

High School Co-Curricular and Extra-Curricular Activities Eligibility and Code of Conduct

Participation in the School Department’s co-curricular activities and extra-curricular activities is a privilege, subject to compliance with eligibility rules and conduct expectations. As representatives of the schools, students are expected to exhibit appropriate behavior at all times. This policy is intended to support the physical, social and emotional well-being of students and to promote healthy, enriching and safe co-curricular and extra-curricular opportunities for all students.

A. Eligibility Requirements

1. Maine Principals Association (MPA) Eligibility Requirements

Students must meet all eligibility requirements of the Maine Principals Association for participation in athletics (see applicable sections of handbook on MPA website: <http://www.mpa.cc/>). For other activities, such as admittance into the National Honor Society, any eligibility requirements of the applicable organization must be met.

2. Academic Eligibility

- a. Students passing all courses are eligible to participate in activities.
- b. Incoming ninth graders and high school students who are failing **one** course in a quarter will be placed on academic probation and will remain on probation until the next ranking period, at which time his/her standing will be reassessed based on the quarter grade, not on the semester or final grade. Any course failure in the quarter following probation will result in immediate ineligibility.

A student on academic probation is allowed to continue program participation during the probationary quarter providing that:

- A recovery plan is developed (a recovery plan must be initiated by the student, developed in conjunction with the teacher, and focused on positive, corrective action to achieve a passing grade in the failed course) within two weeks from the issuance of report cards. Coaches/advisors are also encouraged to participate in the development/monitoring of the recovery plan; and
 - If a recovery plan is not developed and implemented within two weeks from the issuance of report cards, or the student fails to comply with the plan, the student will be immediately ineligible.
- c. A student failing **two or more** courses in one quarter is ineligible upon the issuance of report cards and for two weeks thereafter. If, after two weeks, the

student is passing all courses, he/she will be placed on academic probation and be subject to the requirements of Paragraphs A.1-2 above. If the student is not passing all courses at the end of the two-week period, he/she shall remain ineligible for the remainder of the quarter.

- d. At the end of the academic year, a student's eligibility for activities in the following year is assessed based on the final grades achieved in courses.
 1. If an appropriate summer school or other course is available, a student with failing grades may apply to the Principal to make up a course for eligibility purposes. Such requests must be made in writing prior to enrolling in the course. The Principal shall consider such requests on a case-by-case basis in consultation with the teacher of the failed course and the student's guidance counselor.

3. Other Eligibility Requirements

- a. Before a student may participate in co-curricular/extra-curricular activities, he/she must have (a) a signed parent/guardian permission form and (b) a co-curricular/extra-curricular rules acknowledgement form signed by the student and his/her parent/guardian.
- b. Students in 9th and 11th grades must also have documentation of a physical examination within the calendar year.. All High School students are required to submit a health questionnaire signed by their parent/guardian each school year.
NOTE: THIS REFLECTS REQUIREMENT IN POLICY JLCA.
- c. A student-athlete and his/her parent/guardian must inform the coach in writing prior to a season if the student is on a travel or other sports team during the season. A student may not participate in two school sports in one season. A student may change sports during a season only with the consent of both coaches and the Athletic Administrator.

B. Attendance Expectations

1. Participants are expected to come to school ready to learn on all scheduled school days. Any student who misses any portion of the school day unexcused may not participate in co-curricular or extra-curricular activities that day. In order to participate in a game, practice or other activity, a student must arrive at school (or their school-approved program) no more than 15 minutes after the start of classes and remain in school for the entire day. The only exceptions are for pre-scheduled medical appointments, driver's license tests or other similar appointments.
 - a. The Maine Principals Association requires that student-athletes have regular attendance and actively participate in team practices and competitions. **NOTE: THIS IS THE CURRENT MPA REQUIREMENT.**

2. A student who misses an athletic practice in order to receive extra academic help or make-up work in academic subjects will not be penalized in regard to game playing time status.

NOTE:

THIS IS AS FAR AS WE GOT ON 9/3/14.

3. Any school disciplinary consequence such as detention has priority over co-curricular or extra-curricular activities.
4. Students suspended from school shall not practice, participate, attend or compete in co-curricular or extra-curricular activities during the suspension.

C. Conduct Expectations

1. 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 administration.
2. Student use of alcohol, drugs and tobacco 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, which includes avoiding any involvement with alcohol, drugs and tobacco. Therefore, students participating in co-curricular and extra-curricular activities may not engage in the prohibited conduct described in Policy JICH (Student Alcohol, Drug and Tobacco Use) **at any time or place from the beginning of the student's first co-curricular or extra-curricular activity of the school year (including pre-season) through the end of the school year (including any tournaments, championships and associated activities).** ***STILL TO DISCUSS.***
 - a. A student may self-report a violation of this policy to an administrator within two school days and not forfeit the opportunity to participate in co-curricular or extra-curricular activities. This option is only available once in a student's High School career. A self-report may not be made after the school has received a report of a possible violation. The student must meet with a school social worker or guidance counselor and comply with any action plan developed. If the student fails to comply, the disciplinary consequences below may be imposed.
 - b. The following consequences are in addition to any other consequences imposed for violations of Policy JICH. Consequences carry over to the next season, activity and school year as necessary. Students will be referred to a school social worker or guidance counselor and must comply with any action plan developed or face additional consequences.

Students under team/activity suspension may attend activities or practices, but may not dress or play in a game or other activities of the particular team, club or group.

- **First Violation in a School Year** *[Note: Another approach is to make violations cumulative over a student's high school career.]*

Athletics – Forfeit participation in the next two countable contents if the team has fewer than 10 total contests in a season excluding playoffs, or the next four countable contests if the team has ten or more countable contests in a season, excluding playoffs. If the student is not involved in athletics at the time of the violation or there are not enough contests remaining, this consequence carries over to the next athletic activity in which the student participates. Loss of captaincy.

Other Activities – Forfeit participation in the next two competitions, performances or major activities of the group. If the student is not involved in activities at the time or there are not enough activities remaining, then this consequence carries over to the next activity in which the student participates. Loss of leadership position.

- **Second Violation in a School Year**

Athletics – Forfeit participation for the remainder of the season and post-season activities. If there are fewer than eight/four countable contests remaining at the time of violation or the student is not involved in athletics at the time, the consequence shall carry over to the next athletic activity in which the student participates. Loss captaincy, honors, awards.

Other Activities – Forfeit participation in all competitions, performances or major activities of the group for three months. If the student is not involved in activities at the time or there are not enough activities remaining, then this consequence carries over to the next activity in which the student participates. Loss of leadership positions, honors, awards.

- **Third Violation in a School Year**

Forfeit participation in all activities for the remainder of the school year. If the offense occurs within three months of the end of the year, the consequence carries over to the first quarter of the following year (or whenever the next time a student wishes to participate in activities).

3. Other improper conduct by students at school or out of school, whether or not covered by specific Board policies and school rules (including criminal activity) shall be reviewed by the administration. The administration will determine whether any consequences such as

suspension from co-curricular or extra-curricular activities and/or forfeiting of leadership positions and/or honors is warranted, based on the facts of the particular case.

4. Students are 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. Students may only wear uniforms and use equipment in connection with the activity for which it was issued. Students may not try out for or participate in new activities until all equipment and/or uniforms have been returned or paid for.

D. Appeal of Suspension

1. A student who wishes to appeal a suspension from a co-curricular or extra-curricular activity must first discuss the matter with his/her advisor or coach.
2. Following that discussion, if the student and his/her parent/guardian wish to appeal the suspension, it must be done in writing to the Athletic Administrator or Principal within three school days of notice of the suspension decision. The Athletic Administrator or Principal will conduct any investigation he/she deems advisable and render a decision, in writing, to the student and his/her parent/guardian within three school days. The Principal or Athletic Administrator's decision is final.
3. The student shall remain under suspension during the appeal process.

Cross Reference: JICH – Student Alcohol, Drug and Tobacco Use
JICH-R – Student Alcohol, Drug and Tobacco Use Administrative Procedure
JIC – Student Code of Conduct
JLCA – Sharing Medical Information Between Home and School ***NOTE: IF THIS POLICY CHANGES, THE INFORMATION IN JJJ NEEDS TO BE CHANGED ACCORDINGLY.***

CO-CURRICULAR AND ATHLETIC PROGRAM RULES AND REGULATIONS

All team personnel (including athletes, managers, statisticians, and other students in support roles) must comply with all team and school rules. When representing the team, all personnel are expected to conduct themselves in a manner becoming to the school. This includes, but is not limited to, appropriate behavior, language, and appearance.

1. To be eligible to participate in interscholastic athletics a high school student must comply with the eligibility requirements as specified in [FILE: IGD JJJ – Co-Curricular and Athletic Programs and High School Eligibility Requirements](#); a middle school student must be working with an acceptable academic plan.
2. High school students must meet all requirements of the Maine Principals' Association. Middle school students must meet all requirements of the Middle School Conference.
3. A high school student is not eligible when s/he reaches 20 years of age; a middle school student is not eligible when s/he reaches 16 years of age.
4. A student will lose eligibility if s/he plays under an assumed name.
5. Attendance at games and practices from start to finish is mandatory unless excused by the coach prior to practice or the game.
6. Parent/student must inform the coach in writing prior to the season if s/he is involved in another organized sport.
7. Any school disciplinary action, such as detention, will have priority over a practice or game.
8. In order to participate in a game or practice, all students must be in school no later than fifteen minutes after the start of classes and remain in school for the entire day, unless an exception is granted by an administrator.
9. A student is eligible for eight consecutive semesters after s/he enrolls in 9th grade.
10. Any student who misses practice for extra help in academic subjects, will not be penalized in regard to game playing status.
11. Students suspended from school are not allowed to practice or participate in contests while under suspension. Students under team suspension, but in attendance at school will: practice with team; travel to contests; but, not dress or play in the game.
12. A student may not participate in two school sports in the same season. A student may change sports during a season only with both coaches' and the Athletic Administrator's consent. Minimal middle school overlaps must be worked out with the Athletic Administrator.
13. To be eligible to play in a game, a high school student needs 7 days of practice; a middle school student needs 4 days of practice.
14. Equipment issued will be worn only when participating or practicing the sport for which it was issued. A student may not try out for another sport until all previously issued equipment is returned and/or paid for.
15. Before a student may try out, practice, or participate in athletics s/he must have proof of medical insurance coverage, a signed parental permission, and a signed athletic rules sheet. All 7th and 10th graders must also have proof of a physical

CO-CURRICULAR AND ATHLETIC PROGRAM RULES AND REGULATIONS

- examination within the last twelve months. Freshmen, Sophomores, Juniors and Seniors must have a Sports Candidate Questionnaire completed.
16. All team personnel must ride to and from away contests in transportation supplied by the school. A student may be released to his/her own parents. Permission for students to ride with another parent must be in writing and pre-approved by an administrator. Students may not transport themselves or other students.
 17. Athletes will abide by additional rules set forth by coaches. These will be given out in writing and approved by the Athletic Administrator.
 18. Cape Elizabeth athletics prohibits the practice of hazing and initiation of new team members. Any violation will result in a suspension from two countable games. Subsequent violations will result in suspension for the rest of the season.
 19. CONDUCT: Athletes who do not conduct themselves properly, either on or off school grounds, including areas not covered by our rules and regulations will have their actions reviewed by the head coach of that particular sport, the athletic director, and the principal. Disciplinary action is to be determined by the principal, athletic director and coach.
 20. In order to participate in the Cape Elizabeth Athletic Program, students must submit a signed Student/Parent Athletic Contract.

Legal Reference: Title 20A, MRSA Sec 4007

CROSS REFERENCE: **JCH – Substance Abuse**

ADOPTED: November 12, 1996

Revised: March 10, 1998

Recoded: June 1998

Revised: May 14, 2002

RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

The School Board recognizes that a cooperative relationship with law enforcement authorities is desirable for the protection of students and staff, maintaining a safe school environment, and safeguarding school property.

School administrators and staff shall have the primary responsibility for maintaining proper order in the schools and for disciplining students for violations of Board policies and school rules. However, the Board authorizes the Superintendent/administration to seek the assistance of law enforcement authorities when they believe there is a substantial threat to the welfare and safety of the schools, students and/or staff.

The Board strongly discourages law enforcement authorities from using the schools as venue to arrest and/or interrogate students for activities not related to or affecting the schools. The Superintendent/administration retain the authority to deny law enforcement access to students for non-school-related investigations.

The Board authorizes the Superintendent and administration to work with local law enforcement authorities to develop administrative regulations to guide interactions between the schools and law enforcement. Such regulations should safeguard the rights of students and parents, be consistent with Board policies, and minimize disruptions to the instructional program. These administrative regulations are subject to the approval of the Board.

The Superintendent shall include law enforcement authorities in the development and implementation of the school unit's comprehensive emergency management plan. The Board also encourages the Superintendent/administration to include law enforcement authorities in the development and/or implementation of instructional programs/activities related to student safety.

Cross Reference: KLG-R - Relations with Law Enforcement Authorities Administrative Regulation
 EBCA – Comprehensive Emergency Management Plan
 JICIA - Weapons, Violence and School Safety
 JIH - Questioning and Searches of Students
 JRA - Student Education Records

Adopted December 11, 2012

**RELATIONS WITH LAW ENFORCEMENT AUTHORITIES
ADMINISTRATIVE PROCEDURE**

The following procedures are intended to guide the involvement of law enforcement authorities in the schools:

- A. Law enforcement officials may enter school premises:
 - 1. In the event of an emergency endangering student or staff safety;
 - 2. At the request of school administrators;
 - 3. When there is a warrant to arrest a student which cannot be executed outside of school hours. School administrators are not obligated to make students or school facilities available to law enforcement for non-school-related investigations/arrest;
 - 4. In exigent circumstances as authorized by law.
- B. School Administrators shall attempt to contact the student's parents/guardians prior to allowing law enforcement authorities to interrogate, search or arrest a student at school, except when there are reasonable grounds to believe that a health or safety emergency requires the interrogation, search or arrest to take place without prior notice.
- C. Law enforcement authorities are responsible for ensuring that a student is informed of his/her rights prior to an interrogation, search or arrest conducted by law enforcement authorities.
- D. A student may be removed from school by law enforcement authorities when there is a court order, an arrest warrant or when a warrantless arrest is authorized by law. School administrators shall attempt to notify the student's parents/guardians as soon as possible of the student's removal from school.
- E. School administrators shall release student information to law enforcement authorities only as allowed by the Family Educational Rights and Privacy Act.

Cross Reference: JRA – Student Education Records

Adopted: December 11, 2012