

Portland Public Schools

Co-Curricular Handbook



King Middle School



Lincoln Middle School



Moore Middle School



Deering High School



Portland High School



Casco Bay High School

For Students and Parents

Revised Spring, 2008

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MESSAGE TO STUDENTS AND PARENTS

To the Student:

We are pleased that you have chosen to participate in the Portland School Department's athletic and other co-curricular activities. Participation in these activities is a privilege, not a right. As a role model to other students and a representative of our schools in the community, you must meet an additional set of responsibilities and expectations. This handbook contains our expectations and rules for participation in all co-curricular activities. It is important that you read and follow the rules in this handbook. If you have any questions about anything in the handbook, please ask your coach or activity advisor.

To the Parent:

This handbook contains the expectations and rules for participation in the Portland School Department's athletic and other co-curricular activities. Please take the time to read this handbook and support your child in complying with these requirements. If you have any questions about the handbook, please contact your child's coach, activity advisor or the Co-Curricular Activities/Athletic Director at your child's school.

/s/ Jeanne Whynot-Vickers, Interim Superintendent

Co-Curricular Activities Directors/Athletic Directors and/or Principals

Kenneth Kunin, Principal-Deering High
Bill LeRoy, Co-Curricular Director

Michael Johnson, Principal-Portland High
Rich Drummond, Co-Curricular Director

Michael McCarthy, Principal-King Middle
Don Atkinson, Athletic Director

Steve Nolan, Principal-Lincoln Middle
Lee Freeman, Athletic Director

Lee Crocker, Principal-Moore Middle
James Ball, Athletic Director

Derek Pierce, Principal-Casco Bay

Fall 2008

We request that each student and his/her parent or guardian sign and return the Co-Curricular Handbook Acknowledgment Form included with this handbook to the coach or advisor. Thank you for your cooperation.

Every effort was made to align the contents of this handbook with the adopted policies of the Portland School Committee. In the event that there is a discrepancy between the contents of this handbook and the School Department's policies, the School Committee policies will govern.

SECTION ONE

INFORMATION PERTAINING TO ALL CO-CURRICULAR ACTIVITIES

PHILOSOPHY STATEMENT

The Portland Public Schools are committed to providing a balanced, inclusive and diverse program of co-curricular activities as an important dimension of student learning. Co-curricular activities are defined as programs or out-of-class activities that are supervised and/or financed by the Portland Public Schools. Participation in co-curricular activities is voluntary. These activities are not part of the regular academic curriculum, are not graded, and do not earn academic credits.

The goal of these activities is life enrichment of each participant through development of good sportsmanship, citizenship, skills, health, strength, self-reliance, emotional maturity, and social growth. The School Committee intends co-curricular programs to be aligned with the Portland Public Schools' Mission, Vision, and Beliefs, and honor the complex wholeness of each learner. Since research indicates that co-curricular participation is a good predictor of students' future success, we believe:

- A. That all students should be encouraged to participate in co-curricular activities;
- B. That student interests and talents come in many different forms and all should be equally valued and supported;
- C. That activities offered should reflect a broad spectrum of interests, talents, and learning modalities;
- D. That equity in co-curricular learning opportunities is fundamental;
- E. That high standards of performance are expected of all students and staff;
- F. That schools set the conditions for success for students;
- G. That success breeds success and influences esteem, attitude, and motivation; and
- H. That school is the practice setting for future success.

STATEMENT OF NON-DISCRIMINATION

The Portland School Department does not discriminate against employees or students on the basis of race, age, color, ancestry or national origin, religion, sex, physical or mental disability, or sexual orientation in admission to, access to, treatment in, or employment in its programs and activities. To make an inquiry or file a complaint concerning this statement, contact:

Joline Hart, Affirmative Action Officer
Portland Public Schools
331 Veranda Street
Portland, ME 04103
Tel. (207) 874-8100

Reference: Portland Public Schools Affirmative Action Plan, November 6, 2002

SYSTEM-WIDE STUDENT CODE OF CONDUCT (School Committee Policy JIC)

The School Committee has adopted a System-Wide Student Code of Conduct that applies to all students on school property, while in attendance at school or at any school-sponsored activity, and at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school. The System-Wide Student Code of Conduct is included in the student handbook for each middle and high school in Portland.

CO-CURRICULAR CODE OF CONDUCT (School Committee Policy JJIC-R)

Since participation in co-curricular activities is a privilege, it is important that students, parents, and interested persons be aware of the following rules and regulations. These rules are adopted by the Portland School Committee in order to support and promote healthy, enriching, and safe co-curricular activities for all students.

1. Students in good standing may participate in the co-curricular activities of their schools. They must be aware that good school and community citizenship is expected of them and that a violation of any school rule or policy may result in suspension from co-curricular activities.
Note: 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 passing the required number of courses.
2. Regular school attendance is required of all participants. For this purpose, regular school attendance means that participants absent from the school any part of the day of an event or practice or any part of the Friday before a Saturday event or practice shall not participate without the approval of the Principal or the authorized designee.

3. Students suspended from school shall neither practice, participate, nor compete in co-curricular activities during the term of their suspension.
4. As representatives of the Portland Public Schools, students are expected to exhibit proper behavior at all times. Improper conduct, as determined by the activity director, coach, and/or the administration, shall result in disciplinary action up to and including suspension from one or more games, practices, performances, competitions, etc., or permanent suspension.
5. The following behavior will not be tolerated from our students.
 - (a) No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance. Refer to 'Drug and Alcohol Use by Students' policy (File: JICH).
 - (b) It is the policy of the Portland Public Schools that the possession by students under the age of 18 or use and/or distribution of any tobacco product by any student on school property or at any school-sponsored event is prohibited. Refer to 'Student Tobacco Policy' (File: ADCA).
6. Students shall be liable for all equipment and uniforms issued to them by the school. Damaged or lost equipment and uniforms must be replaced by the student.

By their signature, students and their parents acknowledge that they understand and agree to adhere to this code. [See Co-Curricular Handbook Agreement Form] Disciplinary action taken under this code by a coach, activity director or athletic director may be appealed to the Principal of the school, who shall make the final determination as to the appropriate discipline. It is recognized that individual activity directors or coaches may have additional rules and regulations for their students in areas not covered by this code.

HAZING POLICY (School Committee Policy ACAD)

Maine statute defines injurious hazing as "any action or situation including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school."

It is the policy of the School Committee that injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of students' organizations, shall plan, encourage, or engage in injurious hazing activities.

Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures.

In the case of an organization affiliated with the Portland Public Schools which authorizes hazing, penalties may include revoking of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school district.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action – or lack of action – on the part of the Superintendent or designee as he/she carries out the provisions of this policy, that individual or organization may appeal to the full School Committee. The ruling of the School Committee, with respect to the provisions of this policy, shall be final.

A copy of this policy shall be included in all school, parent, and faculty handbooks or otherwise distributed to all school employees and students.

DISCIPLINARY ACTION

A participant's failure to adhere to the Co-Curricular Code of Conduct or other School Committee policies and school rules may result in disciplinary action, up to and including removal or suspension from the activity or team (in addition to any other discipline imposed under the applicable policies or rules).

Activity advisors and coaches are expected to use their best judgment in enforcing policies and rules and in applying penalties for violations. The advisor or coach will consult with and obtain the approval of the school's Co-Curricular Activities Director/Athletic Director when a student is suspended from an activity or team.

APPEAL OF SUSPENSION FROM ACTIVITY OR TEAM

A student who wishes to appeal a suspension from an activity or team must first discuss the matter with his/her advisor or coach. If the student and his/her parent/guardian wishes to appeal a suspension, it must be done in writing to the Co-Curricular Activities Director/Athletic Director within

two school days of notification of the decision. The Co-Curricular Activities Director/Athletic Director will conduct whatever investigation he/she deems advisable and render a decision in writing to the student and his/her parent/guardian within two school days. If the student and his/her parent/guardian are dissatisfied with the Co-Curricular Activities Director/Athletic Director's decision, the decision can be appealed to the Principal in writing within two school days. The Principal will conduct whatever investigation he/she deems advisable and render a decision in writing to the student and his/her parent/guardian within a reasonable time. The Principal's decision is final. The student will remain under suspension during the appeal process.

ACADEMIC ELIGIBILITY REQUIREMENTS

Students who participate in co-curricular activities must meet the following academic eligibility requirements:

1. Eligibility is determined by academic quarters/trimesters.
2. Eligibility for the next quarter/trimester will depend upon the previous quarter's/trimester's grade.
3. Eligibility is based on the course load scheduling of each school.
 - A. High school students failing more than one course will be ineligible.
 - B. Deering High School students must pass a minimum of three and pass a minimum of three courses per semester. Exceptions to the three course rule require administrative approval.
 - C. Portland High School students must pass four core subjects per semester.
 - D. A course at the Portland Arts and Technology High School will be counted as two (2) courses in eligibility calculations.
 - E. Middle school students failing more than one subject are ineligible.
4. The Principal or his/her designee is responsible for certifying the eligibility of all students participating in co-curricular activities.
5. Incomplete grades may be made up for credit during the first two (2) weeks of the subsequent quarter/trimester. A student is ineligible until work is made up to a passing grade that meets eligibility requirements.
6. Students with identified disabilities must meet the same eligibility requirements as other students.
7. Students may make up a failed course by completing an approved summer class. Such courses must be approved in advance by the Principal.
8. A student who does not meet the above criteria, will be ineligible for two weeks of countable league and MPA games. On the Friday ending the probationary period, a

student may regain eligibility if he/she meets the academic requirements listed above. If a student does not become eligible after the probationary period, he/she is dropped from the activity.

9. An ineligible student may only practice with the team/club/organization at the discretion of the advisor or coach and will not participate in any games/scrimmages/matches/productions, etc. during the probationary period. Ineligible students may sit with the group at home competitions. However, ineligible students may not travel with the team to away contests. Ineligible students will not dress as team members.
10. Students who are ineligible are encouraged to seek additional help from their teachers or tutors.

PARTICIPANT SELECTION/NOTIFICATION PROCESS

The following process is used to select participants for athletic teams and other co-curricular activities in which participation is limited.

Selection Process

1. a. There will be a minimum of two tryouts for all candidates.
b. There will be a minimum of three tryouts before the final team is selected.
2. Advisors and coaches must use an evaluative tool approved in advance by the school Co-Curricular Activities Director/Athletic Director.
3. The evaluation tool will be shown to participants and made available to their parents in advance.
4. Completed evaluation forms are to be submitted to the school Co-Curricular Activities Director/Athletic Director.
5. Upon request, participants will get feedback from the advisor or coach on their performance.
6. If possible, more than one evaluator should be present during tryouts.

Notification of Participants Not Selected

1. Posted lists may not be used to inform participants of their status.
2. Notification will be given to participants during one of the evaluation sessions – personal contact is the expectation.

CONFLICTING CO-CURRICULAR ACTIVITIES

An individual student who attempts to participate in too many co-curricular activities will undoubtedly be in a position of a conflict of obligations.

It is recognized that each student should have the opportunity for a broad range of experiences in the area of co-curricular activities, and for this reason, attempts will be made to schedule events in a manner so as to minimize conflicts.

Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about membership in too many activities where conflicts are bound to happen. It also means notifying the activity advisors and coaches involved immediately when a conflict arises.

When conflicts do arise, the activity advisors/coaches will confer to work out a solution so the student is not placed in the middle. If a solution cannot be found, then the Principal will make the decision based on the following:

1. The relative importance of each event
2. The importance of each event to the student
3. The relative contribution the student can make
4. How long each event has been scheduled
5. Consultation with parents

Once the decision has been made and the student has followed that decision, the activity advisor or coach will impose no penalty. If it becomes obvious that a student cannot fulfill the obligations of a school activity, he or she should withdraw from that activity.

ORIENTATION/INFORMATIONAL MEETINGS

Orientation or informational meetings are held for some activities. Students are required to attend any scheduled orientation/informational meetings. Parents/guardians are strongly encouraged to attend any such meetings provided for them.

DRESS CODE

All representatives of the Portland Public Schools are expected to dress in appropriate attire and to maintain a neat appearance. Activity advisors and coaches may have specific requirements for appropriate dress.

INSURANCE

The Portland Public Schools do not provide any type of medical insurance for students. Parents and students, particularly those who have no medical insurance, should be aware of this lack of coverage. Information regarding a medical insurance plan available to students is sent home at the beginning of the school year. For more information, please contact the Principal's office.

RETURN OF INJURED PARTICIPANT

If applicable to the particular activity, any injured participant requiring medical attention from a physician will not be permitted to return to the activity until he/she is given written permission by a physician. An advisor or coach will not allow a participant to return until a copy of the permission slip, signed by a school administrator or the Co-Curricular Activities Director/Athletic Director, is provided.

BUS GUIDELINES

Students must comply with all School Committee policies and school rules while traveling to and from co-curricular activities. Violations of policies or rules may result in disciplinary action. The following behavior guidelines will be enforced on school buses:

1. Students are to remain seated while the bus is in motion.
2. Voices must be kept within a normal decibel range.
3. There must be no marring or defacing of the bus.
4. Nothing is to be thrown – inside the bus or outside the bus.
5. There can be **NO SMOKING** on the bus – no tobacco products, alcohol products, or drug use of any kind.
6. No eating or drinking will be allowed on the bus **UNLESS APPROVED BY THE DRIVER.**
7. All trash should be picked up before leaving the bus.
8. Permission must be granted by the driver before opening windows.
9. There shall be no profane language.
10. No cleats may be worn on the buses.
11. The driver will report any concerns to the advisor or coach.
12. Students are to ride on the team bus to and from athletic contests. Students may be released to a parent/guardian if the parent/guardian signs a “Bus Release Form,” which will be available for signature at the end of the contest.
13. A form will be available for parents to complete listing the names of acceptable individuals to whom their child/children may be released.

MAINE PRINCIPALS’ ASSOCIATION CODE OF ETHICS FOR SECONDARY SCHOOL ACTIVITIES

All high school interscholastic sports and activities sanctioned by the Maine Principals’ Association are governed by the following Code of Ethics.

Maine Principals’ Association Code of Ethics for Secondary School Activities

The Code of Ethics for secondary school activities has been developed for the purpose of stating the behavioral expectations of all who are involved with (secondary) school activities programs.

Adherence to the Code is expected at all MPA sponsored or sanctioned activities. Reported consistent and/or flagrant violations of the Code may result in punitive action by the MPA Interscholastic Executive Committee if charges are substantiated at a hearing convened for that purpose.

In order to promote desirable behavior and enhance the overall quality of secondary school activities programs for which MPA has assumed responsibility, the following Code of Ethics is in effect:

It is the duty of all concerned with secondary school activities programs to...

1. Cultivate an awareness that participation in high school activities is part of the total education experience. No one should either seek or expect academic privileges for the participants.
2. Emphasize sportsmanship, ethical conduct and fair play as they relate to the lifetime impact on the participants and spectators.
3. Develop and awareness and understanding of the rules and guidelines governing competition, and comply with them in all activities.
4. Recognize the purpose of activities in school programs is to develop and promote physical, mental, moral, social, and emotional well-being of participants.
5. Avoid any practice or technique, which endangers the present or future welfare of a participant.
6. Avoid practices that encourage students to specialize or that restrict them from participation in a variety of activities.
7. Refrain from making disparaging remarks to opponents, officials, coaches, or spectators.
8. Encourage the development of proper health habits and discourage the use of chemicals.
9. Exemplify self-control and accept adverse decisions without public display of emotion.
10. Encourage everyone to judge the success of the activities programs on the basis of the attitude of the participants and spectators, rather than on the basis of a win or loss.

Reference: Revised April 29, 1999

SCHOOL CANCELLATION

In the event of a school cancellation, co-curricular meetings, practice sessions or games will not be held without the approval of the Superintendent or his/her designee.

BOOSTER CLUB GUIDELINES

Administrators, teachers, and coaches/advisors may use the assistance of supportive parent groups, including PTA's, parent clubs, and booster clubs whose specific functions are to enhance school programs through volunteer and fundraising activities. All school programs and activities remain under the complete control and direction of the school department and its administration. All booster clubs must have the Principal's prior approval. The Principal shall keep the Superintendent informed of the functions and activities of booster clubs.

Before approving a booster club related to a specific school program or activity (e.g., athletic teams, band, drama, and speech groups), the Principal shall require a copy of the club's constitution and by-laws (or comparable documents) giving specifics of the purposes, functions, control, membership, financial procedures, and leadership selection procedures of the club. The documents submitted must include the provision that the club's activities will be limited to financial and other activities in support of the specific school program or activity.

Parents/guardians who wish to advocate change in school or district regulations, procedures, and policies should do so as individuals or as an interested parent group, rather than as a booster club.

The Principal who approves the organization of a booster club has the responsibility of verifying that the booster club members comply with and are annually reminded of these regulations. Administrators, teachers, and coaches/advisors who solicit or are approached about the organization of a booster club shall provide a copy of these regulations to the organizers.

1. Activities of the booster club must comply with all school, district, and MPA policies, regulations, and guidelines and must be supportive of the school program involved.
2. The club must have a written statement of purpose and organizational control and procedures (e.g., constitution, by-laws) approved by the Principal.
3. The booster club may meet in the schoolroom assigned by school personnel, but use of any other facility requires approval through the facility usage application.
4. The head coach or advisor shall be invited to attend booster club meetings and shall be involved in all decisions involving his/her team or activity.
5. All fundraising activities must have prior approval of the Co-Curricular Activities Director/Athletic Director. All money raised must be used for the purpose for which it was raised.
6. Lotteries and other activities construed as illegal gambling under Maine law are prohibited.

7. Funds acquired through booster club fundraising must be properly accounted for and deposited promptly in the name of the booster club in a local bank or savings institution, unless the activity/sport has been approved by the Co-Curricular Activities Director/Athletic Director for deposit in the student activity account, which also requires prompt deposit. In the event that a booster club is dissolved, all monies remaining in club custody or control shall be paid over to the student activity account within 30 days of the decision to dissolve the club.
8. Booster clubs shall not obligate the school or its programs in any way, financial or otherwise. The Portland School Department and its employees are not liable for the activities or obligations of any booster club.
9. Each booster club shall provide the Principal by July 1 of each year a statement of the source and amount of revenues raised in the prior year and of the expenditures made by the club in support of the sport or activity.
10. Promoting, advertising, selling, or giving information about booster club activities on school premises or through school bulletins must have the pre-approval of the Co-Curricular Activities Director/Athletic Director.
11. Individual students and staff may assist a booster club in its activities, providing the assistance is voluntary and occurs during non-instructional time. Student athletes and coaches may be involved with booster club fundraising only during their respective sport season and during the summer.
12. A booster club that fails to follow these regulations shall have its approval rescinded by the Principal and the privilege of using the school name/mascot will be revoked. A group that fails to submit the required documentation or that is unwilling to follow these regulations shall not be approved by the principal for operation of a booster club. Such a group then must function as any other non-school-connected group and would be subject to facility use fees and regulation of school facilities.
ref: PPS Policy KJA – Booster Clubs

RULES FOR SPECTATORS AT ATHLETIC AND OTHER CO-CURRICULAR EVENTS

Co-curricular activities are offered for our students as an extension of the academic program. Participation in these activities provides students with opportunities to develop leadership skills, good sportsmanship, team and school spirit, athletic skills and physical fitness.

The Portland School Department welcomes students, parents and other interested members of the public to attend athletic and other co-curricular events in support of the stated purposes of the school's programs. The School Department values the support of spectators, but does not permit spectator conduct that is inconsistent with the goals of our co-curricular programs. Co-curricular events sponsored or conducted by the School Department are not public forums, and anyone attending such events is subject to these rules and all applicable School Committee policies and

school rules. Just as participation on athletic teams and in other co-curricular activities is a privilege for our students and not a right, attendance at co-curricular events for spectators is a privilege. The Portland School Department reserves the right to exclude any person who does not comply with these rules.

Spectators are expected to support our goals at all co-curricular events by showing respect and appreciation for all participants. Examples of unsportsmanlike conduct include, but are not limited to, the following:

- Booing, taunting, heckling and negative cheers.
- Derogatory remarks or signs directed at any participants, including players, coaches/advisors and/or spectators for the opposing side or team.
- Loudly criticizing game officials or judges.
- Use of profanity.
- Interfering or disrupting events in any way, including throwing items onto the field/floor.

Spectators are also expected to abide by all applicable School Committee policies and school rules including the following:

- Alcohol and drugs are not allowed on school property.
- Smoking is not allowed on school property.
- Weapons are not allowed on school property.
- Fighting or threatening any person is prohibited.

Any spectator who behaves in an unsportsmanlike manner or violates School Committee policies or school rules may be asked to leave the event. Serious misconduct or repeated violations may result in a spectator being prohibited from attending co-curricular events for a period of time. School staff are authorized to seek the assistance of law enforcement authorities as necessary to enforce these guidelines.

Quality of Coaching

Core Principle

The coach is the key to making the student-athlete experience appropriate, positive and educational.

The most important factor in a successful, educationally sound athletic program is a well-qualified coach. The autocratic coaching model of the past will no longer suffice. Today's coach must have multiple skills – in organization, communication, motivation and especially in teaching. The coach must understand the holistic needs of the individual student-athletes with the promotion of continuous improvement, competitive spirit and the pursuit of excellence. The 21st century coaching environment is complex and stressful. Coaches assume more roles and deal with more issues than ever before. Young people are participating in sports in record numbers and the role of the coach has never been more important.

Core Practices

- The coach promotes the connection between sports and academic learning, sports and

character development, and sports and life-long learning.

- Given their experience in working with young people and the special demands of coaching, teachers are encouraged to become coaches.
- The coach offers motivation and positive communication and assists student-athletes to make good decisions.
- The coach is a role model at all times, recognizing his/her profound influence on student-athletes.
- A coach maintains the flexibility required to work successfully with a diverse group of students. Each coach supports the complex needs of maturing adolescents, assisting student-athletes to develop physically, mentally, socially and emotionally.
- A coach is sensitive to the fact that different approaches will be needed for different individuals according to their needs and backgrounds, including their age, gender, size and culture.
- A coach must master the fundamentals of the game and continue to learn, using professional development and mentor relationships. The learning goes beyond techniques and strategies to include the teaching of ethics and sportsmanship and effective communication with parents and the public.
- Coaches recognize the need for balance in the lives of student-athletes, a balance that respects the needs of the family.

CODE OF ETHICS FOR ACTIVITY ADVISORS AND COACHES

Coaches and advisors must be positive role models for student participants. With this in mind, they must:

1. Consistently exhibit self-control. Examples include, but are not limited to:
 - a. refraining from the use of profanity;
 - b. respecting officials and refraining from criticizing their decisions;
 - c. avoiding unprofessional discussions and arguments with students, parents, or other interested parties.
2. Abide by the rules governing the sport or the activity.
3. Comply with and enforce all School Committee policies and school rules.
4. Tolerate no misconduct or acts of poor sportsmanship from participants.
5. Consider the best interests of each participant in all situations.
6. Treat all participants and coaches/advisors impartially and with respect.
7. Refrain from the use of tobacco in any form, alcohol, or non-prescribed drugs whenever performing coaching responsibilities.

Any violation of this code of ethics will result in disciplinary action being taken against the coach

or other employee, up to and including termination of employment.

SECTION TWO

INFORMATION PERTAINING TO ATHLETICS

ATHLETIC PROGRAM GOALS

Goals at all levels of interscholastic and intramural athletics include the teaching of team concepts, practicing fair play, demonstrating good sportsmanship, educating the athlete to become a total person and playing all contests within the bounds of the rules.

A major goal of the varsity level is to develop highly competitive athletes and teams. The varsity athlete's role is determined by the nature of the sport, the situation and coach's judgment. Coaches should strive to play everyone; however, it must be recognized that situations may prevent every team member from participating in every contest.

A major goal of junior varsity and freshman levels is to develop competitive teams while providing a training ground for individual skill development. Coaches should strive to play everyone; however, it must be recognized that situations may prevent every team member from participating in every contest.

Major goals of the middle school level include teaching fundamentals, nurturing appropriate attitudes and behavior, and developing the competitive spirit. Coaches should strive to play everyone; however, it must be recognized that situations may prevent every team member from participating in every contest.

RECRUITMENT OF PORTLAND MIDDLE SCHOOL STUDENTS

Recruitment is defined as any action(s) or behaviors on the part of the coach or coach representative that are intended to entice a student to attend a particular school.

All high school coaches and team participants should refrain from making contact and discussing athletic and school program issues for the purpose of enticement with any middle school student and/or parents/guardians of these students. The only exception is during the first scheduled high school open house.

Any suspected violations will be investigated by the school administration. Determination of violations will be made by the Principals of the two high schools and will be supported by evidence. If agreement is not reached, the Principals will appeal to the Superintendent or his/her designee whose decision will be final. Any suspected violation will be self-reported to the Maine Principals' Association.

It is agreed that high school coaches may contact incoming freshmen at the start of April vacation each year for informational purposes only on summer programs offered and/or the start of the fall pre-season. Deering High coaches may only contact students who have chosen to attend Deering High. Portland High coaches may only contact students who have chosen to

attend Portland High. The word, “chosen” is defined as “the selection made by the student during the high school scheduling process, indicating which high school he/she will attend.”

Examples of “enticement”: (Note: These are a few examples of enticement and will not be limited to these examples)

1. Putting down other schools’ programs or coaches.
2. Making comments about the future such as, “You’ll look good wearing a “Ram” or “Bulldog” uniform” or “I can see you as a starter or varsity player next year for us.”
3. Offering of gifts such as: t-shirts, hats, etc.
4. Shadowing of any high school athletic practice is prohibited.

NOTE: Offering if tickets or season passes to sporting events may be issued only through the Co-Curricular Activity Directs/Athletic Director.

Recruitment of any high school or middle school non Portland resident athlete is prohibited. Recruitment is defined as any action(s) or behaviors on the part of the coach or coach representative that are intended to entice a student to attend a particular school. This practice is strictly prohibited. Any suspected violation will be self-reported to the Maine Principals’ Association.

Any violation of this recruitment policy will result in disciplinary action being taken against the coach

or other employee, up to and including termination of employment.

MAINE PRINCIPALS’ ASSOCIATION STUDENT ELIGIBILITY REQUIREMENTS

The following MPA requirements apply to all students participating in interscholastic athletics at the high school level.

A student shall be eligible to participate in any interscholastic secondary school athletic contest:

- A. Who meets the eligibility rules established by the local authorities.
- B. Who is regularly enrolled in the school, which he/she represents.
 1. To be considered regularly enrolled, a student must be in attendance and academically active in the school which he/she represents. An academically active student must be pursuing a program of studies approved by the Principal and superintendent of schools.
 2. Students in grade 9 in separately organized junior high schools are eligible to participate in the varsity athletics program of the senior high school in their

administrative unit. This rule does not prevent schools from limiting student participation in varsity athletics to the programs of the schools in which the students are enrolled.

3. In order to make possible the formation of all interscholastic athletic teams in smaller secondary schools, a student may be drafted from grade eight (8) of the same school system provided that such student is in satisfactory physical condition and provided that the secondary school using the student does not have an enrollment of greater than forty (40) girls or forty (40) boys. It is further understood that this extra year of athletic competition does not penalize such students under the eight semester rule.
 4. Home schooled students will be exempt from the enrollment rule (Article II, Section 2, Paragraph B) if their equivalent instruction program has been approved by the Commissioner of Education as outlined in Chapter 130 (05-071). Home schooled students must meet all other eligibility rules in Article II, Section 2, of the MPA By-Laws.
 5. Out-of-district placement students shall be exempt from the regular enrollment provisions of Article II, Section 2 (B)(1) and may participate in the interscholastic program of the school in which they are placed if the following provisions are met: (1) the school accepting the out-of-district placement student requests a waiver from the Committee on Eligibility; (2) the waiver request is accompanied by a written consent from the Principal of the sending school that a waiver should be granted; and (3) the Committee on Eligibility determines that it is in the best interests of the student to participate in the interscholastic program of the receiving school. For purposes of this paragraph, “out-of-district placement students” shall be defined as students placed by the PET process in a private special purpose school. A private special purpose school is defined in 05-071, Chapter 101, Special Education Regulations, Section 2.17.
- C. Who competes using his/her own name, substantiated by a birth certificate. Otherwise, a student is ineligible for nine weeks from the time it is discovered a false name was used.
- D. Who has refrained from participating on an outside team to which objection is made by local school authorities. A violator shall be ineligible for nine weeks after the date of discovery of participation.
- E. Who is under twenty years of age at the time of participation.
- F. Who has maintained undergraduate status in a four-year course in a Maine secondary school or its equivalent as outlined in the MPA Constitution, Article II, Section 3 Paragraph G who has yet to fulfill eight full semesters at an approved secondary school or its equivalent.
1. A student is only eligible to complete for the first eight consecutive semesters after he or she first enrolls as a freshman in a four-year senior high school, or in the ninth grade in a junior high school.

2. Upon application by a student's Principal, the Committee on Eligibility of the Maine Principals' Association may grant no more than eighteen consecutive weeks of additional eligibility upon a satisfactory showing that:
 - a. A student has failed one or more semesters because of absence due to illness.
 - b. A student has been absent one or more semesters because of required military service.
 - c. A student withdrew from school in order to assume full financial responsibility for the support of the family because of illness or incapacity of a parent.
 - d. Special circumstances warrant an exception. Such cases will be reviewed on an individual basis. [See MPA Handbook for further information on exceptions.]

PHYSICAL EXAMINATIONS

In order for an athlete to participate in any sports program, he/she must provide written documentation of passing a physical exam by a qualified physician every two years. It is strongly recommended that all student athletes renew their physical examinations prior to their 7th, 8th, 9th and 11th grade years. If the two-year limit of an athlete's physical expires at any time during that season, the athlete must get a new physical before he/she can continue to participate in that season or any subsequent season. It is the coach's responsibility to ensure that all members of his/her team are in compliance. These records are kept on file in the school Co-Curricular Activity Director/Athletic Director's office.

DUAL TEAM MEMBERSHIP

It is expected that during a sport season (as defined by the MPA), each athlete will be a member of only one athletic team. Any exceptions to this rule require the approval of the Assistant Superintendent for Secondary Education.

NON-SCHOOL-SPONSORED ACTIVITIES

The expectation is that the student's primary commitment as determined by the school is to school-sponsored activities. Under no condition is it acceptable for a student athlete to fail to honor his/her commitment to a school-sponsored activity to attend a game/practice of a non-school-sponsored activity. Doing so may result in dismissal from the school-sponsored activity.

UNIFORMS AND EQUIPMENT

All athletes are responsible for athletic uniforms and equipment issued to them by the Portland School Department. If a uniform or equipment is lost, stolen or damaged (other than normal wear), the athlete will be responsible for the cost of replacement. Until all financial obligations have been satisfied, the athlete will forfeit any athletic award and will not be allowed to participate on future athletic teams.

COACHES' RULES

Individual coaches are permitted to make team rules to supplement this handbook concerning issues such as attendance at practices and games, dress code and academic monitoring. Penalties for infractions of these rules cannot exceed those imposed under School Committee policies and this handbook. All coaches' rules must be approved by the school Co-Curricular Activities Director/Athletic Director prior to the start of the activity.

PRACTICES

Co-curricular participants will not practice more than three hours on any school day.

SUNDAY PRACTICES

Sunday practices are:

1. For high school varsity teams only;
2. Allowed only under special circumstances (e.g., the weather, no gym available due to rental of space);
3. Not mandatory - there will be no negative consequences for student-athletes who do not attend the practice;
4. Decided by the school's Co-Curricular Activities Director who will notify other directors and school Principals.

ATHLETIC SEASON STARTING DATES

High School

The Southern Maine Activities Association determines athletic season starting times by using the MPA sports season calendar as a guide.

Middle School

The Southern Maine Middle School Athletic Conference determines athletic season starting times.

MAINE PRINCIPALS' ASSOCIATION RULES AND GUIDELINES

The Maine Principals' Association issues rules and guidelines concerning athletics and other activities sanctioned by the association. Current rules and guidelines of particular interest to students and parents are provided below.

Assault Upon Officials By Students

Any member of the team who intentionally strikes, shoves, kicks, or makes other physical contact with an official before, during, or after an interscholastic contest, as determined by the school, shall be disqualified immediately and shall be ineligible to participate in all sports for one full year. NOTE: Member of the team includes player, manager, scorekeepers, timers, and statisticians.

Effective Date: April, 2000

MPA Position of Statement on Androstenedione, Dietary, and Other Performance or Enhancing Drug Supplements

The use of any drug, medication, or food supplement for the purpose of performance enhancement is ethically wrong. In order to minimize health and safety risks for student athletes, maintain ethical standards, and reduce liability risks, school personnel and coaches should never supply, recommend, or encourage the use of any drug, medication, or food supplement for performance and enhancement purposes.

School personnel and coaches should not dispense any drug, medication, or food supplement except when prescribed by a medical doctor.

Approved: April, 1999

The Parent's Pledge

Cooperation among coaches, advisors, co-curricular participants, parents and school personnel is essential if students are to realize the values of co-curricular participation. All stakeholders, including parents, must make commitments to the co-curricular program to ensure cooperation. We ask that you read the following pledge and, as needed, discuss your reactions with your child's advisor or coach or the school's Co-Curricular Activities Director or Athletic Director. Thank you for your help.

As the parent of a student in this school, I pledge:

- To accompany my child to as many orientation and information meetings offered by the school as my schedule will permit.
- To work closely with all school personnel to ensure an appropriate academic and co-curricular experience for my child while he or she is in school.
- To ensure that my child attends all scheduled practices and activities.
- To abide by the spectator guidelines in this handbook.
- To abide by all School Committee policies and school rules, and to encourage my child to do so.
- To work cooperatively with other parents and school personnel to ensure a wholesome and successful co-curricular program for our school.