

**Lawrence High School Philosophy
Athletic/Co-Curricular Code and Contract**

Philosophy:

The Board recognizes that athletics and other co-curricular activities are vital components of a Lawrence High School education. Athletics and Co-Curricular activities are a positive learning experience for our students if they can recognize that they may achieve their highest personal and skilled potential only by embracing a lifestyle dedicated to personal excellence, integrity, determination, self-discipline, as well as selfless service. In addition, selection to a team or club, is both an honor and a privilege, and as such, carries responsibilities commensurate with leadership roles. As leaders, and as very visible representatives of Lawrence High School and its teams/clubs, our students have an obligation to represent themselves in an exemplary manner.

Purpose:

The Board has established this policy to ensure the following:

1. The entire MSAD 49 community understands what is expected of all parties involved in the activities covered by this policy.
2. There is an understanding that there will be consequences for actions which are counter to this policy.
3. Regardless of the activity, all involved parties will be held to the same standards.
4. Dishonesty, unsportsmanlike behavior, use of controlled substances, or conduct which brings discredit to our schools and communities will not be tolerated in any activity covered by this policy.

Applicability:

This policy does not apply to intramural activities. This policy applies to any activity where the activity competes or contends against other similar activities in different jurisdictions, or has an affiliation, formal or informal, with higher level of the organization.

SECTION I

A. SPECIAL GUIDELINES FOR STUDENT ATHLETES / CO-CURRICULAR STUDENTS

Members of a team/club recognize that they have the following responsibilities:

1. They are official representatives of Lawrence High School.
2. They represent their families, their friends, the district, as well as themselves.
3. They are expected to be leaders in promoting good school citizenship.
4. Their actions in and out of school build student respect and contribute to school spirit. This responsibility expressly states that proper respect will be given to the administration, teachers, coaches, officials, fellow athletes and the student body. Evidence to the contrary will result in disciplinary action.

The following steps will be taken in order to correct violation of this policy:

1. Students and other parties involved will be interviewed by the Athletic director or Co-Curricular director.
2. A.D./Co-Curricular director will conference with the Principal
3. Parents, students, & other involved parties who may be interviewed will be notified of suspected infractions of the athletic code.
4. After consulting with all necessary parties and gathering all relevant facts and information, the Athletic Director/ Co-Curricular Director will notify the student of the final decision.
5. Parents will be notified of the final decision.
6. Decisions may be appealed to the Principal.

B. ATTENDANCE:

In order to participate in a contest or a practice, students must be in attendance at school for the entire day (or the last day preceding the contest or practice if it is scheduled on a non-school day). Being in attendance is defined as being present and appropriately participating in all assigned classes and study halls. A doctor's/dentist appointment, funeral, family emergency, or other emergency situations would be exempt from this provision if approved by the athletic director or co-curricular director. Students who are habitually tardy during the season may be subject to further disciplinary action.

C. PRACTICE ATTENDANCE

Students must notify the coach/director prior to practice if lateness or absence is anticipated for a practice session. Academic assistance from a teacher is an acceptable reason for being late to practice. Students who miss practice the day before a contest shall not compete in the contest unless excused by the coach with agreement from the athletic director/ co-curricular director. Athletic Director or Co-Curricular Director may excuse students from practice with specific requests. If a student is at school and goes home due to illness the day prior to a game/event, they will be excused from practice that day and still eligible for contest the next day provided Athletic/Co-Curricular Director approves absence due to illness.

D. EQUIPMENT

Students will be issued the best possible equipment. Each student will assume responsibility for this equipment and will be assessed for any lost, not returned or damaged items. Equipment issued shall be worn only when participating in a meet, contest, practice, or when authorized by a coach/director. No equipment shall be taken without the consent, of the coach/director or Athletic Director/Co-Curricular Director. Students who owe money or equipment for a previous sport or club may not try out for a new sport or club until equipment is paid for or returned. Students who owe money or equipment will not be allowed to graduate until equipment is paid for or returned.

E. CHANGING SPORTS/CLUBS:

A student may be allowed to change from one sport/club to another by mutual consent of the coaches/directors involved. The Athletic Director or Co-Curricular Director will administer special cases, such as a student participating on more than one sport, club, or activity.

F. TRANSPORTATION:

All students are required to travel to and from all away contests or practices with the team/club in school provided transportation, **if provided**. The following is a list of exceptions to this provision:

1. Permission to return home with parents after an away contest may be granted provided that the parents present a note to the coach/director after the contest and the coach/director also grants permission.
2. Permission to return home with adults other than the student's parents may be granted if a signed note from the student's parents is pre-approved by the athletic director or co-curricular director & given to the coach/director, and provided that the adult(s) responsible for taking the student home speaks to the coach/director after the contest.
3. Further exceptions may be made in emergency cases with the approval of both the parents and the school administration.

G. DRESS:

1. For all trips, away from LHS, for activities covered in this policy, students should wear appropriate dress. Appropriate Dress is defined as:

Males – dress shirt with tie, dress slacks, shoes.

Females – dress pants, dress, or skirt with appropriate top and shoes.

*Students unable to purchase appropriate dress will be directed to the A.D. or Co-Curricular Director for CONFIDENTIAL assistance.

2. Students will be appropriately groomed and no student will be required to submit to additional requirements of dress or grooming other than the requirements of this policy. Students will not be required to wear their hair in a prescribed fashion or shave any part of their body.

H. LANGUAGE:

Vulgar language used by students, team personal, or coaches will not be tolerated and is just cause for disciplinary action.

I. SCHOOL SUSPENSION:

Students suspended from school will not be allowed to practice or participate in contests while on suspension and may be subject to further disciplinary action by the athletic director or co-curricular director. (Students will not be considered suspended while waiting for a decision of a suspension.)

J. CONDUCT:

The Board expects participants in activities covered by this policy to be leaders and role models. Any behaviors or actions that are counter to this policy, including illegal activity, will be handled as directed by this policy or other MSAD 49 policies that may apply.

K. TIMELINE:

These rules will be in effect from the day of the sports/activities first meeting until after the awards banquet, or the declared end of the activity per the activities coach or leader. This policy will continue to be effect between seasons for students participating in two or more consecutive sports, clubs, or activities.

L. CURFEWS:

A curfew of 11 p.m. on school nights or nights before a contest will be established except for emergency situations and when teams/clubs arrive home from an away game or contest after curfew. Consequences will be left to the discretion of the individual coaches/directors with notice given to the athletic director or co-curricular director.

M. ADDITIONAL RULES:

Coaches/Directors may ask for additional team/club rules, but must be approved by the athletic director/ co-curricular director. If approved each student will be given a written copy of these rules.

SECTION II

A. SUBSTANCE ABUSE

The MSAD49 School District realizes the value of athletic and co-curricular participation as a positive alternative to substance abuse. It is, therefore, the policy of the District that students participating in all athletic teams and co-curricular clubs sign and abide by the rules, which prohibit violations of the Board's substance abuse policy (see sections I and II of the Student Substance Abuse Policy) at any time or place during the season*.

* The season is defined as that period of time from the first team meeting/practice to awards banquet or the declared end of the activity per the activities coach or leader.

- A. Students may not possess, use be under influence of, buy or furnish to others the following substances: alcohol, tobacco (all forms), e cigarettes, hookahs, and vaporizers, devices that deliver nicotine to the body, marijuana, prohibited substances, look-a-like drugs or devices. Prescription drugs and medical marijuana will be used as directed by a health care professional licensed by the State of Maine and in compliance with the policies of MSAD 49.
- B. Violation of rule A during the student's high school career shall result in the following consequences:

FIRST OFFENSE

1. Meeting with assigned administrator/s and student to verify incident.
2. Inform parent or guardian of the incident.
3. Suspend student from athletics/co-curricular activities for 20% of the season.
 - * During the out of school administrative suspension, no participation in any practices, contests, meets, or activities.
 - * For **athletes**, the 20% suspension will be defined as 20% of Maine Principal's Assoc. (MPA) countable games. Students will not be allowed to participate in pre-season scrimmages or other MPA non- countable games such as holiday tournaments. Athletes will be required to practice and travel with the team during this suspension but shall be out of uniform. The suspension will begin immediately after the ineligibility is determined.
 - * For **co-curricular** participants, the 20% suspension will be defined/interpreted by administration based on the time that the co-curricular activity meets. During this time, the student will attend the meetings, practices, and preparation for the activity but will not be able to participate/perform.
4. Require the student participate in an approved diversion program. Failure to comply with the required diversion program will result in further suspension from all athletics and co-curricular activities until successful completion. The Student cannot earn a symbolic award in the season for which suspension occurs.
5. The season ending banquet will be considered a countable event for serving the 20% suspension.
6. If all conditions are satisfactorily met, the student may return to his/her athletic and/or co-curricular participation on the day following the suspension.
7. **If the suspension occurs at the end of a season, the student will need to fulfill the above requirements before being allowed to participate in another athletic and/or co-curricular season (balance of countable games will be applied to the next season and/or activity). However, a student will be allowed to try out for the next activity.**

SECOND OFFENSE**(Offenses are cumulative throughout the high school career)**

1. Meeting with the assigned administrator/s and student to verify incident.
2. Inform parent or guardian of the incident.
3. Suspend student from athletics/co-curricular activities for 50% of the season. During the out of school administrative suspension, no participation in all practices, contests or team functions.

For **athletes**, the 50% suspension will be defined as 50% of Maine Principal's Association (MPA) countable games. Students will not be allowed to participate in pre-season scrimmages or other MPA non-countable games such as holiday tournaments. Athletes will be required to practice and travel with the team during this suspension but shall be out of uniform. The suspension will begin immediately after the ineligibility is determined.

For **co-curricular** participants, the 50% suspension will be defined/interpreted by administration based on the time that the co-curricular activity meets. During this time, the student will attend meetings/activities but will not be able to participate/perform.

- 4. It will be the responsibility of the student and his or her legal guardian/guardians to obtain an evaluation from a licensed substance abuse counselor. Based in part of the counselor's evaluation, the school will determine whether or not the student will be able to return to his/her athletic or co-curricular participation. The student will be suspended from all athletic and/or co-curricular activities for one calendar year from date of offense unless the student and legal guardian/s agree to an evaluation from a licensed substance abuse counselor.**
5. The student cannot earn a symbolic award in the season for which the suspension occurs.
6. The season ending banquet will be considered a countable event for the serving of the 50% suspension.
7. **If the suspension occurs at the end of the season, the student will need to fulfill the above requirements before being allowed to participate in another athletic and/or co-curricular season (balance of countable games will be applied to the next season and/or activity). However, a student will be allowed to try out for the next activity.**
8. **If a second offense occurs in the same calendar year, that student will be suspended for one calendar year. Proof of the evaluation/treatment must be provided in order to be considered to return to athletic and/or co-curricular participation.**

THIRD OFFENSE

(Offenses are cumulative throughout the high school career)

1. Meeting with the assigned administrator/s to verify incident.
2. Inform parent or guardian of the incident.
3. Suspension of student from athletics and co-curricular activities for one calendar year from date of offense.
4. **It will be the responsibility of the student and his or her legal guardian/guardians to obtain an evaluation from a licensed substance abuse counselor. Based in part on the counselor's evaluation, the school will determine whether or not the student will be able to return to his/her athletic or co-curricular participation after serving the yearlong suspension.**

SECTION III

GENERAL RULES

A. PHYSICAL

Students entering grades 7 or grade 9, as well as students participating in their first sport and who are candidates for interscholastic sports teams must have a physical examination by a medical professional, licensed to give physical examinations in Maine and proof of a medical insurance prior to the try outs of the sport. Students must have written permission from a parent/guardian indicating the date of their son/daughter's most recent physical exam by a license physician. It is strongly recommended that an annual examination be scheduled between June and August each school year.

B. INJURY AND ILLNESS:

1. A report of physical findings and recommendations will be written and signed by the licensed physician. The school nurse will be responsible for notifying trainer and coaches of any recommendations. All physicals will be filed in the school health record. All physicals presented to coaches must be turned in to the athletic director or school nurse by the next day.
2. Each athlete needs to report injuries to their coach and/or trainer. Accident reports need to be completed and given to the athletic director by the next day.
3. Any athlete with an illness or injury requiring care by a medical facility or physician, needs to present a completed and signed RETURN TO PARTICIPATION FORM to the coach or athletic director. These forms need to be forwarded to the school nurse immediately and filed in the school health file.

4. Each year student athletes and their parents/guardians will be required to complete a health questionnaire form to be filed in the student health record.
5. **By signing this form, parents are acknowledging that an MGMC athletic trainer or certified coach may provide direct emergency care and initial treatment to the student-athlete should they become injured during practice, a game, or school sanctioned sporting event.**

C. INSURANCE:

Students who are candidates for inter-scholastic sports teams must provide proof of medical insurance prior to tryouts or participation of the sport.

MSAD49 does offer school insurance. School Insurance may be obtained by contacting the main office. Parents must show the name of the insurance holder in addition to the policy coverage number.

Parents are advised to study the limits of their health insurance policy to determine whether or not their insurance provides adequate protection in case of injury.

D. EMERGENCY CARD:

Parents/Guardians must fill out a Lawrence High School Emergency Card indicating all of the required data about their son/daughter. Please indicate home, work and cell numbers to be reached in case of an emergency. In addition please list an Emergency Contact person with phone numbers.

No student will be allowed to tryout and/or participate in any interscholastic practices/games or activities without having completed all steps above. There are no exceptions, and this procedure must be followed for each separate sport or activity.

E. CONCUSSIONS:

Annually and/or prior to the beginning of each sports season, students and parents of students who will be participating in school -sponsored athletic activities will be provided information regarding

- A. The risk of concussion and other head injuries and the dangers associated with continuing to participate when a concussion or other head injury is suspected.
- B. The signs and symptoms of concussion and other head injuries
- C. The school units protocols for 1) removal from the activity when a student is suspected of having sustained concussion or other head injury, 2) evaluation, and 3) return to participation in the activity (“return to play”).

F. ELIGIBILITY

1. Students are eligible for eight consecutive semesters after enrolling in high school as freshmen.
2. Students become ineligible on their twentieth birthday or upon graduation from high school.

3. Students must be regularly enrolled and passing a minimum of 3 courses per quarter (vocational students must also be taking at least one other course at Lawrence High School).
4. Semester grades will be used for quarter 2 and 4.
5. Students must be passing all core courses required for graduation at the end of the applicable ranking period (quarter grade) in order to be eligible for competition during the following ranking period (required core courses total 23 credits and are the following: English – 4.0 credits, Social Studies – 3.0 credits, Math 4.0 credits, Science 3.0 credits, Phys Ed. – 1.0 credits, Health – 0.5 credits, Personal Finance – 0.5 credits, Fine Arts – 1.0 credits. Electives are courses that are not required and do not count towards filling this requirement.
 - A. **Fall:** 4th quarter (second semester) grades will determine eligibility for fall activities. 1st quarter grades will determine eligibility for the remainder of the fall season after grades have been issued for fall activities still competing after 1st quarter grades have been issued.
 - B. **Winter:** 1st quarter grades will determine eligibility for the start of the winter season. 2nd quarter (1st semester) grades will determine eligibility for the remainder of the winter season after grades have been issued.
 - C. **Spring:** 3rd quarter grades will determine eligibility for spring activities. 4th quarter (2nd semester) grades for seniors only determine eligibility for the remainder of the spring season once grades have been issued
6. **MPA Bona Fide Rule:** A member of a school team is a student athlete who is regularly present for and actively participates in team practices and competitions. Bona fide members of a school team are prevented from missing high school practice or competition to compete or practice elsewhere.
 - **A single waiver per student athlete per sport season may be granted by the principal on a case-by-case basis for extraordinary circumstances. (e.g. if a student/athlete were invited to participate in a prestigious weekend event then a waiver may be granted, or if a student/athlete were invited to participate in a nationally recognized tournament over a school vacation than that waiver may be granted for that activity) If a student requests to miss practice every Friday because he/she is receiving specialized coaching from an outside team/coach then a waiver would not be granted.**
 - ***** Penalty for violation of this policy**
 - **First Violation: Report violation to the MPA office, suspension for one game/contest.**
 - **Second Violation: Report violation to MPA office, removal from team for remainder of the season.**
- G. **INELIGIBLE STUDENTS:**
 1. Ineligible students are allowed to practice, but they will miss all pre-season scrimmages and the first 20% of regular season contests after the ineligibility is determined. The following is a breakdown of the 20% of contests for LHS sports:

Fall Sports

Football – 2 games; Soccer – 3 games; Field Hockey – 3 games; Cross-Country – 1 meet; Golf – 3 matches; Cheering – 2 football games; all other clubs/activities to be determined by length of schedule for said activity.

Winter Sports

Cheering – 4 basketball games & 1 competition; Basketball – 4 games; Indoor Track – 1 meet; Swimming – 3 meets; Ice Hockey – 4 games; all other clubs/activities to be determined by length of schedule for said activity.

Spring Sports

Softball – 4 games; Baseball – 4 games; Tennis – 3 matches; Track – 2 meets; Lacrosse – 3 games; all other clubs/activities to be determined by length of schedule for said activity.

H. TO REGAIN ELIGIBILITY THE STUDENT MUST:

1. Go through the monitoring process
 - a. The Athletic Director will assign the student a monitor
 - b. The student will meet with the monitor twice per week
 - c. The student will give a completed progress report each Friday to the monitor
 - d. At the end of the ineligibility period, the AD, the monitor, the coach, and the student will meet.
2. Be passing a minimum of 3 courses (or credit equivalent) and must be passing all core courses required for graduation.
3. Student will continue to be monitored through the ranking period to insure passing status.

I. CONTINUOUSLY INELIGIBLE STUDENTS:

Students who are not eligible at the end of first time period are ineligible for another 20% of contests. Students who are not eligible at the end of second time period will be dismissed from the team/club.

Sunday Activity

No school organization shall rehearse, practice or participate in any activity on Sunday, with the exception of those approved by the administration.

LHS Athletic/Co-Curricular Student/Parent Pledge

I, the undersigned, have read and fully understand the Athletic/Co-Curricular Code and Contract and agree to abide by it.

Student Signature: _____ **Date:** _____

Printed Student Name: _____

I, as parent/guardian of _____ have read the rules and policies set forth in the Athletic/Co-Curricular Code and support my son or daughter's participation under these conditions. I will do my part in seeing the he / she follows these rules and regulations and will support any consequences as dictated in this code. I further realize the practicing and playing a sport can be a dangerous activity involving many risks of injury. Because of the risk of injury inherent in participation, I also give permission to the attending physician and / or athletic trainer to give first aid and emergency treatment to my son or daughter should he or she require such assistance.

Parent/Guardian Signature: _____ **Date:** _____

Printed Parent / Guardian Name: _____

Approved: April 6, 2017

Participants in Athletics Only

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

Check One:

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

Insurance Company: _____

Policy Number: _____

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

- My son/daughter has had a physical exam by:

Date: _____

Signature of Parent/Guardian

Date