

# Mattanawcook Academy Athletics



**Student Athlete Handbook**

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## **Article I**

### **Introduction**

All student athletes are governed by regulations formulated by the Maine Principals' Association in which all Maine high school hold memberships. The MPA ensures standardized and fair regulations by which all schools must abide. Athletic activities are further governed by the district's membership in other athletic conferences

### **Mission Statement**

The mission of RSU #67 is to provide a safe, caring supportive environment which challenges individuals to fulfill their potential as lifelong learners and responsible, contributing citizens. The Mattanawcook Academy Athletic Department will strive to provide opportunities that will allow students to grow intellectually, physically, socially, and emotionally. Athletic participation will challenge students to set personal as well as team goals, and work to successfully achieve those goals. Additionally, as a member of a Mattanawcook Academy athletic program you will have the opportunity to contribute positively to the school community and the communities of RSU #67. At all times, members of the Mattanawcook Athletic programs are expected to model responsible behavior and positive attitudes.

## Article II

### **To the Parents**

When your child enlists in one of our sports programs, he/she can expect the following responsibilities and obligations from Mattanawcook Academy:

1. To be provided adequate equipment and facilities;
2. To be provided well trained coaches; and
3. To be provided equalized contests with skilled officials.

Likewise, we feel that you have committed yourselves to certain responsibilities and obligations. Both parenting and coaching are extremely difficult vocations. By establishing and understanding each role, we are better able to accept the actions of the other and provide greater benefit to the student athlete. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program. We would like to take the opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics.

#### Communications you should expect from the coach:

- Philosophy of the coach
- Location and times of all practices and games
- Expectations the coach has for your child, as well as all the players on the team
- Discipline that may result in the denial of your child's participation in a practice or a game
- Procedures followed should your child be injured during participation

#### Communications coaches should expect from parents:

- Concerns expressed directly to the coach
- Notifications of any scheduling conflict, well in advance

As your child becomes involved in the program at Mattanawcook Academy, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you and your child may wish. At these times, discussion with the coach is encouraged. Remember that the first step is the coach.

Appropriate concerns to discuss with your coach:

- Treatment of your child, mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

It is very difficult to accept your child not playing as much as you may hope. Coaches take their profession seriously. They make decisions based on what they believe to be the best for all students involved. As you can see from the list from above, certain things can and should be discussed with your child's coach. Other things, such as those that follow, must be left to the discretion of the coach.

Issues not appropriate to discuss with coaches:

- Playing time - Perhaps the most emotional part of a student athlete being involved with high school athletics centers around playing time. The student athlete becomes involved in interscholastic athletics for the first time and feels that practices and expectations are much more intense and demanding. It is the coach's responsibility to decide which athlete should start a contest, which should play what position, and how long an athlete should play. These decisions are often difficult to make and are made only after the coaching staff has observed the athlete in practice sessions, scrimmages, and games.
- Team strategy
- Play calling
- Other student athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedures should be followed to help provide a resolution to the issue of concern:

- Call the coach or athletic director at school to schedule an appointment.
- DO NOT CALL A COACH AT HOME - RESPECT THE COACH'S PRIVACY AT HOME.
- PLEASE do not attempt to confront a coach before or after a contest. These can be emotional times for both the coach and parent; meetings under these circumstances do not promote resolutions.

If the meeting with the coach does not provide a satisfactory resolution:

- Call and set up an appointment with the Athletic Director.

While administration wishes to remain receptive to parents' concerns and questions, administration is not involved in the day-to-day workings of the department. A referral to the principal, if deemed necessary, will only be addressed once all other avenues have been exhausted.

## **Article III**

### **Sport Offerings**

#### **Fall**

Cheerleading  
Cross Country(Co-op)  
Field Hockey  
Football  
Golf  
Girls Soccer  
Boys Soccer  
Volleyball(Co-op)

#### **Winter**

Basketball  
Cheerleading  
Indoor Track  
Wrestling

#### **Spring**

Baseball  
Softball  
Tennis  
Track/Field

### **Levels of Play**

#### **Junior Varsity**

The junior varsity level is intended for those athletes who display the potential to develop into varsity athletes. At this level, coaches strive to refine fundamental skills and strategies of team play. An attempt will be made to play all participants, but it is recognized that all athletes may not play equally, both in individual games and over the course of the entire season. Coaches will make every attempt to find meaningful playing time for all eligible players based on the degree of effort and skill improvement.

#### **Varsity**

The varsity level of competition is the culmination of the high school athletic program. Varsity teams are comprised of the best players in that sport, regardless of class. Team play, sportsmanship, individual physical ability, motivation, and mental attitude are very important aspects of competition at the varsity level. Squad size at the varsity level is limited. The number of participants on any given team is a function of those needed to conduct an effective and meaningful practice and to play a contest. While contest participation over the course of a season is desirable, a specified amount of playing time is never guaranteed.

## Article IV

### EXTRACURRICULAR ACTIVITIES ELIGIBILITY

The R.S.U. No. 67 Board of Directors recognizes the importance of extracurricular activities, as long as participation in such activities does not interfere with satisfactory academic progress and learner welfare. Therefore, the Board has established the following standards for eligibility.

#### **Academic Standards:**

Extracurricular eligibility for grades 9-12, shall be based not only on **content area scores**, but includes **two critical Habits of Work** as described below.

**Assignment Completion:** There is a direct correlation between academic achievement and assignment completion. Completing assignments (homework, classwork, quizzes, tests, projects, etc.) on time and to the best of the learner's ability, aligns with our district and school mission as well as academic expectations.

**Citizenship:** There is a direct correlation between academic achievement and the extent to which a learner models respect, responsibility and safety, and accepts consequences for his/her decisions (hereafter referred to as conduct). A learner's success in high school and future educational and career activities depends, in part, on these attributes. Expecting learners to model appropriate conduct aligns with our district and school mission and behavioral expectations. By recording and reporting the extent to which a learner's conduct is acceptable, we seek to promote and encourage each learner to develop into a responsible, courteous school and community citizen.

#### **Eligibility Requirement:**

To be eligible for extracurricular participation a learner must have a minimum of a 70 average in all classes.

**Waiver:** If the above criteria is not met, but the student has achieved 3 in both Habits of Work, the student is eligible for a waiver.

#### **Procedures:**

- All learners' academic and Habits of Work scores shall be reviewed by the principal/designee every four (4) weeks.
- Any learner who has not earned a 70 average in all classes and has not earned a waiver, shall be on Extracurricular Activity Probation for two (2) weeks. The learner shall be allowed to practice, but not compete or perform in any extracurricular activities from the date the learner became ineligible.
- A learner can become eligible by improving his/her average score to a 70.

- If the learner remains ineligible for a second consecutive scoring period, they are ineligible for all extracurricular participation (this includes all practices, performances, games, or school recognition/award ceremonies).

Secondary (9-12) learners must be taking six approved courses in order to participate in extracurricular activities.

If a tryout falls within the time learners are on academic extracurricular probation, they may try out and be judged in the same manner as their peers, but they may not participate beyond the tryout time. They shall be eligible for participation beyond the tryout time once they have met the academic standard for extracurricular eligibility.

In the case of learners identified as needing special services, the Individualized Education Plans Team shall determine extracurricular eligibility.

The school principal shall be responsible for developing and enforcing rules concerning academic eligibility.

The rubrics below will be used by classroom teachers to determine scores for Assignment Completion and Citizenship.

Score	<b>ASSIGNMENT COMPLETION</b>	
3	Meets	The student completes and submits all assignments on their own, on time, and makes up any missed assignments in a timely manner.
2	Partially Meets	The student completes and submits most assignments on time, but other assignments are late or incomplete. Missed assignments are not made up in a timely manner.
1	Does Not Meet	The student submits late or incomplete assignments more often than he/she completes and submits assignments on time and/or does not make up missed assignments.

Score	<b>CITIZENSHIP</b>	
3	Meets	The student's behavior consistently adheres to the classroom/school guidelines laid out in the Behavior Matrix
2	Partially Meets	The student's behavior results in occasional documented violations of classroom/school expectations outlined in Behavior Matrix
1	Does Not Meet	The student's behavior is documented to show they are rarely in line with classroom expectations outlined in Behavior Matrix

## Article V

### **Sportsmanship**

#### Citizenship

- A. Sportsmanship is defined as that quality of behavior characterized by the spirit and generosity of genuine concern for an opponent or teammate.
- B. The community, school administrators, and coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound athletic program.
- C. The responsibility of good sportsmanship is vested in all those who are in any way associated with the athletic program.
- D. **Athlete's Responsibility:** It is the chief responsibility of all athletes that they conduct themselves as worthy representatives and ambassadors of Mattanawcook Academy. Athletes who are unsportsmanlike will be disciplined by the coach and/or athletic director, if necessary.

#### Conduct

- A. Under no circumstances should athletes participate or permit hazing and/or initiation of other athletes. Violation of this policy will result in serious disciplinary action that could include suspension of individual or team privileges.
- B. Follow the individual coach's rules and regulations of their respective teams.
- C. Follow the school rules, as set forth in this document and in the Handbook for Students given to all students on the first day of school.
- D. All students are expected to refrain from the use of tobacco, alcohol, and non-prescribed drugs and harmful dietary supplements. See Chemical Use Policy.
- E. All athletes are subject to the penalties of the Handbook for Students, the Maine Principals' Association, and the additional violations of this document. In addition, athletes are subject to the penalties of the individual coach and sport, as approved by the athletic director.

#### Appearance on Trips

- A. Coaches are requested to instruct the student athletes to dress appropriately for away trips. A neat, orderly appearance is requested.

## Article VI

### **CHEMICAL USE BY STUDENTS**

#### **Statement of Philosophy**

The R.S.U. No. 67 Board of Directors and staff support a safe and healthy learning environment for students that is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among the school staff, students, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth.

In order to promote the safety, health, and well-being of students, the Board endorses a three-pronged approach to address the issue of drug and alcohol use: prevention/education; intervention; and discipline. The Superintendent of Schools is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy.

#### **A. Prohibited Conduct**

No learner shall distribute, dispense, possess, be voluntarily in the presence of, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a learner manufacture, distribute, dispense, possess, be voluntarily in the presence of, use or be under the influence of "bath salts;" any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid; any other controlled substance defined in federal and state laws/regulations; any look-alike substance; or any substance that is represented to be a controlled substance, unless it is prescribed by a licensed practitioner.

These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

#### **B. Disciplinary Action**

Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

#### **C. Prevention/Education**

R.S.U. No. 67 will provide students with appropriate information and activities focused on educating students about drugs and alcohol and preventing their use. Programs shall teach students that the illegal use of drugs and alcohol is wrong and harmful; how to resist peer pressure; and address the legal, social and health consequences of drug and alcohol abuse.

D. Intervention

R.S.U. No. 67 will establish a team approach to intervene with students with drug/alcohol problems. Students will be assisted in addressing their drug/alcohol problems and in continuing their educational program. Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential, as required by state and federal laws.

E. Policy Communication

R.S.U. No. 67 shall distribute this policy and appropriate related information to staff, students, and parents on an annual basis through handbooks and/or other means selected by the Superintendent of Schools and building administrators.

Legal Reference: 21 USC 812 (Controlled Substance Act); 21 CFR Part 1300. 11-15 20 USC 7101 et seq. (Safe Drug-Free Schools and Communities Act)

P.L. 101-226 (Drug-Free Schools and Communities Act Amendments of 1989)  
17-A MRSA 1101

42 USC 290dd-2; 42 CFR 2.1 et seq.  
20-A MRSA 1001(9); 4008; 6621 et seq.  
22 M.R.S.A. §§ 2390-2394

Cross References: GBEC – Drug Free Workplace

JJI – Student Activities/Extracurricular Activities Eligibility

JIC – Student Code of Conduct

JICIA – Weapons, violence, Bullying and School Safety

JKD – Suspension of Students

JKE – Expulsion of Students

JLCD – Administering Medications to Students

JRA – Student Records

JFCL – Breathalyzer Use

Adopted: August 17, 2005

Revised: August 16, 2006, February 4, 2009; October 20, 2009; October 6, 2010;

April 25, 2012; March 19, 2014

Reviewed: December 6, 2011

## **CHEMICAL USE BY STUDENTS PROCEDURES**

The following procedures will be followed when investigating a possible infraction of Policy JICH, Chemical Use by Students.

### **I. Violations at school or at school functions**

If a K-12 grade student is in possession of, is in the possession of with intent to sell, is using, is voluntarily in the presence of or is under the influence of chemicals on school property or at school functions, the following procedure will be followed:

1. Investigate the incident which shall have occurred in the current school year and determine appropriate action. Any appropriate discipline will begin following the investigation and will be carried out in full regardless of the date of the infraction;
2. Inform parents of incident;
3. Inform appropriate authorities, if necessary;
4. Suspend student(s) for up to 10 days and request that student(s) be screened for chemical dependency. The student(s) can return to school upon receipt of a written verification that a Chemical Dependency Screening has occurred. Failure to report for screening will result in a hearing with the Board to determine what action will be taken.
5. Recommend that appropriate follow-up will be conducted, as determined by the screening process.
6. Additional offenses by the student will result in a 10-day suspension, and the student will be required to meet with the Board for a hearing. The student will also be requested to report immediately to a chemical dependency clinic.
7. Student(s) will be ineligible to participate in any school activity for which a grade is not received for 30 activity days (Monday – Saturday).

### **Awards Ceremonies:**

1. If an infraction occurs after the student's last competition, the student will receive his/her award(s) but will not be allowed to participate in the school's awards ceremony.
2. If the award ceremony occurs within the 30-day suspension period, any student recognized at a regional or state level will be allowed to participate in the awards ceremonies on the conference or state level.

### **Definition of School Activity:**

Athletics

Trips, excluding Project Graduation

Clubs

Social Events, including 8<sup>th</sup> grade last dance, senior prom (graduation ball), and whitewater rafting and paintball outings for seniors

Intramurals

Non-graded Music Activities

Student Elected and Appointed Positions, etc.

## **II. Violations not at school or at school sponsored activities**

If a K-12 grade student is in possession of, is in the possession of with intent to sell, is voluntarily in the presence of, is using, or is under the influence of chemicals not at school or not at school functions or voluntarily attends a function where chemicals are being illegally used, the following procedure will be followed:

1. Investigate the incident which shall have occurred in the current school year and determine appropriate action. Any appropriate discipline will begin following the investigation and will be carried out in full regardless of the date of infraction.
2. Inform parents of incident
3. Inform the appropriate authorities, if necessary
4. Student(s) will be ineligible to participate in any school activity for which a grade is not received for 30 activity days (Monday – Saturday).

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Athletics

Trips, excluding Project Graduation

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If an activity has a tryout and the student is ineligible at the time of a tryout, they will not be allowed to participate in the tryout, therefore making them ineligible for participation in that activity.

## **II. Self or Third Party Referrals**

Self or third party referrals, prior to any infraction, will require the student to report immediately to a chemical dependency clinic for screening. The student can return to school and activities upon written recommendation by the chemical dependency clinic. Referrals should be directed to the guidance department or principal.

### **NOTES:**

1. Appropriate administration will be responsible for investigating incidents and enforcing this policy.
2. Eligible seniors will be allowed to participate in class night, baccalaureate and commencement ceremonies.
3. Suspension: If a student is suspended, all work can be made up and the student is encouraged to do so. The amount of time for make-up is one (1) day of school for each day of suspension.
4. This policy will be reviewed every 2 years.
5. Definition of “current school year: “The current school year for all activities begins on the first official start date in the fall and ends with the last official activity event in the spring.”

Legal Reference: 21 USC 812 (Controlled Substance Act); 21 CFR Part 1300. 11-15 20 USC 7101 et seq. (Safe Drug-Free Schools and Communities Act)

P.L. 101-226 (Drug-Free Schools and Communities Act Amendments of 1989) 17-A MRSA 1101  
42 USC 290dd-2; 42 CFR 2.1 et seq.  
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JLCD – Administering Medications to Students  
JRA – Student Records  
JFCL – Breathalyzer Use

Adopted: March 19, 2014

## Article VII

### **Attendance**

- A. Student athletes must be present and on time for school in order to participate in extra-curricular activities. Students absent from school shall not practice, participate, or compete on that day. To be eligible for practice or games, a student must be at school **no later than 8:45** am on the day of the activity. Students who are exceedingly tardy, without an acceptable excuse, may not be allowed to participate, even if they make the 8:45 am cut-off. Doctor's appointments will be excused as long as a note accompanies the student upon arrival. Any other special appointments or circumstances will be decided upon by administration. (Special appointments include: Driver's exam, college visitation, funeral, and school related field trips, etc.)
- B. Each athlete is expected to attend every practice. In the event an athlete must miss a practice, prior notification to the coach is required.
- C. Athletes will not be excused from school disciplinary sanctions (detentions, etc.) to attend either a practice or a contest.
- D. Any athlete who cuts a class will be suspended from the team for a day on the day the cut is reported to the coach. Repeated class cutting is grounds for dismissal from the team for the season.
- E. Athletes must notify the coach before the end of the school day if tardiness or absence is anticipated for a practice session. Coaches may use discretion to excuse athletes with a specific request.

## Article VIII

### **Transportation**

#### General Policy

Mattawancook Academy shall provide transportation for all players, personnel, and coaches of athletic teams in authorized school vehicles. All athletes are required to travel to and from away contests in designated, authorized transportation or buses. Any exception must be approved by the athletic director or building administrator.

#### Use of Private Vehicles

Athletes are not permitted to use their own vehicles for transportation to away contests. In special cases, an adult (parent/guardian) may transport an athlete to and from a contest provided a written request has been completed and approved by the athletic director or building administrator. Students must park in the student parking lot when using their own vehicles to come to practice. The faculty/staff parking lot behind the building is off limits.

#### Release of Student Athletes

The R.S.U. No. 67 Board of Directors expects that students who participate in school-sponsored activities or events that take place away from the school they attend must ride to the activity from the school and return to school following the activity on District transportation, subject to the following exceptions.

A student may be released from or following an activity or event to:

- A. His/her parent or guardian;
- B. An adult member of the student's immediate family other than his/her parent or guardian, provided that written, parental permission has been submitted by the parent/guardian, in advance of the activity or event, to the building principal/ designee; or
- C. The parent/guardian of another participant in the activity, provided that written, parental permission has been submitted by the parent/guardian, in advance of the activity or event, to the building principal/designee or, in the event of an unforeseen circumstance, by direct, written permission from the parent/guardian to the coach/supervisor

For the purpose of this policy, "adult member of the student's immediate family" means parent, grandparent, and/or brother or sister that has acquired the minimum age of 18 years.

## **Article IX**

### **Awards**

At the conclusion of each sport season, the head coach will be responsible for hosting an Awards Night. The head coach will present to the team members and their family and friends a brief synopsis of the season. Athletic awards, including certificates, letters, or senior awards, are given to athletes at the coach's discretion. There are three criteria that all athletes must fulfill in order to receive a varsity letter. All criteria must be successfully completed to qualify.

1. The athlete must finish the season in good standing with the team.
2. The athlete must be recommended by the coaching staff to receive a letter.
3. Meet the minimum participation requirements required by each specific sport as dictated by the coach. These requirements should be made clear to the athletes at the beginning of each season.
4. Students that become ineligible after the season has concluded(all games have been played, including play-offs) are able to attend the award banquet.

## **ARTICLE X**

### **Equipment**

- A. Student athletes will be issued team equipment and uniforms. Each student athlete is responsible for the equipment and uniform issued to him/her.
- B. Student athletes must return all issued equipment and uniforms at the conclusion of the season to their coach.
- C. Student athletes must reimburse the athletic department for the replacement cost of any equipment or uniforms not returned.
- D. Student athletes who do not return issued equipment or uniforms or do not reimburse the athletic department will not be allowed to participate in any other sport. At the conclusion of the school year, student athletes still owing equipment or uniforms will have report cards, transcripts, and diplomas withheld until all items are paid for or returned.

## Article XI

### **Fundraising**

Team fundraising must be in accordance with school board policy and prohibited without prior approval of the principal.

*\*Proposed- Article IV of the eligibility policy has been proposed but yet to be adopted by the RSU 67 school board.*

Revised 9-03-19