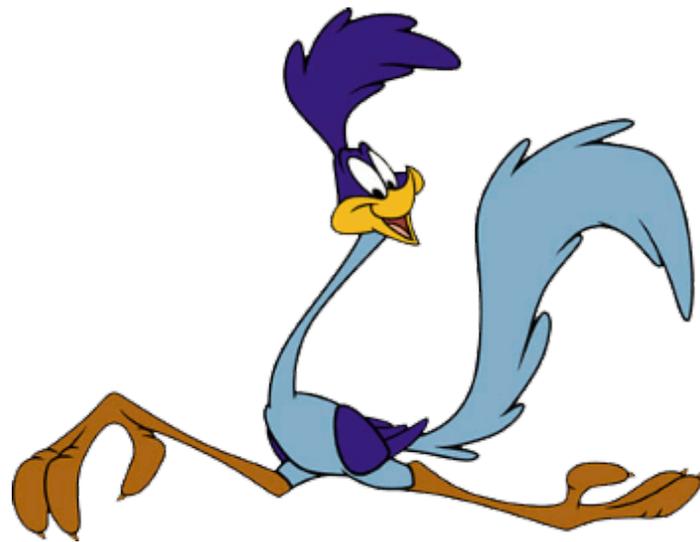


Mt. Abram High School



Athletic Handbook 2018-2019

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Athletics Philosophy:

M.S.A.D 58 considers school athletics a privilege and an important addition to its academic program. Every effort should be made to stimulate the desire to succeed through the building of skills, teamwork, and sportsmanship.

The emphasis in the high school will be on building skills and attitudes developed in middle school. Athletes will refine their skills and learn the value of teamwork, determination, and a positive attitude. We will work to continue fostering athletes who represent themselves and the school with dignity on and off the playing field.

Player Academic Eligibility Guidelines:

- Students participating in interscholastic athletics and all other co-curricular activities must be enrolled in a minimum of 7 academic subjects or their equivalent, as approved by the Principal
- Student eligibility will be determined by the numeric grades on quarterly report cards, mid-term progress reports and bi-weekly PowerSchool checks.
- For fall sports season and fall activities, students entering 9th grade will be considered automatically eligible until the first review is conducted. Students entering 10th, 11th, and 12th grades must have received passing grades in all subjects for the 4th quarter of the previous year to be eligible to begin the fall season.
- To be eligible for the winter and/or spring sports seasons and activities students must have received passing grades in all subjects for the grading period that precedes each of those seasons.
- Transfer students who enter school during a season already in progress must comply with the MPA transfer rule. All students must submit the necessary paperwork to the athletic director for verification and must attend practice session for a period of 2 weeks before participation in interscholastic competition.

GENERAL ELIGIBILITY GUIDELINES:

- To be eligible for fall sports students must have passed all 4th quarter and semester classes for the prior school year
- Incoming freshmen are automatically eligible for fall sports.
- To be eligible for winter sports they must pass all 1st quarter courses and spring sports students must pass both 2nd and 3rd quarter classes.
- All athletes must be in school by 8:30 am to participate in practice or attend games. If students have a doctor's note they will be eligible to participate at long as they are at school by the start of third period. Exceptions may be granted upon consultation with the Athletic Director.

Academic Probation

Academic Check-in:

- Will occur every 2 weeks based on the 2018-2019 academic calendar.
- **Class of 2018- Class of 2020:** grades will be checked by the Athletic Director. If they are not receiving a 60 or above in all classes they will be placed on academic probation.
 - Step 1 of academic probation: the student will miss practice and attend After School Academic Assistance Program until they are earning a passing grade.
 - Step 2 of academic probation: if the student continues to fail a course, they will not be allowed to practice or play with the team until they are passing all classes. The student will continue to attend the After School Support Program.
 - Step 3 of academic probation: the student will have a meeting with administration, parents, teachers, and coaches to discuss next steps for the athlete.
- **Class of 2021 and beyond:** Students will be responsible for completing an academic check-in form. Teachers will check students progress to determine if they are exceeding the standard, meeting the standard, approaching the standards, or are not meeting the standards required to graduate.
 - Exceeding or meeting the standard- students are eligible for full participation in sports.
 - Approaching the standards- students will miss practice 3 days a week to attend the after school program until they are making adequate progress.
 - Not meeting the standards- students will miss practice and games until they are approaching the standards.

Attendance and Participation Guidelines:

Attendance at school is mandatory for any athlete who wants to participate in athletics on a regular basis. Attendance at school is important for success of students.

- In order to participate in a practice/game, **a student must be in school by 8:30 am on the day of that practice/game.** This expectation also includes attendance Friday before a Saturday contest. Missing any part of the school day means a student is ineligible to participate that day. (see expectation 3)
- The student must also be in school all day the day following a contest; if not he/she will not be eligible to start in the next scheduled contest. (see expectation 3)
- The Administration , upon consideration of the nature of the absence, may permit attendance and participation in athletics with appropriate evidence (i.e. proof of doctor's appointments, family emergencies)

There may be practice during school vacation athletic activities. Some sports practice and play through school vacations and holidays. If student athletes are going to be absent during that time there may be a playing-time penalty when they return. The coach involved will outline the individual team rule prior to the start of the season.

Early Dismissal from Class:

Any student athlete who is dismissed from class early to attend a sporting event is responsible to make up **all work** that is missed. Students should try to see the teacher prior to dismissal for the event. Students must make arrangements to complete all missing assignments. It is the athlete's responsibility to see the teacher and not the teacher's responsibility to track the student down for missing work. Teacher's will consider the absence for a game to be excused.

Transportation to Sporting Events:

All participants traveling to and from school-sponsored events must travel in transportation provided by the school. In special instances, as determined by the Athletic Director or Principal, the student may travel to an event with a parent or adult authorized by a parent; however, the student must submit in advance a written request signed by the parent or guardian. The coach or supervisor must be informed.

Students may move their vehicles prior to leaving to sporting events to designated places in each town prior to events. Student will be dismissed 10 minutes before the rest of the team to take their cars to designated stop. Students will then take the bus to the event and back to the designated parking.

Special arrangements can be made if conflicts arise where students are at another activity and need to meet their group outside the district with parent permission and approval of the coach/advisor.

Participants will remain with their group on and off the bus and under the supervision of the coach/advisor.

All school bus rules and team bus rules will be followed.

Athlete's returning from sporting events must have written permission to leave with someone other than their parent and/or guardian. Each athlete should check out with their coach if they are going home in an alternative mode of transportation.

Athletes Participating in Two Sports:

An athlete that would like to participate in two sports that are held during the same season must meet with the Athletic Director and the coaches of each sport to determine the possibility of this and which sport will be determined as the primary sport that the student will participate in.

Athletes Changing Sports Mid Season:

An athlete that is interested in changing the sport they are participating in to a different sport after the 2 week pre-season has ended must meet with the Athletic Director and the coaches of each sport.

Sportsmanship Expectations:

Mt. Abram Athletic Department believes in a positive and safe experience for everyone involved, conducted in an environment that teaches values, and ethics, strengthens the community, promotes competition without conflict and enriches the lives of athletes. Players should learn to handle success with grace and losing with dignity. In order to promote core values such as discipline, fairness, responsibility, trustworthiness and citizenship, everyone associated with athletics, including players, coaches, parents and spectators, is expected to exhibit good sportsmanship during athletic competitions.

PARTICIPANTS

In exhibiting sportsmanship, student athletes are expected to:

1. Understand and follow the rules of the sport.
2. Recognize skilled performance of others, regardless of the player's team.
3. Display respect for teammates, opponents, coaches and officials.
4. Respect the judgment of the officials and accept their decisions.
5. Refrain from antics, taunting opponents and using insulting language or swearing.
6. Be modest when successful and gracious in defeat.
7. Recognize that their conduct reflects on their school.
8. Athletes on the bench are expected to focus and concentrate on the game and support their teammates. They should be prepared to enter the game at anytime.

Student athletes who are not following sportsmanship guidelines set forth by the Mt. Abram Athletic Department can be referred to the Athletic Director to determine continued eligibility.

COACHES:

In exhibiting sportsmanship, coaches are expected to:

1. Recognize that they are role models for students and set a good example for athletes and fans to follow.
2. Abide by the rules of the sport, in letter and in spirit.
3. Treat all participants with respect.
4. Behave with dignity and self-control.
5. Respect the judgment of the officials and accept their decisions.
6. Take corrective action toward any player who intimidates or shows disrespect toward an official or displays unsportsmanlike behavior.
7. Be modest when successful and gracious in defeat.

SPECTATORS, INCLUDING PARENTS, STUDENTS AND COMMUNITY MEMBERS:

In exhibiting sportsmanship, spectators are expected to:

1. Realize that the main purpose of the competition is the play of the game and that the role of the spectator is one of support.
2. Show positive support to the teams and players for outstanding performances.
3. Show concern for injured players, regardless of which team they are on.
4. Refrain from angry or abusive language or actions toward any player, official, coach or other spectators.
5. Refrain from endangering participants or spectators by throwing objects.
6. Refrain from heckling, taunting or berating players, officials, coaches or other spectators.
7. Follow all Board policies and rules pertaining to conduct on school property, including but not limited to those pertaining to tobacco, alcohol, drugs and weapons.

School administrators and officials have the authority and discretion to remove any spectators who do not comply with rules of sportsmanship.

Student Chemical Use/ Abuse Rules and Procedure for Extracurricular Activities:

This rules and procedures, shall include all students who participate in extracurricular activities sanctioned by SAD #58, including athletics.

The rules that follow have been created to impress upon students four things:

1. That the misuse of chemicals and/or tobacco by young people whose minds and bodies are still in the process of developing is unhealthy and, therefore, inappropriate.
2. That members of athletic teams or school organizations are perceived by other students (especially younger students) as leaders and, therefore, as people whose behavior should be copied.
3. That participating on athletic teams and in school organizations is a privilege available to students who abide by rules that call for integrity and self-discipline.

4. That they are members of not only the school, but also the communities of SAD #58 and that, therefore, their behavior on and off the field, in and out of school, should be exemplary.

The overriding hope in the establishment of these rules is that students will realize that making decisions and facing the consequences for inappropriate decisions is part of the process of learning responsibility. These rules are created as tools to be used by coaches, teachers, and parents to help students grow into accepting responsibility and to help identify those students who, having made some inappropriate decisions, may need help in resolving issues that have potentially far-reaching, detrimental effects.

RULES:

During the sport season or the duration of an extracurricular activity, a student shall not use, have in possession, buy, sell, or give away any substance defined by law as a drug or a look-alike drug. It is not a violation for a student to be in the possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

In athletics, SAD #58 designates the first practice as the "start" of the season and the awards assemblies as the "end" of the season. Team members are expected to honor the chemical use/abuse policy throughout their season. Violation during the period between the last contest and the awards assemblies may jeopardize letter status and will necessitate restrictions in the beginning of another season.

Students who violate this rule will be referred through the following procedure. Furthermore, police will be notified whenever evidence of illegal activity is found. Violations of this rule are cumulative over a student's high school enrollment.

Students who violate this rule on school property will also be required to follow the School Chemical Use/Abuse procedures.

SCHOOL PROCEDURE:

Students who are found to be violating the Chemical Use/Abuse Rule will be referred to the Athletic Director.

DISCIPLINARY PROCEDURE:

1. Verify incident
2. Notify administration of incident.
3. Notify police if student is in possession or furnishing any illegal substances.
4. Discuss concerns with student.
5. Notify parent/guardian.
6. Suspend student for remainder of season or for the duration of that extracurricular activity.

******Please note that posting pictures on Social Media where drug, alcohol, and tobacco are present is a violation of the Chemical Abuse Pledge.**

ADMINISTRATION OF MEDICATION TO STUDENTS (Policy JLCD)

Although the Board discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens. The Board encourages collaboration between parents/guardians and the schools in these efforts. The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication.

I. DEFINITIONS

“Administration” means the provision of prescribed medication to a student according to the orders of a healthcare provider.

“Health care provider” means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

“Indirect supervision” means the supervision of an unlicensed school staff member when the school nurse or other health care provider is not physically available on site but immediately available by telephone.

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a healthcare provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student's health care provider.

“Parent” means a natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility for the child's welfare.

“School nurse” means a registered professional nurse with Maine Department of Education certification for school nursing.

“Self-administration” is when the student administers medication independently to him/herself under indirect supervision of the school nurse.

“Unlicensed school personnel” are persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

II. ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

- Parental Request
- In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider’s instructions. In addition, the request shall indicate that information regarding the student’s medication may be shared with appropriate school personnel. Parents may provide the reason (diagnosis) requiring the administration of medication.
- Requests shall be valid for the current school year only.
- Health Care Provider’s Order
- The Maine Association of School Nurses recommends that a written order be required for any medication to be administered for more than 15 consecutive days. The first dose of any medication should be administered at home and not at school. A 10-day course of antibiotics would not require the signature of a healthcare provider. Parents are required to fill out request form, date and sign it. Such order must include:
 1. The student’ s name;
 2. The name of the medication;
 3. The dose;
 4. The route of administration (e.g., tablets, liquid, drops); and
 5. Time intervals for administration (e.g., every four hours, before meals)
 6. Any special instructions; and
 7. The name of the prescribing health care provider.

Fundraising by Sports Teams:

All sports teams are allowed to hold fundraisers, with in their season or during the summer season only. Any fundraising outside these timeframes is a violation of MPA policy. All fundraisers should be reported to the Athletic Director for approval. No fundraisers are to be held without approval.

If school facilities are being used for the fundraiser a facilities use form must be filled out and approved.

Funds will be held in a team account to be expended with the Athletic Director's approval.

Uniforms Procedures and Responsibility:

Each coach will issue uniforms to their respective sports teams. These uniforms are property by the school and should be returned in the same conditions as they were issued. Players will be responsible for damaged or missing uniforms. Uniforms should be handed in to the coach within one week of the last contest of the season.

All players should wash uniforms and **air dry** them after each use. Not washing uniforms can cause damage to the uniforms. It is important to care for uniforms properly.

Scheduling of Games:

Players will be issued a schedule of games the second week of preseason. These schedules are subject to change. A weekly schedule of events will be posted on the school's website. We will issue a powerschool alert in case of game cancellation.

All scrimmages must be scheduled through the Athletic Director.

AWARD AND LETTER CRITERIA:

The coaches and athletic director have established the following criteria for earning a varsity letter at Mt. Abram High School.

- Attendance at practices and games
- Positive attitude
- Sportsmanship
- Improvement of individual performance
- Team contribution
- Manager for two seasons

Parent/Coaches Communication Guidelines:

Positive involvement in sports requires commitment from students, parents, and coaches. To be successful, all involved must work to ensure effective communication. The following guidelines are intended to aid parent and coaches in their interaction.

Communication parents can expect from coaches:

1. Location and time of practices games/meets
2. Description of coach's philosophy
3. Coach's expectations of all student athletes on the team
4. Team expectations
5. Notification of injury or disciplinary action of student athlete.

What are appropriate concerns for parents to discuss with coaches?

1. Skill improvement and development of their student athlete
2. Treatment of their student athlete
3. Concerns about the student athlete's behavior

What things are not appropriate for parents to discuss with coaches?

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

Communication coaches should expect from parents:

1. What is going well for their student athlete.
2. Individual concerns expressed directly to the coach.
3. Advance notification of any schedule conflicts, vacations, etc.
4. Support for the program.

If a parent has a concern to discuss with the coach, what procedure should be followed?

1. Make an appointment to meet with the coach.
2. Please do not attempt to confront the coach before, during, or after a game or practice.
3. Negative comments should never be made in the stands during athletic conferences.

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call the Administrator to establish an appointment to discuss the further.

GENERAL GUIDELINES FOR COACHES:

1. Make every attempt to keep practices to the time frame scheduled.
2. Collaborate and cooperate with other coaches, most especially in the same season.
3. Ensure sportsmanship at all times.
4. Adhere to all Board policies.
5. Publish and distribute team rules to players and parents before the season begins.
6. Provide players and parents with a written, tentative practice schedule for the season. (Work with the Athletic Director on this). Provide written changes in schedule to Athletic Director and School Secretary. Coaches can not hold a mandatory practice on Sunday's.
7. Never leave a student athlete at school alone. Make sure that the student athlete has left or is with another coach or teacher. When arriving home late after an away game, the coach is the last one to leave. As such, coaches may be assigned keys
8. At the end of the season, all keys must be returned to the Athletic Director who will also inform the technology director about removing individual coaches' access codes from the system.
9. No ordering without going through Athletic Director. Special purchases have to have school involvement.
10. Uniforms should be inventoried at the beginning and end of each seasons. A roster with who has what uniform should be given to the Athletic Director.

11. Collection of school uniforms:

- **Responsibility of coaches to collect uniforms and turn in all at once to Athletic Director.**
- **All uniforms will be collected and turned in to the Athletic Director within two weeks from the end of the season.**

12. Any use of social media should be approved by school administration. **Team members and coaches should be the only members of the group and Athletic Director must also be a member and given administrative access.**

13. Coaches are “at-will” employees, and, as such, are subject to removal from the position at anytime for any act of malfeasance, breach of ethical or moral conduct, unsportsmanship-like conduct, etc.

14. All coaches planning on returning should send of a letter of intent and meet with the Athletic Director within two weeks after the conclusion of the sports season.

15. If an athlete needs to be transported to the hospital the coach should go with them if a parent is not available. Call parents ASAP

16. Meet with Athletic Director at beginning and end of season.

All coaching staff:

A. Varsity coaches, assistant coaches and volunteers, shall be fingerprinted, have a coaching certificate, first aid course, CPR course, and meet MPA guidelines to be able to coach.

B. Any volunteer must have filled out a background check form and returned it the the Superintendent's Office. Athletic Director must be informed of who is volunteering.

