

**East Millinocket School Board Policies
Schenck High School
JJ: Co and Extra-Curricular Activities
JICI: Extra and Co-Curricular Code of Conduct**

PARENTS AND PARTICIPANTS ARE RESPONSIBLE FOR
READING AND COMPLYING WITH EACH ITEM IN THESE
POLICIES.

PLEASE NOTE:

A separate packet of forms will be provided to the student athlete/activity participant and parent/guardian at the time that these policies are presented to the student. Two of these forms must be returned to the Athletic/Activity Director.

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ELIGIBILITY

To compete in any interscholastic program or co/extracurricular activity, a student must be enrolled in a full-time educational program (7 of 10 courses at a minimum). In order to be eligible, the student may not be failing two or more classes.

A. Students who are failing one class at the end of **a quarter** will be placed on academic probation for a period of ten (10) calendar days. The student will attend practices; the student will not “suit up” for any game but may travel and sit on the team bench.

1. In order to reengage in the co or extra-curricular activity at the end of ten (10) calendar days, students must:

- a. Show evidence of receiving help from his or her teachers or advisors and
- b. Show a report to the Athletic/Activity Director and/or principal (from the teacher of the course failed), that indicates a passing grade.

2. Any student who misses practice to receive extra academic help will not be penalized with regard to participation in the co or extra curricular event.

B. Student participants who have an incomplete in a course will have 10 calendar days to complete and earn a passing grade or will follow the conditions in paragraph A.

C. Students who **are failing one class at progress report time** will not be allowed to play in a countable game, activity or co or extracurricular event until a passing grade is achieved in all classes. For athletics only, the student will attend practices; the student will not “suit up” for any game, but may travel and sit on the team bench.

D. Eligibility qualifications will carry over from season to season. However, for the fall activities season, students will be allowed to start an activity with the pre-season meeting. However, with the first day of school, students who fail a four quarter or yearlong course in the previous academic year, will begin a ten (10) **school** day academic probation (unless they meet the conditions stated below in paragraph E). If a student fails the 4th quarter but passes the course for the year or semester, they will be placed on the (10) school day academic probation for the start of the next school year. Students who fail two or more four quarter or year long courses will not be eligible for the fall season.

E. Summer School: If the student is incomplete in one class and/or has failed one-year long course and is recommended by the teacher of the course to sign up for and successfully completes a SHS-summer school program, then the ten (10) academic probation stated in paragraph “D” will be waived.

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F. Transfer students must meet all of the academic requirements as stated.

G. This section applies to Plato, AP Courses or any other on-line courses.

OUTSIDE OF DISTRICT EXTRACURRICULAR ACTIVITIES

Any student wishing to participate in an extracurricular activity, event, sport, or other fee-based function, not offered in the East Millinocket School System, may be required to pay for half the cost to participate in said activity, event, sport, or function should adequate funding be available in the correct budget to pay for the cost of said participation. In addition, the following must be addressed prior to any involvement:

- The participation is approved by the athletic/activities director and the principal.
- Evidence is obtained that the student can, in fact, participate (i.e. approval from school officials offering the activity, event, sport, or function.
- There is a fee charged, by the host school, for out-of-district participants.
- The student and his or her parents sign an agreement and pay for half the charged fee prior to the official start of the activity, event, sport, or function (this does not include tryouts) should funding not be available.
- The school offering the extracurricular program(s) is willing to bill the East Millinocket School System directly.

Special considerations will be addressed by the school administration for students interested in participating in another school's extracurricular programs that have severe financial hardship. This will be addressed on a case by case basis, and school administrators may authorize a reduction in the student allocation depending upon the financial circumstances impacting the student's family.

Transportation to and from the extracurricular program will be entirely the responsibility of the parent(s) of the student wishing to participate. Team members are required to travel to and from all events via the transportation provided by the School District they are participating with. The student will also follow that School District's transportation policy.

SEASON

The co or extracurricular season begins with the first tryout or session and will end at the conclusion of the awards banquet, or the official end of the activity.

ATHLETIC AWARDS

Every participating student will be recognized by a certificate. Fall, winter, and spring ceremonies will be held for athletics. All athletes for that season are expected to attend.

A. Athletic Awards

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Upon the recommendation of the coach or coaches the 6 ¾ inch “S” will be awarded for varsity sports in which the athlete participates. Thereafter, sport inserts will be awarded for each year the athlete letters in that sport. An athlete will receive only one varsity letter during his or her high school career.

B. Senior Awards:

All seniors earning a letter their senior year in a sport season (fall, winter, or spring) will also receive a plaque recognizing their individual sports and the year played.

C. Wolverine Pride:

A “Wolverine Pride” trophy may be presented to the 4-year athletes that participate in all three seasons of sports each year. The recipient shall demonstrate athletic ability in addition to scholarship, leadership, character, and participate in community service. The Athletic Director and the respective coaches will determine the recipients of this award, if it is sanctioned.

CO AND EXTRACURRICULAR SESSIONS/PRACTICES

A practice and/or activity schedule will be established. Advisors/Coaches will schedule enough practices or sessions to adequately prepare students. Practices, sessions and/or games will not exceed six days per week. Practice policies will be determined by the advisor/coach, but it is the expectation that all contestants participate during practice sessions in a meaningful way. Practices are to be used for the development of all participants. If it is necessary to miss a practice it is the student’s responsibility to notify the coach/advisor before the practice, whenever possible. No practices will be allowed on Thanksgiving Day, Christmas Eve Day, Christmas Day, New Years Day, or Storm Days or Sundays. Exceptions to Storm Days and Sundays will be at the discretion of the athletic director or the principal.

TEAM RULES

1. A player, participant, assistant, or manager of a co or extra curricular activity will be allowed to switch from one activity to another during the same season or scheduled time frame only by the mutual consent of the coaches or advisers involved and the administrator in charge.
2. All students involved in co or extra curricular activities must meet all requirements of the co or extracurricular advisor/coach for attendance, practice, and behavior.
4. The privilege of participation in any extra or co-curricular activity may be revoked for disciplinary infractions at the discretion of the school administration. (see policy JICD)
5. Playing or participation time and team or activity selection is at the sole discretion of the coaches and/or advisors and must be respected as such by parents and other fans.

INJURIES

Student athletes are to report all injuries immediately to the coach/advisor, regardless of severity.

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PHYSICALS

Student athletes must have a physical examination prior to beginning practice for an athletic activity. This examination will be valid for 2 years. An interim report will be filled out on the year that the exam is not required.

INSURANCE

All student athletes must show proof of insurance in order to participate at any practice or game. School insurance is available for students and their parents.

TRANSPORTATION

Members of any school sponsored extra/co-curricular activity are required to travel to and from all events via transportation provided by the school. Parents may request that their child be allowed to return with them or with another parent for “acceptable special reasons” at the discretion of the school administration. Permission must be obtained in advance, in writing, from the principal. This policy is for the convenience of parents who may have plans with their son or daughter other than returning home. Parents must obtain the permission slips in person at the school office.

Acceptable Special Reasons:

1. Medical
2. A planned family activity.
3. A school related or non-school related activity

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Revised: 10/12/94 Reviewed: 12/11/96

Revised: 6/14/05

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Revised: December 2011 for policy committee meeting 12/13/2011

First reading revised policy: January 10, 2012, Second reading revised policy: February 7, 2012

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East Millinocket School Department
JICI: Extra-Curricular and Co-Curricular Activities
Code of Conduct for High School Students

Since participation in extra-curricular and co-curricular activities is a privilege, it is important that students, parents/guardians and other interested persons are aware of the following rules and regulations. As representatives of the schools, students are expected to exhibit appropriate behavior at all times. These rules are adopted by the School Board in order to support the social, emotional and physical well-being of students and promote healthy, enriching and safe co- and extra-curricular opportunities for all students.

1. Students in good standing may participate in the co- and extra-curricular activities of their school. A student is considered in good standing if he/she is not the subject of any disciplinary action for violation of any policy or school rule **and** is currently academically eligible based on MPA and Board policy.
2. All participants are expected to come to school ready to learn on all scheduled school days. For the purpose of this policy, any student who misses any portion of the school day *unexcused* (including a third occurrence of unexcused tardiness in a semester) may NOT participate in co- and extra-curricular activities. Also, all students (even with excused absences) are required to attend at least **3 hours of a school day (which constitutes ½ of an official school day)** to participate in after school events. Any exceptions to this requirement must be pre-approved by a building administrator.
3. Students suspended from school (including in-house and out of school suspension) shall not practice, participate, attend, or compete in extra- or co-curricular activities during the days of suspension.
4. Students are required to abide by all Board policies, school rules and any additional rules, and/or training guidelines imposed by coaches or advisors. Any additional rules and/or training guidelines must be consistent with Board policies and be approved by the Athletic/Activities Director or other designated school administrator.
5. Student use of tobacco, alcohol and drugs is illegal and negatively affects student health, safety and performance. Students participating in co- and extra-curricular activities carry a responsibility to themselves, their fellow students, coaches/advisors, parents and school to set the highest possible example of conduct, sportsmanship and training. Therefore, students participating in co- and extra-curricular activities may not engage in the prohibited behaviors and activities described in Policy JICH (Student Drug, Alcohol and Tobacco Use).
6. Students are expected to conduct themselves so as not to discredit themselves, their team or organization, their coach or advisor, and their school. If a student is charged with a

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crime, he or she may be suspended from participation in co- or extra-curricular activities until the case is adjudicated. A student who is convicted of a crime may be suspended from participation in activities for a period of time to be determined based upon the facts of the particular case.

7. Students shall be responsible for all equipment and uniforms issued to them by the school. The cost of replacing damaged or lost equipment /uniforms will be the responsibility of the student.
8. Students and their parents/guardians are required to sign the Co-Curricular/Extracurricular Contract as a condition of participating in co-curricular and extra-curricular activities. Students participating in any co or extracurricular activity and their parents/guardians) must sign the contract at the beginning of the season or activity (first tryout, initial meeting, rehearsal, etc.

Disciplinary Action

Improper conduct, as determined by the school administration, shall result in disciplinary action up to and including removal/suspension from the team or activity (in addition to any discipline imposed under applicable Board policies or school rules). The school administrator in charge and coaches/advisors are expected to enforce all policies and school rules at all times and to use their best judgment in applying penalties for violations. The advisor or coach shall consult with the school administrator in charge prior to suspending a student from an activity or team.

For infractions involving drugs, alcohol and/or tobacco, disciplinary action will be taken as specified below (in addition to discipline imposed under JICH and JICH-R). In determining the level of discipline, the school administration may consider any relevant facts and circumstances, including by not limited to the nature of the violation, the student's willingness to cooperate with the investigation and any action plan that is developed, and the student's prior disciplinary record. *Coaches/activity advisors may not impose additional disciplinary consequences.* Repeat or extreme violations will warrant administrative review and additional sanctions. Violations occurring during a student's high school career are cumulative.

Tobacco Violations:

First violation: No participation in co- and/or extra-curricular activities for one week (7 calendar days). The student and his/her parent must participate in a meeting with an administrator and the School Counselor prior to returning to the activity.

Repeat violations: No participation in co- and/or extra-curricular activities for two weeks (14 calendar days). The student and his/her parent must participate in a meeting with an administrator and the School Counselor prior to returning to the activity.

- **Drug and Alcohol Violations.**

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First violation: No participation in co- and/or extra-curricular activities for two weeks (14 calendar days) or duration of any extended out-of-school suspension. The student and his/her parent must participate in a meeting with an administrator and the School Counselor prior to returning to the activity.

Second violation: No participation in co- and/or extra-curricular activities for 30 calendar days. The student and his/her parent must participate in a meeting with an administrator and the School Counselor prior to returning to the activity.

Repeat violations: No participation in co- and/or extra-curricular activities for 60 calendar days. The student and his/her parent must participate in a meeting with an administrator and the School Counselor prior to returning to the activity.

If a violation occurs at the end of a yearly activity, the penalties will be carried over to the next year.

Self-Reporting of Violation

A student who violates Policy JICI has the opportunity to report his/her violation to a school administrator by noon of the following school day. In such a case, the disciplinary action specified in the preceding section will be cut in half. This provision cannot be used to avoid discipline under this policy for a violation that has already been reported to the school or to avoid discipline for violations of school policies.

Activity/Team Leadership Positions

A student elected to a leadership position for an activity/team forfeits that position for the duration of any suspension from the activity or team. Once the student returns to the activity/team, the other members of the activity/team shall hold a meeting to make a recommendation whether or not the student may return to his/her leadership position. This meeting shall be facilitated by the School Counselor and attended by the Activity Director/Athletic Director and the coach/advisor. A final decision will be made by the coach/Athletic Director or advisor/Activity Director, taking into consideration the recommendation of the students. A second violation of Policy JICI any time during the student's high school career will result in the loss of any leadership designation held.

Appeal of Suspension from Activity / Team

- A student who wishes to appeal a suspension from a team/activity must first discuss the matter with his/her advisor or coach.

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- Following that discussion, if the student and his/her parent/guardian wish to appeal the suspension, it must be done in writing to the school administrator in charge within three school days of notice of the suspension decision. The school administrator will conduct an investigation as he/she deems advisable and render a decision, in writing, to the student and his/her parent/guardian within three school days. All decisions will be reviewed by the principal. **The Principal's decision is final.**

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Second revised reading and adoption: June 14, 2016

Approved: 4/19/83 Revised: 6/18/15

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**CONTRACT BETWEEN THE HIGH SCHOOL AND THE EXTRA CURRICULAR
PARTICIPANT**

Student and Parents:

We view the contract for students involved in extra/co-curricular activities of the High School to be extremely important. While we believe that these activities at our school are an important part of school life, and in the end, a privilege for the participants, we do ask that our students adhere to our rules and policies. Your signature below indicates to us that you support our rules and policies and that you agree to support your child by providing him or her with guidance and direction to ensure that the contract is not violated.

Date _____ Participant's Signature _____

Parent's Signature _____

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STUDENT ACTIVITY INFORMATION SHEET

Student's Name _____

Student's Address _____

Student's Parent/Guardian's Name _____

Student's Grade _____

The following information is needed:

Primary Insurance Company _____

Policy Number _____

Secondary Insurance Company (if applicable) _____

Policy Number _____

Student's Family Doctor: Name _____

Telephone _____

In case of injury, who can we notify if we can not get in touch with you?

Please give names and telephone numbers.

1. Name _____ Phone _____

2. Name _____ Phone _____

3. Name _____ Phone _____