


# JJJ - HIGH SCHOOL CO-CURRICULAR and EXTRA-CURRICULAR ACTIVITIES ELIGIBILITY and CODE of CONDUCT

 [schoolboard.cape.k12.me.us/policies-list/j-students/227-jjj-high-school-co-curricular-and-extra-curricular-activities-eligibility-and-code-of-conduct](http://schoolboard.cape.k12.me.us/policies-list/j-students/227-jjj-high-school-co-curricular-and-extra-curricular-activities-eligibility-and-code-of-conduct)

October 27, 2017

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. 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.

## A. Eligibility Requirements

### 1. Maine Principals Association (MPA) and Other Sponsoring Organization's Requirements

In addition to the academic eligibility requirements summarized below, students participating in school athletics must also 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. **Covered Activities.** This eligibility policy applies to all athletic and to most extracurricular activities supported by an advisor stipend. A list of activities to which it applies shall be published in the school handbook each year.
- b. **Checkpoints and Criteria for Eligibility.** Eligibility status will be checked six times each year, with the dates published on the school's calendar and communicated annually to students and families. In order to be eligible for continued participation in covered activities from one checkpoint to the next, students must meet the following criteria:
  - Passing a minimum of four classes (grades of 70 or above) per Maine Principal's Association requirements for athletic eligibility AND
  - Passing Habits of Work grades (grades of 70 or above) in ALL courses. For purposes of this policy 'Habits of Work' shall mean timely completion of work and remaining for extra help from school staff when scheduled.
- c. **Mid-Point Warnings.** At approximately the mid-point between eligibility checkpoint dates (the exact dates to be determined and published by the

building administration), there will be a "warning" point at which teachers' gradebooks will be current, reflecting students' status as of that date. The school will publish these warning dates on the school calendar and will remind families of the dates as they arise so that students can have an opportunity to bring their Habits of Work grades up to the eligibility standard.

d. **Length of Ineligibility.** Ineligible students and the families of those students will be notified of their status by an email from the school sent no later than one week after the checkpoint date. Ineligibility will commence from the date of the email and will continue until the next checkpoint date.

e. **Transition Ineligibility Period During School Year 2017-2018.** The length of ineligibility during the school year will be two weeks commencing from the date of the email, or the date of the first preseason practice if the student is an athlete and the email arrives before the commencement of a season, whichever is later.

### 3. Other Athletic 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 grade must also have documentation of a physical examination within the calendar year and submitted no later than two weeks before the start of preseason. All High School students are required to submit a health questionnaire signed by their parent/guardian each school year.

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.

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.

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**

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.

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 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).
  - 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

Athletics – Forfeit participation in the next two countable contests 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.

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.

- 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 the 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.

Other Activities – Forfeit participation in all competitions, performances or major activities of the group for three months. If the students 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.

- 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.

Cross Reference:

- JICH – Student Use of Alcohol, Drugs, Tobacco and Other Prohibited Substances
- JICH-R – Student Use of Alcohol, Drugs Tobacco and Other Prohibited Substances Administrative Procedure
- JIC – System-wide Student Code of Conduct
- JLCA – Sharing Medical Information Between Home and School
- JJIBB - Sportsmanship

ADOPTED: October 9, 1984

Revised: October 11, 1994

September 10, 1996

March 10, 1998

Recoded: June 1998

Revised: May 11, 2000

May 8, 2001

November 18, 2014

May 10, 2016

October 10, 2017