sponsored by the Messalonskee School District.

**B. Any Subsequent Offense**

1. Notification of building and Central Office administration.
2. Notification of parents/guardians.
3. Notification of police.
4. Suspension of student from any extracurricular or co-curricular activity for the remainder of the student's educational career in the Messalonskee School District.
5. Expulsion hearing before the School Board.

**This policy shall be communicated to students through each school and/or activity handbook and appropriate postings.**

Leg. References: 21 U.S.C. Section 812 (Controlled Substances Act); 21 CFR Part 1300.11-15  
20 U.S.C. Section 7101 et seq. (Safe Drug-Free Schools and Communities Act)  
(smoking statute)  
20 U.S.C. Section 608 (Pro-Children Act of 2001)  
42 U.S.C 290dd-2; 42 CFR 2.1 et seq.  
20-A MRSA Section 1001(9); 4008; 6621 et seq.  
Title 17-A MRSA, Section 1101  
(smoking statute)  
Cross References: ADC – Tobacco Use and Possession  
GBEC – Drug Free Workplace  
IGDJ – Interscholastic Athletics  
IGDK – Academic Eligibility Requirements for Participation in Extracurricular/  
Co-curricular Activities  
JFC – Student Code of Conduct  
JIH – Questioning and Search of Students  
JKD – Student Detention/Suspension  
JKE – Expulsion of Students  
JLCD – Administering Medications to Students  
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Policies/RSU No. 18 Policies/J – Students/JICH – Student Substance Abuse Discipline

**REGIONAL SCHOOL UNIT NO. 18**  
**File: ADC**  
**TOBACCO USE AND POSSESSION**

Regional School Unit No. 18 does not allow the use of tobacco products in school buildings, on school grounds or in school vehicles at any time by students, staff or visitors. Advertising tobacco products by students and school employees is strictly prohibited on school property including articles of clothing.

The Tobacco-Free School Policy will be referenced, and corresponding disciplinary actions for infractions of this policy shall be printed in employee and student handbooks. Tobacco-Free signs will be posted on school grounds.

For the purpose of this policy, the following definitions shall apply:

“Tobacco product” is defined as any form of tobacco and any material or device used in smoking, chewing or other form of tobacco consumption, including but not limited to, cigarette papers, pipes, lighters and matches, or any object giving off or containing any substance giving off smoke. “Use” shall mean lighting, chewing, inhaling or smoking any tobacco product.

**I. VISITOR USE OF TOBACCO PRODUCTS**

Visitors to Messalonskee Schools (RSU No. 18) must comply with the policies and rules set forth by the School Board. Smoking or the use of tobacco products by visitors is prohibited at all times in school buildings, on school grounds or in school vehicles. In addition, visitors are prohibited from selling, distributing or in any way dispensing tobacco products to students. This policy also applies to all outside organizations using school property. Any person found smoking or using tobacco products will be asked to refrain from smoking or tobacco use while on school property and will be informed of the school’s Tobacco-Free Policy. If the visitor does not comply, he/she will be asked to leave. If he/she refuses to leave, the police department may be called. In addition, any person suspected of selling, distributing, or in any way dispensing tobacco products to students shall be referred to an appropriate school official.

**II. STUDENT USE, POSSESSION, SALE, DISTRIBUTION OR DISPENSING OF TOBACCO PRODUCTS**

Students are prohibited from using, possessing, selling, distributing or dispensing tobacco products on school property, in school vehicles, or at any school-sponsored activity, whether on or off school grounds. Administrators may confiscate any article described in this policy and, if appropriate, shall submit it to a suitable law enforcement agency. The Board intends that this

policy will deter students from the use of tobacco products and will encourage students using such products to make an earnest attempt to quit.

#### Disciplinary Procedure

The following procedure is intended as a guideline. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for violations of this policy.

##### 1. 1<sup>st</sup> Offense

- A. The equivalent of four hours of detention.
- B. The student will meet with the guidance counselor to discuss and be referred to the appropriate tobacco education program and/or interventions.
- C. The student will be reported to law enforcement, and the student's parents will be contacted.
- D. The building principal, athletic director, and extracurricular/co-curricular leader will be notified.

##### 2. 2<sup>nd</sup> Offense and Subsequent Offenses

- A. The equivalent of eight hours of detention.
- B. The student will meet with the guidance counselor to discuss and be referred to the appropriate tobacco education program and/or interventions.
- C. The student will be reported to law enforcement , and the student's parents will be contacted.
- D. The building principal, athletic director, and extracurricular/co-curricular leader will be notified.
- E. The student may be referred to the Superintendent for further disciplinary action.

### **III. USE OF TOBACCO PRODUCTS BY STUDENTS INVOLVED IN EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES**

Students involved in extracurricular (athletics) and co-curricular activities (all school-sponsored clubs, teams, or organizations) represent the Messalonskee School District in their respective sport or school-sponsored activity. This privilege carries with it the responsibility of not using, possessing, selling, distributing or dispensing tobacco products on and off school grounds, whether or not under school supervision from date of pre-season practice in August through final tournament or co-curricular event in June.

Upon verification of an incident, students involved in extracurricular or co-curricular activities shall be subject to the following disciplinary consequences in addition to consequences for the underlying policy violation.

- 1. Suspension of students from all extracurricular and co-curricular activities for nine (9) weeks unless the student participates in a tobacco education program approved by the administration in which case the student will be suspended from activities for four weeks. For the purposes of this policy, participation in an activity begins with the first day of participation in any meeting, practice, try-out, pre-season activity, contest or performance and continues through any concluding activity such as an awards recognition event. If a suspension is not completed by the end of a school year, it carries over to the next school year.
- 2. During suspension the student cannot participate in any awards ceremony; receive a certificate of participation, "letter", or any other extracurricular/co-curricular awards; or continue to hold any leadership role and/or elected office during suspension.
- 3. Any subsequent violation of this policy, and the student will be removed from all extracurricular and/or co-curricular activity for one calendar year from the date of verification of the incident.

### **IV. EMPLOYEE USE OF TOBACCO PRODUCTS**

Smoking and the use of tobacco products by school employees are prohibited in school buildings, on school grounds, in school vehicles, and at any time or place that staff members are responsible for students. In addition, employees are prohibited from selling, distributing or dispensing tobacco products to students.

- 1. Employees shall be disciplined for any violation of this policy (in accordance with any applicable collective bargaining contract).

Legal References: Title 22 MRSA, Section 1578-B

Title 22 MRSA, Section 1555-B  
 Pro Children Act of 2001, 20 USC § 4301 et. seq.  
 Me. PL 470 (An Act to Reduce Tobacco Use by Minors)  
 Title 22, MRSA, Section 1580-A  
 Cross References: GBEC: Drug Free Workplace  
 JIC: Systemwide Student Code of Conduct  
 JICA: Student Dress  
 JICH: Drug and Alcohol Use by Students - Student Substance Abuse  
 Discipline  
 JIH: Questioning and Searches of Students  
 JKD: Student Detention/Suspension  
 JKE: Expulsion of Students  
 Date of Adoption: August 5, 2009  
 Date of Revision: July 21, 2010

**REGIONAL SCHOOL UNIT NO. 18**  
**File: IGDJ**  
**INTERSCHOLASTIC ATHLETICS**

**Philosophy**

The interscholastic athletics program offers students in grades 6-12 the opportunity to compete in various sports. In sponsoring this program, the Board has adopted the following philosophy. It is our feeling that the purpose of extracurricular activities is to promote the physical, mental, moral, social, and emotional well being of the individual participants. It is expected that participants in our program will display the proper ideals of sportsmanship, ethical conduct, and fair play; to show and encourage respect to opposing teams, fellow players and coaches, and officials; and finally to encourage a winning spirit while not losing sight of the above ideals. It is the will of this School Unit that a successful program be made available to all with maximum participation. Liberal use of squad members is desired consistent with the winning tradition. It is further the will of this School Unit that our young people pursue as many sports and extracurricular activities as possible so as to expand their experiences and that coaches and advisors, working cooperatively, encourage students toward this goal of broad participation.

Selection of Team Participants

As is stated above, it is the intent of the Board to encourage broad participation in the interscholastic athletics program. However, due to the nature of certain sports, squad size must be limited. The following designates the various sports as either “open”, meaning participation is “not” limited to a set number of squad members, or “selected”, meaning that squad size is limited and, therefore, certain students may not be chosen for the team.

Even though a sport may be designated as “open” or “selected” based on number limitations, the Board further recognizes the need to insure the health and safety of each individual through proper conditioning and training, as well as the proper acquisition and progression of specific sport skills, techniques, and game strategies. For these reasons, a student must participate in tryouts and/or practices scheduled during the “preseason” time period in order to become a member of any team. This “preseason” time period begins with a date determined by the Maine Principals’ Association for each sport season and officially ends on the date of the Maine Principals’ Association’s first countable game/contest for each sport. Students must meet all local and MPA eligibility requirements in order to participate during this “preseason” time period.

Athletic Programs -Open Participation

<u>Messalonskee Middle School</u>	<u>Messalonskee High School</u>	<u>China Middle School</u>
Cross Country	Cross Country	Track
Field Hockey	Fall Cheering	
Football	Football	
Swimming	Boys' Track	
Boys' Track	Girls' Track	
Girls' Track	Boys' Swimming	

**REGIONAL SCHOOL UNIT NO. 18****File: IGDJ**\*Athletic Programs - Selected Participation

<u>Messalonskee Middle School</u>	<u>Messalonskee High School</u>	<u>China Middle School</u>
Baseball	Baseball	Baseball
Boys' Basketball	Boys' Basketball	Boys' Basketball
Girls' Basketball	Girls' Basketball	Girls' Basketball
Cheering	Competitive Cheering	Cheering
Softball	Field Hockey	Softball
Boys' Soccer	Softball	Boys' Soccer
Girls' Soccer	Boys' Lacrosse	Girls' Soccer
	Girls' Lacrosse	
	Ice Hockey	
	Boys' Soccer	
	Girls' Soccer	
	Golf	
	Boys' Tennis	
	Girls' Tennis	

\*Squad size shall be maximized for all middle school and sub-varsity teams listed as "selected participation".

It should be noted that (a) certain students may not be chosen for a sport in order to insure the health and safety of each individual and (b) future limitations, either due to budgetary restraints or unmanageable numbers, may have to be imposed by the Board in sports which are presently designated as "open participation". In those sports which have selected participation, it is the responsibility of the coach to choose the team. It is expected that each coach will base his/her judgment on open tryouts. The tryouts, three days minimum in duration and not to exceed the first Maine Principals' Association (MPA) countable game, should be comprehensive in format, allowing athletes ample opportunity to demonstrate their skill levels while affording the coaching staff sufficient time to assess abilities. Athletes must meet all local and MPA guidelines during the tryout period to participate. Following the last day of tryouts, rosters will be posted announcing the varsity, junior varsity, freshmen, and middle school teams.

As circumstances dictate, this may result in a primary assignment on one squad, while also playing at another level. During the season, players may encounter upward or downward movement in their primary assignments. As athletes move down to junior varsity and freshman squads, some players originally assigned to those levels may have reduced playing time.

Those athletes who will be playing on more than one squad will share practice time at each level. With each team utilizing the same philosophy, offense, defense, etc., shared practice time will provide athletes the opportunity to compete with each other in preparation for game situations.

Cross Reference:      ADC – Tobacco-Free Schools  
                               GBEC – Drug Free Schools  
                               GBED – Smoking on School Unit Premises  
                               JFC – Standards for Responsible and Ethical Student Behavior  
                               JICH– Student Substance Abuse Discipline  
                               JKD – Student Detention/Suspension  
                               JKE – Expulsion of Students

Date of Adoption: August 5, 2009 Policies/RSU No. 18 Policies/1 – Instruction/IGDJ – Interscholastic Athletics

### **Physicals/Medical History**

A complete physical examination is required prior to participating in organized competitive sports every two years; or a complete physical examination is required prior to the first year an athlete competes.

Between physical examinations an interval history questionnaire will be used to screen sports candidates prior to participation each school year. The purpose of the medical history questionnaire is to learn of any illness or injury that may have occurred since the last physical examination that might affect current participation in sports.

Participants should be advised that physical examinations are provided by family physician at candidates expense utilizing the Maine Principals' Association (MPA) examination form.

### **Equipment and Uniforms**

Equipment and uniforms that are the property of the school are issued for game and practice use only! Equipment and uniforms are not to be worn in physical education class or for personal use. Participants may wear their game shirt or appropriate substitute to school on the day of a contest as determined by the coach.

Each boy or girl who is issued a uniform is responsible for its return in the same condition that it was issued, less the normal amount of wear and tear. Any uniforms lost or damaged beyond repair must be paid for at the replacement cost by the person to whom it was issued.

Uniforms must only be worn for athletic contests and not given to parents, friends, or other spectators to wear.

### **ALL EQUIPMENT AND UNIFORMS ISSUED MUST BE RETURNED BY THE ATHLETE PRIOR TO GOING OUT FOR THE NEXT SEASON'S ACTIVITY.**

#### **Attendance – School / Practice**

1. Regular attendance is expected by ALL participants. In order to participate in either a practice or competition, a participant must be in attendance in school by 8:30 a.m. and MUST report to their period 1 class. (They are to check into the office and sign in before going to class.) Any exception to the 8:30 a.m. rule must be cleared by the principal or his/her designee. Pre-arranged tardiness or absences are basis for exception. Seniors with late arrival privileges must be in attendance by the beginning of period 2.
2. Participants who get DISMISSED from school because of illness will not compete or practice that day.
3. Students suspended from school for disciplinary reasons are not allowed to participate in athletics during that removal.
4. If school is in session, all participants are expected to be in attendance at school for the full day on the day following the contest or trip. Excuses for tardiness will be reviewed by the principal.
5. You must attend ALL practices. If you must be absent from practice, the coach must be Informed in advance. Absences of extended nature will be dealt with individually by the

coach with the safety of the child and integrity of the team concept as prime determinants.

### **Release from Class**

On occasion it may be necessary for a participant to miss class due to the length of a trip and/or time of the contest. Under these circumstances it is the responsibility of the student to see the teacher(s) involved and get all assignments prior to the absence.

Participants are not to take advantage of early dismissal time. They are given ample time to get ready for their bus departure time.

### **Attire and Appearance**

All participants shall be neatly groomed. On school-sponsored trips participants are expected to dress appropriately.

All jewelry is prohibited during competition and should not be worn during practice or games.

### **Accident Insurance**

Insurance coverage is NOT provided by RSU #18 to all students in Messalonskee High School who participate in extracurricular activities.

All participants are required to carry adequate health insurance. Proof of coverage must be presented to the athletic office.

If a student is not insured by a family insurance policy, school insurance is available at the student's expense.

### **Procedure for Reporting Injuries**

A student should report all injuries to his/her advisor. The advisor will make a report of all injuries on the proper office form. This report will be filed with the school secretary within 24 hours after the injury.

In the event of an injury or sickness, the parents will be responsible for seeing that adequate follow-up treatment has been obtained.

If an injury is serious enough to require a physician's services, whether by school medical personnel or not, written consent to play by the attending physician and parents must be secured by the injured and acknowledged by the advisor and/or Athletic Administrator. This is the responsibility of the player and parents.

During an activity in which there is an injury, a questionable injury, illness, or a case of exhaustion, the medical personnel will be the determining factor as to whether the student is allowed to play.

The advisor shall keep a written roster of all players who have received injuries or who have been absent due to sickness, regardless of whether they are under treatment. This must be done so that the medical personnel will know which players to check before game time for approval or disapproval to play. A card file shall be kept on each boy or girl.

# **The Maine Principals' Association**

## **HEAL POINT SYSTEM**

(Taken from Appendix K, Pages 33 and 34 of the 2009-2010 MPA Handbook and Directory)

The Heal Point System is designed to select teams for tournament play on the basis of athletic strength as demonstrated through the regular season schedule. The athletic strength of a team is determined by a two-step process.

In the first step, the preliminary index of the school is ascertained. This is computed by assigning forty points for each Class A victory, thirty-five points for each Class B victory, thirty points for each Class C victory and twenty-five points for each Class D victory. These points are added and the total divided by the number of scheduled games. In all cases a minimum divisor is established by the appropriate sports committee. A team with no victories is assigned a preliminary index of 1.0. [Example: If a school team had two victories over a class B school, two victories over a class C school and two victories over a class D school, they would acquire a total point rating of 180. If the school team had played an 18 game schedule, the 180 points would be divided by 18, giving a preliminary index of 10.]

The tournament index for the example school team would be determined by adding the preliminary indices of the schools from which it had won a victory. This total would be divided by 18 (the number of games in the schedule). If the two B schools had preliminary indices of 8 and 5; the two C schools 6 and 5.4; the two D schools 4.4 and 4.2; the total of these credits would be 33. Thirty-three divided by 18 (the total number of games on the schedule) would give the school team a tournament index of 1.83. For the purposes of comparing one school with another, the tournament index is always multiplied by 10; in other words, the tournament index of the school would be 18.30.

In those sports where tie contests are allowed, each participating school team is awarded one-half of the points of the opposing school. For example, a tie with a class A school team results in twenty points being awarded to the opposing school team; a tie with a class C school team results in fifteen points being awarded to the opposing school team. No team may have a preliminary index less than 1.0000, including a team with a season's end record of no wins and one tie with a Class D team. Soccer example: 25 divided by 14 divided by 2 = .8928571. In the final Heal points, this figure will be manually increased to 1.0000.

The official Heal Points are maintained by the MPA. Periodic releases of the Heal Point standings will be made by posting them on the MPA website (<http://www.mpa.cc>). During the season, the preliminary and tournament index of each team will be determined by using a divisor of the total games to be played that season. (The exception to this is when the season for all classes in a particular sport does not end on a common date.)

For purposes of computing the Heal Points, the preliminary index is carried out to ten (10) places and the tournament index is carried out to twelve (12) places. For reporting purposes, these indices are rounded to three (3) places and four (4) places, respectively.

A tie in the final Heal Point standings will be resolved by each standing committee for their sport. The resolution may vary from committee to committee but will have some variation of using head-to-head competition, a coin toss, or a lottery to determine seeding placement, and/or a play-off game if to determine tournament participation.

The Heal Point System is used in Baseball, Basketball, Field Hockey, Ice Hockey, Lacrosse, Softball, Soccer, Tennis, and Volleyball.



### **Length of Sport Seasons**

The Maine Principals' Association Sport Season Policy has been written and accepted by the membership in order to encourage students to participate in a variety of high school activities and to discourage over emphasis on a single sport by over zealous coaches, boosters, and parents.

When out of season practice and competition occurs, many players and would be players feel they must participate or lose their opportunity to make the school team. As a result, they do not participate in other available, appealing activities. The Sport Season Policy is intended to prevent that type of intimidation.

Other benefits of the policy include the opportunity to schedule games in advance because starting and ending dates have been determined; and the guarantee of a period between season, which allows the athlete some time off.

The MPA sports committees will establish dates for first practices, first countable games, last countable games, and play-off/tournament games.

### **Length of Practice Sessions**

The following time allotments are recommended for well-planned practice sessions: the maximum length of a practice is 2 hours (should seldom, if ever, exceed the length.)

#### **NO SUNDAY PRACTICE**

Note: If special sessions or special lengths of time are needed, advisors should consult the Athletic Administrator and/or Principal.

### **Requirements for a Varsity Letter**

1. Letters are awarded in all school sponsored varsity sports. Requirements may be met only through interscholastic competition.
2. A student meeting the requirements for the first time will be awarded a certificate signifying that he or she has met the requirements for that sport, an official school letter, and metal insignia of that sport. If a student meets the requirements a second time in the same sport, he/she will receive a certificate with a service bar. If the requirements are met in a different sport, only the certificate and a metal insignia are awarded. A CAPT. pin is awarded for each captaincy. A manager metal insignia is given to all managers when they fulfill their requirements.
3. All letter awards are subject to the approval of the school authorities responsible for such awards.
4. All letter award winners must complete the season with the squad unless involved in a reported injury or illness.

## **Special Consideration**

### A. Injury Clause:

A coach of any sport may recommend that a letter be awarded to members of his/her squad who had participated in at least one contest, provided that he/she would have earned the award if he/she had been able to participate.

### B. Senior Service Clause:

A coach may recommend a letter to a senior member of his/her squad who has served faithfully for three or four years in one sport and has not yet received his/her letter.

## **SPECIFIC REQUIREMENTS FOR LETTER WINNERS**

### Baseball & Softball

1. Must have played in 50% of total innings of all conference games and be recommended by the coach OR
2. Must have pitched (four full innings) in at least one-third of the conference games and be recommended OR
3. Injury Clause OR
4. Senior Service

### Basketball & Football

1. Must play in one half of all quarters during the season and be recommended by the coach OR
2. Injury Clause OR
3. Senior Service

### Cheering

One full season as a varsity cheerleader and the recommendation of the advisor

### Cross Country

1. One of the first five Messalonskee runners to finish in a winning conference meet and be Recommended by the coach OR
2. In case no team is defeated by Messalonskee, the seven runners who have the season's best Average finishing positions may be awarded a letter upon recommendation of the coach OR
3. First 50 finishing in State Meet and recommendation of the coach OR
4. Injury Clause OR
5. Senior Service

### Field Hockey

1. Must play in one half the total number of halves and be recommended by the coach OR
2. Injury clause OR
3. Senior Service

### Golf

1. Participation of 50% or more matches in position 1 – 8
2. KVAC All Star selection
3. State individual qualifier OR
4. Injury clause OR
5. Senior Service

### Ice Hockey

1. Forward skaters: must play in at least  $\frac{1}{2}$  of all periods during the season and be recommended by the coach
2. Goalies: Must play in at least  $\frac{1}{4}$  of all periods during the season and be recommended by the Coach OR
3. Injury clause OR
4. Senior Service

### Lacrosse, Boys and Girls

1. Must play in one half the total number of halves and be recommended by the coach OR
2. Injury clause OR
3. Senior Service

### Soccer, Boys and Girls

1. Must play in one half of the total number of halves and be recommended by the coach OR
2. Injury clause OR
3. Senior Service

### Swimming

- | 1. | Total of 15           | (4 Lane) | (6 Lane) | Relay                 | (4 Lane) | (6 Lane) |
|----|-----------------------|----------|----------|-----------------------|----------|----------|
|    | 1 <sup>st</sup> Place | 4        | 6        | 1 <sup>st</sup> Place | ¼ of 6   | ¼ of 8   |
|    | 2 <sup>nd</sup> Place | 3        | 4        | 2 <sup>nd</sup> Place | ¼ of 3   | ¼ of 4   |
|    | 3 <sup>rd</sup> Place | 1        | 3        | 3 <sup>rd</sup> Place | ¼ of 1   | ¼ of 2   |
|    | 4 <sup>th</sup> Place |          | 2        | 4 <sup>th</sup> Place |          |          |
|    | 5 <sup>th</sup> Place |          | 1        |                       |          |          |
- and be recommended by the coach OR
  2. Placing in State Meet and be recommended by the coach OR
  3. Injury clause OR
  4. Senior Service

### Tennis, Boys & Girls

1. Total of 20 points (Based on 50% of total conference matches)  
Match Play = 4 points  
Exhibition Play = 2 points  
And be recommended by the coach OR
2. Placement in KVAC singles / doubles matches
3. Placement in State singles / doubles matches
4. Injury clause OR
5. Senior Service

### Track & Field

1. Any 3 first places in a dual or tri-angular meet OR
2. Any 4 second places in a dual or tri-angular meet OR
3. Any 5 third places in a tri-angular meet OR
4. Any 7 fourth places in a tri-angular meet OR
5. Any 9 fifth places in a quadrangular meet OR
6. At least one point in a KVAC or any place in a State Meet OR
7. Any combination of ht above which will give a total of at least 15 points and the recommendation of the coach OR
8. Injury clause OR
9. Senior Service

### Managers

Completion of two seasons with the squad and the recommendation of the coach

### Awards

Awards for each team sport will be awarded following completion of the season

Up to three captains may be designated and recognized for each varsity team.

The Ralph M. Atwood Award, the Colette K. Caswell Award, the Barbara J. Marston Award, and the Messalonskee All Sports Boosters 110% Award are given annually according to the criteria established.

## **Individual Awards Extracurricular Activities (Interscholastic Competition)**

### **Band & Chorus**

Letters are awarded to those students who successfully complete three years in the band or chorus program. Students who complete four years are awarded service pins.

Trophies are presented to students who earn All State honors.

### **Business Team**

First, second, and third place certificate awards are presented in State Region 'H' in the following categories: Accounting, Arithmetic, General Business, Office Practice, Shorthand I,II, Typing I,II. Monetary awards will be given to the first, second, and third highest scorers (top 3 regional finishers are eligible) in the State Typing Contest.

The three highest scoring students (open to all students) in the State Accounting Contest are awarded monetary prizes.

### **Latin Club**

Individual awards are given to the top five students on three levels in ten categories at the State and National Meets. These categories include: Grammar, Vocabulary, Derivatives, Mythology, Roman History, Roman Life, Reading Comprehension, Roman Quotes, and Mottos, Roman Literature and Pentathlon.

### **Math Team**

The top five students in each class (Freshman, Sophomore, Junior, Senior) are presented awards by the Central Maine Math League.

Individual awards are presented to the top five students in the State Meet.

## **REGIONAL SCHOOL UNIT NO. 18**

**File: IJOC**

### **SCHOOL VOLUNTEERS**

The Board supports the use of community resources, including volunteers, to complement and support instructional programs and extra-curricular activities in the schools. Volunteers work in partnership with, under the supervision of, and at the request of staff.

The purposes of the volunteer program are to:

1. assist teachers in providing more individualized instruction and enrichment opportunities for students, assist staff with school projects, supervise or chaperone student activities, and perform clerical work;
2. build an understanding of and support for school programs among interested citizens; and
3. strengthen school/community relations.

Prospective volunteers must complete a volunteer application form and confidentiality agreement.

Applications will be screened and approved by a building-level administrator. Reference and/or background checks will be performed for all prospective volunteers. Any information obtained through reference and background checks will remain strictly confidential.

An appropriate school administrator must approve all volunteer assignments before volunteers begin work. The supervising staff member is responsible for giving volunteers a clear understanding of the duties, procedures, and expectations necessary to perform their assignments.

All volunteers who are approved to work with students and/or in support of school programs are expected to comply with the following requirements.

1. Volunteers shall attend any required volunteer orientation/training sessions provided by the school.
2. Volunteers will work with students under the immediate supervision and direction of authorized school staff.
3. Volunteers shall perform only such duties and tasks specifically approved and assigned by an administrator or supervising staff member.
4. Volunteers must keep all student and staff information strictly confidential. Volunteers may not access, review, disclose or use confidential student or staff information without specific authorization from a school administrator. This requirement applies even after a volunteer stops performing services for the schools.
5. Volunteers shall serve without compensation or employee benefits of any kind beyond official volunteer recognition/appreciation programs sponsored by the schools.
6. Volunteers will conduct themselves in a professional manner and comply with all Board policies, administrative regulations and school rules.
7. Volunteer coaches at the high school will not coach athletic teams on which their own child/children participate.
8. In accordance with Maine law, a member of the Board or a member's spouse may not serve as a volunteer when he/she has primary responsibility for a curricular or extracurricular program or activity and reports directly to the Superintendent, Athletic Director or a school administrator.

The Superintendent may develop additional administrative regulations necessary to implement this policy. The Superintendent may delegate specific responsibilities to school administrators and others, as he/she deems appropriate.

Legal Reference: 20-A MRSA §1002

Date of Adoption: August 19, 2009

Policies/RSU No. 18 Policies/I – Instruction/IJOC – School Volunteers