



STUDENT ATHLETE

HANDBOOK

TRADITION
STARTS HERE





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Forward

From the Office of the Athletic Director:

Over the years, athletes at Old Town High School have always enjoyed a fine tradition of activity and success, as our trophy cases will bear out. We feel that competitive athletics play an important part in the overall education process but can only be of real value, as long as the excitement of winning isn't placed ahead of fair play, good ethical conduct, and good sportsmanship.

Do your part as a participant to carry on the traditions and always feel honored to have the privilege to represent Old Town High School in its athletic programs.

Sincerely,

A handwritten signature in black ink, appearing to read 'JB', with a long horizontal flourish extending to the right.

Jeremy Bousquet
Assistant Principal/Athletic Director





Athletic Philosophy

Freshman/Junior Varsity Teams:

This level is primarily introductory to the high school interscholastic athletic programs. At this level we stress development of athletic skills and personal attitudes and attributes over competition. It is a transition stage for many young athletes and is an opportunity for growth and for trying different sports. During this time players will transition focus to team orientated sports with a target of improvement on team success. The program is still developmental in nature where winning is secondary to individual and team skill building.

Playtime may vary from athlete to athlete, though athletes at this level can expect to play in most games, at some capacity. This discretion always lies with the coaching staff of each sport. Athletes are encouraged to speak with coaches if they have issues regarding cuts and/or playing time during these athletic seasons.

Varsity Teams:

Athletes at this level should be able to display a high level of proficiency in a highly competitive environment. The focus at this level is on team achievement and success and is (most often) tournament driven. Varsity teams are selected based on number of factors including skill, teamwork, commitment and attitude. Varsity teams may be comprised of any combination of students in grades 9 - 12. Additionally, at this level, there is no entitlement for playtime and the coaches maintain the responsibility for determining the players position, placing players into a contest and determining the playtime for each athlete. Athletes are encouraged to speak with coaches if they have any issues regarding cuts and/or playing time.

Varsity athletes are also expected to serve as role models for younger athletes. The time commitment at this level may be far greater than that of the other levels and athletes and parents should communicate with the coach if there appears to be a problem balancing academics and athletics.



Code of Sportsmanship

These sportsmanship guidelines apply to students, athletes, parents and other spectators at OTHS athletic events. Failure to comply may result in removal from that contest and restriction from future athletic events.

1. All athletic opponents should be considered as guests and should be treated with all the courtesy you would give to friends and family.
2. All decisions of officials should be accepted without question.
3. A player or an official should not be harassed or booed.
4. Abusive or irritating remarks should not be made.
5. Applaud opponents who make good plays or show good sportsmanship.
6. Seek to win by fair and lawful means, according to the rules.
7. All participants shall attempt to win without boasting and lose without excuses.



Athletic Participation

The following School Board policy is currently in effect:

Students may not be active participants in more than one major athletic or major supportive group at any one time. For the purpose of definition of this policy, during any one sports season (fall, winter, spring) a student may not participate in more than one sport listed as follows in that group:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
<u>Fall Cheering</u>	<u>Competition Cheering</u>	Baseball
Boy's Cross-Country	Boy's Basketball	Softball
Girl's Cross-Country	Girl's Basketball	Boy's Tennis
<u>Football</u>	<u>Ice Hockey</u>	Girl's Tennis
<u>Golf</u>	Boy's Swimming	Boy's Outdoor
Track		
Boy's Soccer	Girl's Swimming	Girl's Outdoor Track
Girl's Soccer	Boy's Indoor Track	
Field Hockey	Girl's Indoor Track	
	<u>Unified Basketball</u>	

Bold Sports = Non Drop Programs

Underlined Sports = Mixed Gender Sports

Activities that overlap will offer equal tryout opportunities for all those wishing to participate.

Tryouts for those individuals may commence prior to completion of the first activity if both coaches and/or advisors are in full agreement. Otherwise, the tryouts for those involved in the first activity must be delayed until the completion of that activity.

It is also understood that:

1. No participant may drop a sport once it has been in progress for two (2) weeks and be eligible for participation in another sport that same season.
2. Those who go out for a sport and who are cut (not making the team) by the coach shall be eligible for participation in another non-drop sport.
3. Athletes dropped from the squad for disciplinary reasons cannot go out for the next sport until members of the current squad conclude their season.



Attendance Practices and Policy

Tardy to School

It is important not only that students are in attendance each day, but also that they are on-time to school each day. Timeliness is an important lesson for us to instill in our students, and reinforce on a daily basis.

Students who arrive to school late should report to the Main Office to obtain a "Tardy Slip" to be admitted to class. Without this slip, admittance to class will not be permitted.

A student's tardiness will be considered "Unexcused" unless legally "Excused" per the (5) reasons stated above. If the school is not notified OR the reason does not meet the legal definition of "Excused Absences" the tardy will be treated as unexcused.

*Students who are more than 20 minutes late to their first scheduled block **with an unexcused tardy** will NOT be eligible for ANY extra-curricular activities on that day. (Athletics, clubs, or other co-curricular activities) In the case of an extenuating circumstance, OTHS Administration has the authority to override this policy.*

Total Tardies:

1-5	Free per semester - no consequence
6-8	1- Hour Detention
9+	Meeting with Administration & a 2-Hour Friday Detention and/or loss of extra-curricular participation on that day, and/or loss of parking privileges on school grounds, and/or loss of privileges such as Honors Release, Senior Release, possible in-school suspension. (Consequence determined during meeting with Administration)

These numbers reset at the end of the semester.

Dismissals

Parents/Guardians who wish to dismiss their son/daughter from school must provide a written note. In cases where a phone call or an e-mail is necessary, a signed written note must be submitted the following day to Excuse the dismissal. Otherwise, the dismissal will be recorded as Unexcused and:

- *any work or tests missed during those blocks will be guided by what our Attendance policy says about Unexcused absences from school and/or*
- *participation in extra-curricular activities will not be permitted.*



Extra-Curricular Eligibility (Policy JJJ)

The intent of this policy is to encourage all students to recognize the central importance of academic success, citizenship and a healthy lifestyle as prerequisites to extra-curricular participation. Extra-curricular activities are defined in Policy JJ.

Academics

To be eligible to participate in non-curricular extra-curricular activities at Old Town High School, a student must be passing a minimum of five (5) classes (subjects) and failing no more than one class (subject.) Failure of any class for a second consecutive nine-week ranking period during the academic year, regardless of the number of classes carried, shall result in the student being ineligible for participation in non-curricular extra curricular activities for a nine week period.

Eligibility will be determined by the quarter grade. Eligibility will be determined until the next quarter grades are posted. Non-curricular extra-curricular eligibility is determined by the posted grade and in no case, other than computational error, will eligibility status be changed due to “make-up” or “extra-credit” work completed after the posting of grades. An “Incomplete” grade, for purposes of eligibility, shall be considered a failure until the final grade is posted. Any student who is determined ineligible as a result of 4th quarter grades shall be ineligible until the first (1st) quarter grades of the next school year are posted. Any class that is dropped outside of the “add-drop” period shall count as the grade earned at the time the class was dropped for eligibility purposes.

Attendance

In order to participate in an extra-curricular activity, a student must be in attendance all day on the day of the activity unless it is an excused absence. In no case shall a student whose absence is unexcused for any part of the day of the activity be allowed to participate in that day’s activity.

Suspension from school shall render the student ineligible for participation in extra-curricular activities during the period of suspension.

Tobacco

The possession and/or use of tobacco products is prohibited by students on school property, in school vehicles and at school sponsored functions on or away from school property. This means no tobacco possession and/or use at any time, 24 hours a day, 365 days a year by anyone on school property or at any school functions anywhere.

Student offenses may be referred to law enforcement authorities for investigation



and/or prosecution. Adjudication for offenses involving tobacco or offenses involving tobacco witnessed by a Regional School Unit #34 staff member at any time, on or off school property shall result in the following consequences:

Code: JJJ Non-Curricular Extra-Curricular

Students who violate this policy may be suspended from school and shall be suspended from non-curricular extra-curricular activity for the remainder of the activity or season.

Co-curricular Extra Curricular

For year long co-curricular extra curricular activities, the following consequences would be in place for violations of this policy:

- For the first infraction, the student will receive, at a minimum, a four-week suspension from all extracurricular activities.
- For the second infraction, the student will receive, at a minimum, an eight-week suspension from all extracurricular activities.
- A third infraction will result in the student being suspended from all extracurricular activities for the remainder of the school year.

Upon request, information and assistance shall be available to the student in addressing his/her tobacco use.

Controlled Substances/Drugs/Alcohol

Possession, use or distribution of controlled substances, drugs or alcohol is prohibited by students on school property, in school vehicles and at school sponsored functions on or away from school property. This means no possession, use or distribution of controlled substances/drugs/alcohol at any time, 24 hours a day, 365 days a year by anyone on school property or at any school functions anywhere. Student offenses may be referred to law enforcement authorities for investigation and/or prosecution.

Adjudication for offenses involving controlled substances/drugs/alcohol or offenses involving controlled substances/drugs/alcohol witnessed by a Regional School Unit #34 staff member at any time, on or off school property shall result in the following consequences:

Non-Curricular Extra-Curricular

Students who violate this policy may be suspended from school and shall be suspended from non-curricular extra-curricular activity for the remainder of the activity or season.

Co-curricular Extra Curricular

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- A third infraction will result in the student being suspended from all extracurricular activities for the remainder of the school year.



Upon request, assistance will be provided to the student and their family in addressing controlled substance, drug and alcohol problems. This assistance may include but not be limited to information regarding referral and treatment. In all cases information and assistance shall be provided in a confidential manner.

For the purpose of these rules, a “week” is defined as a week when school is in session or when co-curricular and non-curricular extracurricular activities are scheduled.

These consequences are in addition to any discipline imposed under other applicable Board policies and school rules.

Cross Reference:

JJ – Extra-Curricular Activities

First Reading: December 15, 2010

Adopted: January 19, 2011



Parents/Guardian/Coaches Communication

“Involvement requires commitment for students, parents, coaches, and advisors. To be successful communication must happen” - Unknown

Communication you should expect from your student’s coach:

1. When and where are practices and contests.
2. What is the coach’s philosophy
3. What are the expectations that the coach has for all the players on the squad as well as your student.
4. What is required to be a part of the team, i.e. - fees, special equipment, off-season conditioning, etc.
5. What happens when your child is injured during participation.
6. Any disciplinary action of your child that results in removal from participation.

What are appropriate concerns to discuss with coaches:

1. Treatment of your child, mentally and physically.
2. Skill improvement and development.
3. Concerns about your student’s behavior.

What are inappropriate things to discuss with coaches?

1. Playing Time.
2. Team Strategy.
3. Play Calling.
4. Other Student-athletes.

If you have a concern to discuss, what is the procedure to follow:

1. Make an appointment with the coach:
 - a. Appointments are per the schedule of the coach.
 - b. If you cannot get in contact with the coach, contact the athletic director - Jeremy Bousquet - jeremy.bousquet@rsu34.org
 - c. Please do not attempt to confront a coach before, during, or following a contest or practice. These are emotional times for both the parent, player, and the coach and this period does not promote objectivity analysis of the situation.
2. If you do not feel your concerns are heard or dealt with (given the appropriate time) -
 - a. Contact the athletic administrator - Jeremy Bousquet - jeremy.bousquet@rsu34.org - to setup a meeting to address the concern
 - b. The process needs to be respected and followed - step 1 will be questioned.
3. If you do not feel your concerns are heard or dealt with (given the appropriate time) -
 - a. Contact the building administrator - Scott Gordon - scott.gordon@rsu34.org - to setup a meeting to address the concern.
 - b. The process needs to be respected and followed - step 1-2 will be questioned.
4. If you do not feel your concerns are heard or dealt with (given the appropriate time) -
 - a. Contact the superintendent of schools - David Walker - david.walker@rsu34.org - to setup a meeting to address the concern.



- b. The process needs to be respected and followed - step 1-3 will be questioned.

Athletic Awards/Letter Criteria

Process -

1. Student athlete competes with an athletic team at OTHS (JV/Varsity)
 - a. Student will receive a certificate for participation
2. Student athlete achieves the letter criteria for the sport participating in -
 - a. Student athlete will receive his/her letter - 1 time in athletic career
 - b. After letter is awarded, student will receive his/her sport specific pin. Student will receive a service bar for every year after that the letter criteria is achieved in the sport they are participating in.

Letting Criteria Per Sport - Student Athletes Need to Meet 3 areas of Criteria

1. Attendance - athletes should attend all practices and games unless there is a reasonable excuse, accepted by their coach or athletic administrator. Athletes removed from teams due to disciplinary action are ineligible from receiving a letter.
2. Sportsmanship - athletes should realize that they are representing their school and community and should conduct themselves in an appropriate manner.
3. Participation in each sport -
 - a. All Seniors with 3 or more years in a program will receive their letter.
 - b. Managers would receive a letter for 3 years of service to a particular sport.
 - c. Unified Athletes would receive a varsity letter after 2 years of service to a particular sport, player partners with 3 years of service to a particular sport.
 - d. Fall Sports:
 - i. Cross Country - Participate in 50% of the varsity matches.
 - ii. Football - Minimum of 40 minutes of Varsity Play.
 - iii. Fall Cheering - Must attend 90% of practices and attend 100% of all games.
 - iv. Soccer - Must play a minimum of 100 minutes throughout the season.
 - v. Field Hockey - Must play a minimum of 60 minutes of play.
 - vi. Golf - Must meet a 10 point system to earn a letter, 1 point for an exhibition round, 3 points for top 5 competition, 10 points for state qualification.
 - e. Winter Sports:
 - i. Basketball - Must play a minimum of 8 quarters of play.
 - ii. Ice Hockey - Must play a minimum of 60 minutes of play
 - iii. Indoor Track - point system based on practices and meets - 85 points needed - 55 points for practices, 30 points for meets qualified for - Any participant who qualifies for states will also earn a letter.
 - iv. Competition Cheering - Must be a member of all competitions and/or attend 100% of all games schedules.
 - v. Swimming - Athletes who qualify for states or participate in the state meet on a relay team.
 - f. Spring Sports:
 - i. Baseball/Softball - Must play a minimum of 9 varsity innings.
 - ii. Outdoor Track - point system based on practices and meets - 85 points needed - 55 points for practices, 30 points for meets qualified for - Any participant who qualifies for states will also earn a letter.
 - iii. Tennis - Must earn 10 points, 1 point for exhibition, 3 points for singles or



doubles match, and 10 points for qualifying for states.

Special Circumstances Must Be Approved By The Athletic Director
Athletic Participation - Etc. Information

Athletic Information:

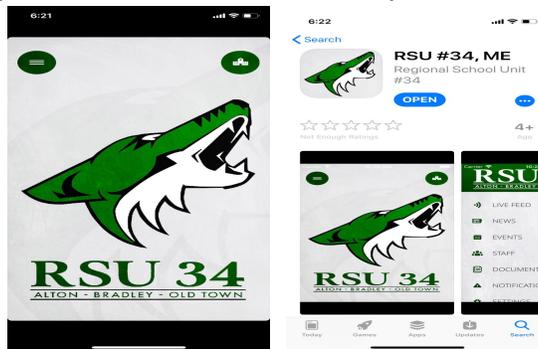
Social Media -

- Instagram -  #othspride
- Facebook -  @theoldtownhighschool
- Twitter -  @oldtownhighsch

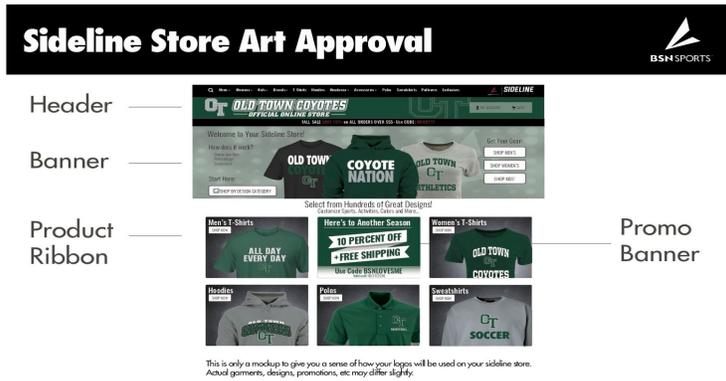
Website -

- <https://sites.google.com/a/rsu34.k12.me.us/old-town-high-school/athletics>

RSU 34 App - enable notifications for updates on cancellations



BSN Coyote Store:



Form A:

RSU 34 Athletic Department Permission to Participate

Parent/Guardian: Please fill out completely if your student wishes to participate in any Interscholastic Sport. This one form gives your student permission to participate for Interscholastic Sports during one sports season. Please print clearly.

Student's Name: _____ Sex: M F (circle one)
 Age: _____ DOB: _____ Grade: _____
 Athletic Restrictions Known by Parents: _____

Is the Student currently under a doctor's care, or taking any medications? _____
 Please Explain: _____

Notify in Case of Emergency:

Guardian Name: _____ Number: _____
 Address: _____ Town: _____ Zip Code: _____

Physical Exam: Evidence of a physical examination must be submitted to the school prior to participation in the tryouts, practices, performances, or games. No exceptions can be made to this rule. The physical exam will be required only once during middle school years and only once during the high school years. A health update needs to be submitted when an athlete's physical conditions changes. (form C)

Insurance: It is mandatory that all students participating in interscholastic athletic programs be covered by adequate accident and health insurance. Please state your Insurance Company and Policy #. (If you have applied for school insurance please so indicate.)

Insurance Company: _____
 Policy #: _____

Parental Consent: I have read the activity guidelines and requirements and the chemical health policy and procedures outlined with the school's co-curricular code. I give permission for the above-named student to take part in Interscholastic Sports Programs for the school year including meetings, practice sessions,



participation in athletic events, and transportation to events.

Athletic Participant Agreement

If selected as a member of any group representing the RSU 34 School Department, I do hereby agree to abide by all the requirements of the activity, school policies, code of conduct, and transportation rules as set forth by the school and coaching staff. I understand that these regulations are in effect for as long as I am a member of RSU 34 programs, during school and outside school during the activity. I understand that violations may lead to immediate dismissal from the activity. Because of the element of risk with athletic completion, I recognize the importance of listening to and following all of the coach’s instructions, training methods, and team rules. By signing this, I hereby promise to obey all such instructions, procedures, and policies set forth by the RSU 34 Board of Directors.

Participant’s Signature: _____ Date: _____

Guardian Signature: _____ Date: _____

Form B:

Health Examination for RSU 34 Athletic

To be completed by family physician. One physical is needed per student’s time at each school. This form is not necessary if a student already has a physical exam on file at school.

Student’s Name: _____ Age: _____

DOB: _____ Sex: M F (circle one)

School Attending: _____ Grade: _____

Height: _____ Weight: _____ BP: _____ Urinalysis: _____

H.E.E.N.T: _____

—

Mouth/Teeth: _____

Neck: _____

Cardiovascular: _____

Respiratory: _____

Abdomen: _____

Hernia: _____

Genitalia: _____

Muscular/Skeletal: _____

Neurological: _____

Skin: _____

General Impressions:

I certify that I have on this date examined this student and that, on the basis of this examination



and on the student's medical history as furnished to me, I have found no reason which would make it medically inadvisable for this student to participate in supervised athletic activities except for the restrictions as noted below.

Restrictions:

Form C:

Health History Update Form

This form is to be completed by parents/guardians once per academic year **OR** if a student athlete's physical condition changes during the academic year of participation.

Student's Name: _____ Grade: _____ Age: _____
 Home Address: _____ Town: _____
 Parent/Guardian's Name: _____ Tel. #: _____
 In Case of an Emergency: _____ Tel. #: _____
 Family Physician: _____ Tel. #: _____
 Date of last medical exam: _____

In the past year: (please circle)

- | | | |
|---|-----|----|
| 1. Have any members of your family under the age of 50 had a heart attack? | Yes | No |
| 2. Has your child ever passed out while exercising? | Yes | No |
| 3. Has your child had to stop running after ½ mile? | Yes | No |
| 4. Has your child ever been unconscious? | Yes | No |
| 5. Has your child had an injury requiring medical attention since last physical? | Yes | No |
| 6. Has your child sprained, strained, dislocated, broken, or had surgery on any of the following bones or joints? (please circle) | | |

Neck	Wrist	Hip	Foot	Ribs	Clavicle
Hand	Thigh	Knee	Back	Leg	Forearm
Elbow	Pelvis	Ankle	Shoulder	Humerus	Other: _____

- | | | |
|---|-----|----|
| 7. Has your child had any illness lasting more than one week or requiring more than one visit to the physician? | Yes | No |
| 8. Is your child currently taking a different medication? | Yes | No |
| 9. Has your child had to stay overnight in the hospital? | Yes | No |



ATHLETIC DEPT

Please explain any "Yes" answers to the above questions:

My child has no health problems which would interfere with his/her participation in sports activities.

Parent/Guardian Signature: _____ Date: _____

RETURN TO COACH/ADVISOR WHO WILL FORWARD TO THE ATHLETIC DEPARTMENT