

# **STUDENT POLICY**

## **JJ-R2: Co-Curricular**

### **For SCHENCK HIGH SCHOOL HIGH SCHOOL**

**PARENTS AND PARTICIPANTS ARE RESPONSIBLE FOR  
READING AND CONFORMING TO EACH ITEM IN THIS POLICY.**

#### **PLEASE NOTE:**

A separate packet of forms will be provided to the student participant and parent/guardian at the time that this policy is presented to the student. Three of these forms must be returned to the High School Office. The Transportation Form is for your future use.

### **INTRODUCTION**

This information is prepared for the co-curricular participants at Schenck High School. It is intended to inform you of the policies and rules governing your participation. You are expected to know these policies and rules and abide by them.

### **PHILOSOPHY**

The primary purpose of co-curricular activities is to contribute to the overall development of the student in concert with the school's philosophy and goals. In this regard it is the responsibility of these programs to encourage the participation of all students who wish to be involved in any and all activities. The School Department believes strongly in the development of the total student and thus understands the co-curricular programs to be an extension of the classroom. We feel that it is the responsibility of the coach/advisor to develop all participants to a level in which they can participate successfully. Students will be expected to rise to the standards set forth by the coach/advisor and his/her peers. We work to meet individual needs and to provide for successful experiences for the student in the classroom; we extend these goals to all of our co-curricular programs.

Participation in co-curricular activities is a privilege not a right and should be a valuable part of your education. The competition, camaraderie, loyalty, and the respect for other participants, coaches, advisors and officials will be an integral part of your life. As a member of a team or activity, you represent Schenck High School and the Town of East Millinocket. We hope you will contribute in projecting a good image of both your school and community. Your High School enjoys a rich tradition in its programs and it is now your privilege to contribute constructively to that tradition.

### **STUDENT CODE OF CONDUCT**

The School Board is committed to maintaining a supportive and orderly school environment in which students may receive and staff may deliver a quality education without disruption or interference and in which students may develop as ethical, responsible, and involved citizens.

To achieve this goal, the high school has established a set of expectations for student conduct. These expectations are based on the values identified by the community as essential to ethical and responsible behavior.

The expectations are:

Fairness  
Compassion  
Honesty  
Responsibility

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Respect  
Courtesy

The board believes that each member of the school community should take responsibility for his/her own behavior. To that end, the board recognizes the need to define unacceptable student conduct, identify the possible consequences for unacceptable conduct, and ensure that discipline is administered fairly, promptly, and appropriately. This policy applies regardless of whether the student is currently participating in a co-curricular activity.

The Code applies to students who are on school property, who are 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.

Participation in co-curricular activities involves certain responsibilities to the school and community. All students participating in co-curricular activities do so voluntarily and are expected to adhere to certain standards commonly accepted as promoting healthy bodies and minds, and in keeping with the traditions of amateur participation. Students who choose to participate are expected and presumed to understand and accept this responsibility as a condition of their participation. The following types of behavior constitute a violation of School Department standards:

1. Behavior which results in being found guilty in a court of law or committing a juvenile offense.
2. Being found guilty in a court of law of any offense connected with illegal drugs.
3. Using any form of alcohol or tobacco.
4. Being involved in any way with illegal drugs.
5. Being suspended or expelled from school.
6. Being a consistent or serious disciplinary problem in school or while representing the school.

Frequent detentions and/or reports of inappropriate behavior may cause a suspension from a team/activity. School administration will determine when a suspension is necessary. Students are expected to be on their best behavior when they are representing their school and community at practices, games and events. Flagrant misbehavior will result in suspension and/or expulsion from the activity. Such suspension and/or expulsion will be determined by the administration.

### **ELIGIBILITY**

To compete in any co-curricular program, a student must be enrolled in a full time educational program. Also in order to be eligible for an up coming program the student must be passing all courses. Furthermore:

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A. Students participants who are failing more than one class at the end of a quarter will become ineligible and are removed from the co-curricular activity.

B. Student participants 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.

1. A student may reengage in the co-curricular practice schedule at the end of five (5) calendar days or sooner if:

a. the teacher of the course failed verifies that valid passing work has been completed, and

b. the student shows the Principal evidence of receiving help.

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

a. show evidence of receiving help and

b. show a report to the Principal (from the teacher of the course failed), that indicates a passing grade.

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

C. Student participants who are failing one or more classes at progress report time will be assigned to the after school study hall and not allowed to take part in the next competition, play and/or performance until a passing grade is achieved in all classes. The student will attend practices. Not attending the after school study hall will result in the student becoming ineligible.

D. Eligibility qualifications as stated in #1 and #2 above, will carry over from season to season.

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

### **SEASON**

The co-curricular season begins with the first practice/rehearsal and will end at the conclusion of the last performance/awards program.

### **ATTENDANCE**

Regular school attendance is required of all participants in co-curricular activities including the day following the event. A student who has an unexcused absence or tardy on the day of an event/game or practice will not be eligible to participate. If an event/game is scheduled for Saturday and a student is absent on Friday, the administration shall verify the reason. If the absence is unexcused the student will not be eligible to participate. If the absence is excusable the student is eligible to play. The primary consideration shall be the well-being of the student.

Excusable absences/tardy are those set forth by Maine State Law.

Maine State Law (Title 20-A, Section 5001) lists five reasons for excusable absences.

These are:

1. Personal Illness – To be verified by an appropriate authority as deemed approved by the school administration.
2. Appointments with health professionals that cannot be made outside of the regular school day. Appropriate documentation may be requested by the school administration.
3. Observance of recognized religious holidays when the observance is required during a regular school day. Appropriate documentation may be requested by the school administration. Required means that there is no other opportunity for the observance.
4. Emergency family situations as deemed appropriate by the school administration.
5. Planned absences for personal or educational purposes which have been pre-approved by the school administration.

### **AWARDS**

Appropriate recognition events will be held for all co-curricular activities.

### **PRACTICE**

A practice schedule will be established. Advisors/Coaches will schedule enough practices to adequately prepare students. Practices 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, Sundays and/or Storm Days. Exceptions to Storm Days will be at the discretion of the principal.

### **TRAINING RULES AND REGULATIONS**

1. A student may participate in two different co-curricular activities during the same season. A student may also participate in an extra curricular activity while participating in one or more co-curricular activities.
2. All students involved in co-curricular activities represent the school and community. In order to participate, students must project a good image, they must be well-groomed and neat in appearance.
3. All students involved in co-curricular activities must meet all requirements of the coach/advisor for attendance, practice, and behavior.
4. The privilege of participation may be revoked if the student does not conduct him/herself in a manner that reflects favorably on the school.
5. Appeal Procedure - students may appeal a decision made by the coach/advisor to the

Principal, followed by an appeal to the Superintendent and finally with an appeal the School Board.

6. Selection of students to participate in co-curricular activities is at the sole discretion of the coaches/advisors and should be respected as such by parents.

**SCHOOL EQUIPMENT**

Equipment, if necessary, will be issued to co-curricular students who are selected to participate. It is expected that such equipment will be taken care of properly.

Upon completion of the co-curricular program, equipment will be returned to the coach/advisor. If any issued equipment is not returned, the student will pay for the non-returned equipment before he/she can try out for another extra /co-curricular activity. This is not to convey the idea that school-issued equipment can be purchased by students.

**CURFEW**

The school recognizes the coaches/advisors prerogative to set curfew times, using the following guideline: Curfew is recommended to be by 10 p.m

**INJURIES**

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

**TRANSPORTATION - THIS IS SCHOOL BOARD POLICY. NO EXCEPTIONS CAN BE ALLOWED.**

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”. 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.

**ACTIVITIES AFFECTED BY THIS POLICY**

**CO-CURRICULAR ACTIVITIES**

Math League grade 9	Honors Math
Show Choir	Jazz Band
Club Cheerleading	School Plays
Musicals	FCCLA

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Foreign Language Club                      Student Council  
Winter Carnival\*

Any inter-district co-curricular student activity

And any other student activity determined by the principal and assistant principal to be a co-curricular activity.

\*Effective: When nominations are made.

Cross Reference: JICG - Tobacco Use by Students, JICH - Chemical Dependency, JICHA - Alcohol and Chemical Abuse Policy and Procedure Manual, JICIA – Weapons, Violence and School Safety, JK – Student Discipline Policy, Code of Conduct, JKE – Expulsion of Students, JKD – Disciplinary Removal of Students with disabilities, ADAA – School System Commitment to Standards for Ethical and Responsible Behavior.

First reading: January 10, 2012

Second reading and adoption: February 7, 2012

**TRANSPORTATION RELEASE FORM**

I, \_\_\_\_\_, parent of \_\_\_\_\_  
(Parent) (Student)

request that he/she be permitted to be released to \_\_\_\_\_  
(Designated Parent)

at the conclusion of \_\_\_\_\_. I hereby relieve  
(Activity and Place)

the School Department and its employees of all liabilities and responsibility for the  
transportation and supervision of \_\_\_\_\_.  
(Student)

Signed: \_\_\_\_\_  
(Parent)

Date: \_\_\_\_\_



*Form*

**CONTRACT BETWEEN THE HIGH SCHOOL AND THE CO-CURRICULAR PARTICIPANT**

I, \_\_\_\_\_, if selected as a member of any co-curricular activity representing the High School, so hereby agree to abide by all activity training rules, activity and school policies, school code of conduct, transportation rule, and outside participation rule as set forth by the school and coach/advisor. It is understood that these regulations are to be in effect for as long as I am a member of any co-curricular activity during my school career. It is understood, violations may lead to immediate dismissal from the activity. My signature says that I have read and understand the information in this co-curricular booklet.

Date \_\_\_\_\_

Participant's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Parents:

We view the contract for students involved in 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 insure that the contract is not violated.

Date \_\_\_\_\_

Participant's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

**SCHENCK HIGH SCHOOL**  
**Student Participation and Parent Approval Form**

Full name of student \_\_\_\_\_ Home Telephone \_\_\_\_\_

Family Physician's Telephone \_\_\_\_\_

This application to compete in interscholastic activities is entirely voluntary on my part and is made with the understanding that I have not violated any of the eligibility rules and regulations of the Maine Principal's Association.

**Student's Signature** \_\_\_\_\_

"I hereby give my consent for the above named student: (1) to represent his or her school in co-curricular activities, except those crossed out by the examining physician, provided that such activities are approved by the appropriate School Committee; (2) to accompany any school activity of which he/she is a member on any of its local or out-of-town trips. I authorize the school to obtain, through a physician of its own choice, any emergency medical care that may become reasonably necessary for the student in the course of such activities or such travel; (3) if necessary to have a physical examination by a physician."

**Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Address \_\_\_\_\_

**Please note any physical problems we should be made aware of.**

**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 Social Security 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 \_\_\_\_\_