

2014-2015

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

PURPOSE OF THE HANDBOOK

The purpose of this handbook is to provide policies, rules and procedures governing all co-curricular activities, including athletics, in the Portland Public Schools.

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**PLEASE DETACH, COMPLETE AND SIGN BOTH SIDES AND
RETURN TO YOUR CO-CURRICULAR ADMINISTRATOR**

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 Administrator at your child's school.

/s/ Dr. Emmanuel Chaulk., Superintendent

Co-Curricular/Athletic Administrator and/or Principals

Ira Waltz, Principal-Deering High
Melanie Craig, Co-Curricular Administrator

Michael McCarthy, Principal-King Middle
Duke Madsen, Athletic Director

Steve Rogers, Principal-Moore Middle
Phil Darasz, Athletic Director

Deborah Migneault, Principal-Portland High
Robert O'Leary, Co-Curricular Administrator

*****, Principal-Lincoln Middle
Lee Freeman, Athletic Director

Derek Pierce, Principal-Casco Bay High

We request that each student and his/her parent or guardian sign and return the Co-Curricular Handbook Acknowledgment Form provided by the Athletic Office 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.
- I. The success of the programs are dependent upon a positive partnership between parents and the Portland Public Schools aligned with the above philosophy.

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:

Portland Public Schools
196 Allen Avenue
Portland, ME 04103
Tel. (207) 874-8100

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

NEPN/NSBA CODE: JICI

Athletic and Co-Curricular Activities

Code of Conduct for Middle and High School Students

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

1. Students in good standing may participate in the athletic and co-curricular activities of their school. A student is considered in good standing if he/she is not the subject of any disciplinary action for violation of any policy or school rule and is currently academically eligible based on MPA guidelines and this policy.
2. All participants are expected to come to school ready to learn on all scheduled school days. Regular school attendance is required of all participants. For the purpose of this policy, any student who misses any portion of the school day with an unexcused absence may NOT participate in athletic and co-curricular activities. Also, all students (even with explained absences) are required to attend at least 3 hours of a school day to participate in after school events. A student missing more than 3 hours on of the last school day before a weekend or holiday event or practice, is ineligible to participate in that event or practice. Any exceptions to this requirement must be pre-approved by a building administrator.

3. Students suspended from school (including in-school and out-of-school suspension) will not practice, participate, attend or compete in athletic and co-curricular activities during the days of suspension.
4. Students are required to abide by all Board policies, school rules and any additional rules, and/or training guidelines imposed by coaches or advisors. Any additional rules and/or training guidelines must be consistent with Board policies and be approved by the Athletic/Co-Curricular Administrator in advance of the season/activity.
5. Student use of tobacco, alcohol and drugs is illegal and negatively affects student health, safety and performance. Students participating in athletic and co-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 tobacco, alcohol and drugs. Therefore, students participating in athletic and co-curricular activities may not engage in the prohibited behaviors and activities described in Policy JICH/R (Drug and Alcohol Use by Students) and Policy ADC/R (Tobacco Use and Possession) at any time or place from the beginning of the student's first athletic or co-curricular activity of the school year through the end of the school year.
6. Students are expected to conduct themselves so as not to discredit themselves, their team or organization, their coach or advisor, or their school. If a student is charged with a crime, he or she may be suspended from participation in athletic and co-curricular activities until the case is adjudicated. A student who is convicted of a crime may be suspended from participation in activities for a period of time to be determined based upon the facts of the particular case.
7. Students will be responsible for all uniforms and equipment issued to them by the school. The cost of replacing damaged or lost uniforms/equipment will be the responsibility of the student and parent/guardian. A student will not be issued uniforms/equipment for a new activity until all uniforms/equipment from a previous activity have been returned or paid for.
8. Students and their parents/guardians are required to sign the Athletic/Co-Curricular Contract as a condition of participating in athletic and co-curricular activities. Students participating in fall sports and their parents/guardians must sign the contract at the beginning of pre-season. All other students who plan to participate in athletics and co-curricular activities at any time during the school year and their parents/guardians must sign the contract prior to beginning their first activity.

A. Academic Eligibility

Students who participate in athletics and co-curricular activities must meet the following academic eligibility requirements.

1. Eligibility is determined by academic standing and progress, where “academic” is defined as “credit-bearing” (not including “Crew” at Casco Bay High School). Eligibility and progress will be checked approximately once a month. A schedule of check-in dates will be determined annually. A student must be academically eligible on the first day of the activity in order to begin participating. For 10th through 12th graders, eligibility for activities which begin in the fall will be determined by grades checked the previous June.
2. Eligibility is based on the course load scheduling of each school. Students must be passing the minimum load of classes to be academically eligible to participate in athletic or co-curricular activities.
 - a. Portland and Casco Bay High School students must take and pass five academic classes per semester.
 - b. Deering High School students must take and pass three academic classes per semester.
 - c. A course at Portland Arts & Technology High School will be counted as two courses in determining minimum course load.
 - d. Middle School students must take and pass a full middle school schedule of classes each marking period.
 - e. Requirements for home school students are addressed in Policy IHBGA (Home Schooling-Participation in School Programs).
3. The Principal or his/her designee is responsible for certifying the eligibility of all students participating in athletic and co-curricular activities.
4. An incomplete grade does not count as a passing grade for eligibility purposes.
5. Students with identified disabilities must meet the same eligibility requirements as other students.
6. Students may make up a failed course by completing an approved summer class. Such courses must be approved in advance by the Principal.
7. Any student promoted from 8th grade to 9th grade will be considered academically eligible for fall activities in the 9th grade.
8. Academic Ineligibility Process:
 - a. If a student is found to be academically ineligible, he/she will be placed on Academic Probation. The Academic Probation period for the **3 high schools** is 21 calender days. The Academic Probation period for the **3 middle schools** is 14

calender days. During this time the student is able to practice and be part of the team or activity. He/she cannot participate in games, scrimmages, competitions, tournaments, exhibition games, and/or other official team/club activities. The student will not be in full uniform (for athletic teams, with the exception of any required safety equipment).

- b. If a student continues to be ineligible at the end of the three-week Academic Probationary period, he/she will be placed on Level 1 Academic Ineligibility for an additional three weeks. During this time the student cannot participate in any practice, games, scrimmages, competitions, tournaments, exhibition games, and/or other team/club activities. The student will not be allowed to travel with the team/club. The student is required to develop a specific plan to become academically eligible which includes a minimum of four extra hours a week and must provide a copy of the plan to the Athletic/Co-Curricular Administrator.
 - c. If a student remains ineligible at the end of the Level 1 Academic Ineligibility period or does not complete the requirements of Level 1, he/she will be placed on Level 2 Academic Ineligibility and be ineligible for the rest of the season or the duration of the activity.
9. A written appeal may be made to the Principal if a student and his/her parent/guardian believes extenuating circumstances have impacted his/her ability to pass a course. The Principal will review the matter and inform the student and his/her parents/guardian of the decision within a reasonable time. The student remains ineligible during this review. The decision of the Principal is final.

B. Disciplinary Action

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

Repeat or extreme violations of any team/activity rules, school rules and/or Board policies may warrant administrative review and additional sanctions. Violations are cumulative during a student's middle school career, but do not carry over to the high school. Violations during a student's high school career are cumulative.

For infractions involving drugs, alcohol and/or tobacco, disciplinary action will be taken as specified below in addition to any discipline imposed under policies JICH/R (Drug and Alcohol Use by Students) and ADC/R (Tobacco Use and Possession).

If a student is between athletic/co-curricular activities when the violation occurs, the

consequences will apply to the next activity in which the student wants to be involved within that school year.

Drug, Alcohol and Tobacco Violations
(Additional consequences beyond those described in Board policies ADC/R and JICH/R)

VIOLATION	CONSEQUENCES	SELF-REPORT CONSEQUENCES*
1 st Offense	<ul style="list-style-type: none"> • 14 calendar day suspension from all athletic and co-curricular activities. After 7 days, the student may return to practices, rehearsals, and meetings but may not compete or represent the school until the 14 days is completed. • Student must meet with substance abuse counselor or social worker. 	<ul style="list-style-type: none"> • 7 calendar day restriction from participation provided the student meets with substance abuse counselor or social worker.
2 nd Offense	<ul style="list-style-type: none"> • 28 calendar day suspension from all athletic and co-curricular activities. After 14 days, the student may return to practices, rehearsals, and meetings but may not compete or represent the school until the 28 days is completed. • Students must meet with substance abuse counselor or social worker to develop a plan. 	
3 rd Offense	<ul style="list-style-type: none"> • Twelve month suspension from all athletic and co-curricular activities. • Students must meet with substance abuse counselor or social worker to develop a plan. 	

*Self-Reporting of Violation

A student who violates ADC/R or JICH/R has the opportunity to report his/her violation to any building administrator by noon of the next school day. This provision cannot be used to avoid discipline for a violation that has already been reported to the school or to avoid discipline under the underlying policies.

Activity/Team Leadership Positions

A student elected to a leadership position for a team/activity forfeits that position for the duration of the season/activity if he/she is suspended from the team or activity for any reason. A second suspension from a team or activity any time during the student's middle or high school career will result in the loss of any leadership designation held for twelve calendar months. A third suspension during a student's high school career will result in the loss of any leadership position for the remainder of the student's career.

Appeal of Disciplinary Suspension from Team/Activity

- A student who wishes to appeal a disciplinary suspension from a team/activity must first discuss the matter with his/her advisor or coach.
- Following that discussion, if the student and his/her parent/guardian wish to appeal the suspension, they must do so in writing to the Athletic/Co-Curricular Administrator within two school days of notice of the suspension decision. The Athletic/Co-Curricular Administrator will conduct an investigation as he/she deems advisable and render a decision, in writing, to the student and his/her parent/guardian within three school days, when possible.
- If the student and his/her parent/guardian are dissatisfied with this decision, the decision may be appealed in writing to the Principal within two school days. The Principal will conduct whatever investigation he/she deems advisable and render a decision, in writing, to student and his/her parents within a reasonable time. The Principal's decision is final.
- The student shall remain under suspension during the appeal process.

Cross Reference:

ADC- Tobacco Use and Possession
ADC-R- Tobacco Use and Possession Procedure
JICI-Addendum A- Extra/Co-Curricular Activities Contract
IHBGA- Home Schooling-Participation in School Programs
JICH –Drug and Alcohol Use by Students
JICH-R – Drug and Alcohol Use by Students Procedure
JIC – Student Code of Conduct
JICIA – Weapons, Violence, and School Safety
JICK-Bullying

JKD – Suspension of Students
JKE – Expulsion of Students
JJIF-Management of Concussions and Other Head Injuries

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 Administrator.
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 Administrator.
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.

Additional Middle School Requirements of the Selection Process:

1. Teams will be referred to as 7th and 8th grade teams.
2. Under the above premise, first priority on an 8th grade team is given to 8th graders. **No 8th grade student should be eliminated from a roster spot by a 7th or 6th grader.** If there are enough 8th grade students interested in participating at that level, then the team should consist purely of 8th graders.
3. The same requirements apply for the 7th grade team. If 6th graders are allowed to participate on a 7th grade team, it will not be at the expense of a 7th grader.
4. When numbers warrant expanded teams 6th, 7th and 8th graders may be used while adhering to the above requirements and local league constitutions.
5. When there is one team for both seventh and eighth graders, eighth grade students will fill out the roster than seventh graders will fill out the remaining roster spots.
6. Higher grade levels should not play down and no player should be participating in two levels during the same season.
7. Boys and Girls may participate on all sports with the following exceptions:
Field Hockey and Softball
8. Each individual team member should participate in each athletic contest unless extenuating circumstances occur.

PARTICIPATION OF CASCO BAY STUDENTS IN DEERING AND PORTLAND ATHLETIC AND CO-CURRICULAR ACTIVITIES

CBHS students are eligible to participate in every sport/activity that Portland Public School offers. CBHS students have the option of participating in these sports/activities at Portland HS *or* Deering HS, **but not both**. CBHS students must declare either Portland HS or Deering HS as their school for co-curriculars. Once this designation is made, **it cannot be changed**. CBHS students cannot participate in a sport/activity at their declared school if Casco Bay HS provides the identical offering. CBHS participants must meet the same eligible guidelines as outlined in this handbook.

NESP/NSBA CODE: JJIF

MANAGEMENT OF CONCUSSION AND OTHER HEAD INJURIES

The Board recognizes that concussions and other head injuries are serious and could result in significant brain damage and/or death if not recognized and managed properly. The Board adopts this policy to promote the safety of students participating in school activities, including but not limited to extracurricular athletic activities and interscholastic sports.

TRAINING

Prior to the beginning of each sports season, school personnel (including volunteers) identified by the SAU Concussion Policy Management Team, must be made aware of this school policy and protocols related to the management of concussive injuries and participate in concussion awareness training that includes recognizing signs and symptoms that may suggest a concussive or other head injury. This training must be consistent with protocols as identified or developed by the Maine Department of Education (DOE) and include instruction in the use of reporting forms as required by the DOE.

Coaches are required to undergo refresher training every two years based on the recommendations of the DOE and/or when protocols and forms have been revised.

STUDENT AND PARENTS/GUARDIANS

Prior to the beginning of each sports season, students intending to participate in school-sponsored athletic activities and parents/guardians of these students will be provided information including:

- A. The risk of concussion and other head injuries and the dangers associated with continuing to participate when a concussion or other head injury is suspected;
- B. The signs and symptoms associated with concussion and other head injuries; and
- C. The school administrative unit's protocols for:
 - 1) Removal of the student from the activity when the student is suspected of having sustained a concussion or other head injury,
 - 2) Evaluation, and
 - 3) Return to full participation in school activities.

The student *participating in sports* and his/her parent(s)/guardian(s) must sign a statement acknowledging that they received and read this information before the student is allowed to participate in any school-sponsored athletic activity.

MANAGEMENT OF CONCUSSIVE AND OTHER HEAD INJURIES

It is the responsibility of staff members involved in school activities and trained in the signs and symptoms-related to concussion or other head injury, to act in accordance with this policy when the staff member recognizes that a student may be exhibiting such signs and symptoms of a concussion.

Any student suspected of having sustained a concussion or other head injury during a school activity including but not limited to participation in interscholastic sports, must be removed from the activity immediately. A student and his/her parent(s)/guardian(s) will be informed of the need for an evaluation for brain injury before the student is allowed to return to full participation in school activities including learning.

No student is permitted to return to the activity or to participate in other school activities on the day of the suspected concussion.

Any student having sustained a head injury is prohibited from further participation in any school activities until he/she is evaluated for concussion. If a concussion is suspected, the student must be removed from school activities and evaluated by a licensed health care provider trained in concussion management.

If a concussion is confirmed, the student is not permitted to return to full participation in any school activities until medically cleared to do so by a licensed health care provider trained in concussion management. More than one evaluation by the student's health care provider may be necessary before the student is cleared for full participation.

Coaches and other school personnel shall comply with the student's treating health care provider trained in concussion management recommendations regarding gradual return to participation. If at any time during the return to full participation in school activities the student exhibits signs and symptoms of concussion, the student must be removed from the activity and be re-evaluated by the treating licensed health care provider trained in concussion management.

COGNITIVE CONSIDERATIONS

School personnel should be alert to cognitive and academic issues that may be experienced by a student who has suffered a concussion or other head injury, including but not limited to:

- difficulty with concentration, organization, long-and-short term memory and
- sensitivity to bright lights and sounds.

School personnel shall accommodate a gradual return to full participation in activities as appropriate, based on the recommendation of the student's concussion trained health care provider, Athletic Trainer, School Nurse, and Principal (or designee).

CONCUSSION POLICY MANAGEMENT TEAM

The Superintendent will appoint a Concussion Policy Management Team including a school administrator to be responsible, under the administrative supervision of the Superintendent, to make recommendations related to the implementation of this policy. The Concussion Policy Management Team will include the school nurse, Athletic Trainer, and Athletic Administrator and may include one or more principals or assistant principals, the school physician and other school personnel or consultants as the Superintendent deems appropriate.

The team shall oversee and implement this policy and related protocols for concussive head injuries based on the generally accepted protocols. This team will identify the school personnel who shall be trained in concussion signs and symptoms and the school activities covered by this policy.

The policy and/or related protocols should be reviewed when generally accepted protocols change.

Legal Reference:

Draft: February 7, 2013

Adopted: February 26, 2013

CONFLICTING CO-CURRICULAR ACTIVITIES

It is expected that during a sport season (as defined by the MPA and/or local league constitutions), each athlete will be a member of only one athletic team. Any exceptions to this rule require the approval of the Superintendent or his/her designee. All rosters will be closed and final 14 calendar days from the first day of the season.

A member of a school team is a student athlete who is regularly present for and actively participates in team practices and competitions. Members of a school team are prevented from missing practice or competition to compete or practice elsewhere.

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.

A student wishing to participate in multiple activities which may have conflicting schedules should contact the Co-Curricular Administrator. The following are used to determine whether a student will be allowed dual team/activity membership:

1. Academic standing of the student
2. The importance of each event to the student
3. Time commitment involved for each activity
4. Consultation with parents

The Co-Curricular Administrator will confer with the coaches/advisors involved before finalizing a decision. 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, the Co-Curricular Administrator will determine future participation.

Please refer to MPA Bona Fide Team Rule on Page 28

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.

Please refer to MPA Bona Fide Team Rule on Page 28

ORIENTATION/INFORMATIONAL MEETINGS

Seasonal and/or annual informational meetings are held for all activities, facilitated by Co-Curricular Administrators. Students and parents will attend all scheduled orientation/informational meetings. Prior to participation, parent and student must sign that they have read, understood and agreed to abide by the procedures outlined in this Co-Curricular Handbook.

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.

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 the original attending physician. An advisor or coach will not allow a participant to return until they receive a copy of the permission slip, signed by a school administrator or Co-Curricular Administrator.

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. In addition to School Board Policy JICC, the following behavior guidelines will be enforced on school buses:

1. No eating or drinking will be allowed on the bus **UNLESS APPROVED BY THE DRIVER.**
2. All trash should be picked up before leaving the bus.

3. No cleats may be worn on the buses.

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

The purpose of the Boosters is to supplement and complement the efforts of the Portland Public Schools in providing Interscholastic Athletic Activities at Portland High School and Deering High School (the “School”) sanctioned by Portland Public Schools (an “IAA” or the “IAAs”). Additionally it seeks to minimize additional expenses to families, and in an equitable, organized, efficient, accountable and financially sound manner to provide for all student-athletes at the School in a fashion consistent with the principles and policies of the Portland Public Schools. Nothing in these By-Laws is intended to or shall be construed to conflict with School rules in a way that results in any adverse effect to the Boosters, the School, any IAA, or any student.

“Please refer to the Blue & White/Purple & White Booster By Laws for complete information”

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.
- Disrespectful actions/noises during the National Anthem.

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.

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 sub varsity 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 of any high school or middle school student is strictly prohibited. This includes both residents and non-residents of Portland.

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.

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.

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.

FRESHMAN ATHLETE PARTICIPATION

The head coach will make the decision as to where each athlete will play. A freshman athlete is expected to be assigned to only one level., A freshman athlete could eventually move up a level but cannot move down a level. Exceptions can be made by the Co-Curricular Administrator in extreme circumstances.

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 Administrator’s office.

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. Financial obligations must be cleared through the Co-Curricular Administrator.

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. 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 Board 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, parents and coaches/advisors impartially and with respect.
7. Refrain from the use of tobacco in any form, alcohol, or non-prescribed drugs prior to and when performing coaching responsibilities.
8. Maintain professional and positive relationships with coaching colleagues, city/school staff and administration.
9. Be present for all team practices, competitions and events.

Remain mindful that you represent the community of Portland both on and off the competitive field. 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.

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. All coaches' rules must be approved by the school Co-Curricular Administrator 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 Administrator 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.

SUPERVISION

At least one coach or advisor is to be with the participants at all times, including locker room supervision (home and away). All facilities should be checked for safety and cleanliness before and after team use.

EQUIPMENT AND FACILITY SAFETY

The coach or advisor must make certain that all equipment and facilities meet current safety standards. Problems or concerns regarding the safety of equipment or facilities are to be brought to the attention of the Co-Curricular Administrator immediately.

EMERGENCY PROCEDURES

First Aid Supplies

Coaches and advisors (if appropriate) must have first aid supplies in the immediate area of the activity. First Aid kits will be issued and maintained by the Co-Curricular Administrator and/or the Athletic Trainer.

First Aid Procedures

At an activity where no doctor or emergency personnel are present, the coach or advisor must follow these guidelines:

1. Have access to a phone.
2. Call 911 if an injury occurs and there is the slightest doubt concerning the extent of the injury.
3. Make the injured athlete/participant as comfortable as possible and do not leave him/her alone.
4. Make contact with the parent/guardian to determine their wishes regarding further medical attention. If parents are unavailable, the coaches/advisors must check the emergency card for information and hospital preference.
5. Notify parents for injuries of a limited nature if any doubt exists regarding the student's ability to reach home unassisted.
6. Use care in describing injuries to parents, understanding that only a physician can provide a definitive diagnosis and description of a student's condition.
7. If it becomes necessary, gather the student's equipment, clothing, personal belongings, books, etc., for safekeeping.
8. Prepare an accident report for the incident and turn into the Principal's office no later than 24 hours from the time of the injury.
9. Use surgical type latex-free gloves when dealing with injury producing blood or other bodily fluids.

VISITING TEAMS

Visiting teams and officials are guests and must be treated with respect.

TRANSPORTATION

Responsibility of Coaches and Advisors Using Team Buses

A coach or advisor must **always** ride the bus to and from the event. Any exceptions must be approved prior to the trip by the Co-Curricular Administrator.

All students returning from an athletic or other away event will be dropped off at the same location. They will not be dropped off along the way.

The coach or advisor must:

1. Ensure that equipment is stored appropriately.
2. Monitor conduct of the students as passengers and ensure all policies and rules are followed.
3. Show respect for all drivers and must ensure all students are respectful as well.
4. Ensure the cleanliness of bus.
5. Check bus for equipment upon returning from the trip.
6. Check bus for evidence of vandalism before and after the trip.
7. Have knowledge of directions to destination before departure.
8. Ensure that only authorized persons such as team members, coaches, managers, statisticians, cameramen, and school personnel ride the bus.
9. Make sure to have team members ready to board the bus at designated times.
10. Ensure that students ride on the team bus to and from athletic contests (site to site). Students may be released to a parent/guardian with coach approval if he/she signs a "Bus Release Form," which will be available for signature at the end of the contest.

DRESS CODE

All representatives of the Portland Public Schools are expected to dress in appropriate attire and to maintain a neat appearance.

OUT OF STATE AND OVERNIGHT TRIPS

The approval of the Superintendent is required for all out of state or overnight field trips, and field trip forms must be completed in a timely manner in advance of the trip.

FORMS

All coaches and advisors are required to have participants complete all necessary forms prior to the beginning of the season or activity.

KEYS

Coaches and advisors are responsible for all keys issued to them and must be turned in to the Co-Curricular Administrator at the end of each season.

COACHES' MEETINGS

It is the responsibility of the head coach to conduct meetings with coaching staff to explain Portland Public School policies and handbooks, awards criteria, and other concerns that affect the team.

It is the responsibility of varsity head coaches to attend all league and state meetings of his/her sport as a representative of the school.

ATHLETIC TEAM CLINICS

Clinics serve the purpose of promoting athletics and specific skills. Coaches wishing to run a clinic will coordinate with the Co-Curricular Administrator for scheduling and use of facilities. This form may be obtained from the Co-Curricular Administrator. All Co-Curricular Administrators will notify each other of all scheduled clinics and will share information.

SCRIMMAGES

All scrimmages and exhibition games must receive prior approval of the Co-Curricular Administrator.

ADDING A COACH TO AN EXISTING TEAM

In every case, the number of participants will determine whether the additional coaching position is activated for a given year and must be authorized by the Superintendent upon a recommendation of the Co-Curricular Administrator/Principal. Volunteers may only be added to the coaching roster upon completion and approval of their volunteer application. Volunteers are held to the same professional standards as paid coaching staff. Volunteers cannot receive any compensation from private or Booster donations.

ATHLETIC PASS DISTRIBUTION

Athletic passes (holder and guest) can only be given out by Co-Curricular Administrators. Coaches, players, event staff, etc are not authorized to approve admission to athletic/co-curricular events.

CROWD CONTROL GUIDELINES

The School Department will take steps to institute a reasonable crowd control program.

The Principal and the Co-Curricular Director/Athletic Director in each school are responsible for controlling crowd behavior by doing the following:

1. Posting, in a conspicuous place, policies for expected behavior
2. Supervising entrances and exits at event areas
3. Providing appropriate supervisory personnel at each event
4. Making sure supervisory personnel are easily identifiable and visible
5. Making sure there is sufficient seating capacity
6. Assigning supervisory personnel to emergency exits

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.]

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 an 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

MPA RULE: ASSAULT UPON OFFICIALS BY COACHES

A coach 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 his/her coach's eligibility will be suspended for one full year. At the end of the suspension the coach may request the reinstatement of his/her eligibility. At this time, the Interscholastic Executive Committee will place the request on their next meeting agenda, at which meeting the coach and principal must attend. The Interscholastic Executive Committee will make the determination whether or not to reinstate the coach's eligible.

MPA RULE: 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

MPA : BONA FIDE TEAM RULE

A member of a school team is a student athlete who is regularly present for and actively participates in team practices and competitions. Bona fide members of a school team are prevented from missing high school practice or competition to compete or practice elsewhere.

* A single waiver per student athlete per sport season may be granted by the principal on a case-by-case basis for extraordinary circumstances. (e.g. if a student/athlete were invited to participate in a prestigious weekend event then a waiver may be granted. If a student athlete were invited to participate in a nationally recognized tournament over a school vacation than that waiver may be granted for that activity. If a student requests to miss practice every Friday because he/she is receiving specialized coaching from an outside team/coach, then a waiver should not be granted because it violates the spirit and intent of the rule.)

** This policy is not intended to restrict dual sport participation in schools that allow dual participation.

*** Penalty for violation of this policy:

1st Violation Report violation to MPA office, suspension from play for one game/contest

2nd Violation Report violation to MPA office, removal from team for remainder of season

(Effect Date: 2011 Fall Sport Season)

CO-CURRICULAR COUNCIL

Purpose of the Co-Curricular Council

The role of the council is to promote and support through a collaborative partnership with the city that athletics (and activities) are in line with educational practices, beliefs and policies (as extensions of the classrooms). This is done through alignment, oversight, consistency and accountability regarding activities. The council is advisory to the superintendent. The focus of programming is on maximizing participation, and being student centered.

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.

Portland Public Schools- “Developing the Well-Balanced Student-Athlete”

In order to provide a safe and appropriate environment for our student-athletes to develop and thrive in a high competition venue, we ask coaches to adhere to the following protocol when assigning athletes to teams:

1. Coaches will place student-athletes on the team which is appropriate for their developmental level. It is important to be mindful that the level may change during the course of the season.
2. Once an underclassman student-athlete plays at the higher level, they should not be moved back down to the first team. Exceptions can be made with Athletic Director approval.
3. Coaches will clearly communicate to every player on their team; individual goals, team goals and the role each player has on that team. It is very possible that roles change during a season and coaches must work diligently to constantly communicate that to their players.
4. Coaches will remind student-athletes that academics must come first. They will work to assist their team with learning the time management skills needed to balance academics and athletics. The reason for the staggered bus departure times between first team and JV/Varsity is to allow for academic time to mirror athletic time outside of the school day. This should also guide the fact that no athlete should participate in practices for multiple teams in one day. Ex: A student-athlete should not practice with the JV team and then be expected to stay and practice with the Varsity.
5. As found in our Co-Curricular Athletic Handbook, it is extremely important that coaches, athletic directors and athletic trainers work diligently to monitor student-athletes for exhaustion, over-use injuries and overall strength and conditioning. All student-athletes will be monitored and staff will respond appropriately in the best interest of the student-athlete.
6. At the start of each season, Athletic Directors will assess the sustainability of a team/program for the upcoming season. A sufficient number of players must be enrolled to support each team individually without moving players between teams to play in competitions.
7. Coaches will work in the best interests of all of their student-athletes as individuals while balancing the demands of creating and maintaining a competitive Class A athletic program.

**PORTLAND PUBLIC SCHOOLS CO-CURRICULAR
ACTIVITIES CODE OF CONDUCT AGREEMENT**

By their signature, students and their parents acknowledge that they understand and agree to adhere to the PPS Co-Curricular Handbook and Athletic and Co-Curricular Activities Code of Conduct for Middle and High School Students. Disciplinary action taken under this code by a coach, activity advisor, or co-curricular administrator may be appealed to the principal of the school. It is recognized that individual activity advisors or coaches may have additional rules and regulations for their students in areas not covered by the code.

Note: This form is for student participation in extramural or intramural co-curricular activities. This form must be signed and returned to the student's Co-Curricular Administrator for **before the student is eligible to** participate in the co-curricular activity.

I HAVE READ AND UNDERSTAND THE CODE OF CONDUCT AND BY MY SIGNATURE AGREE TO ABIDE BY IT.

Student Signature

Date

I HAVE READ AND UNDERSTAND THE CODE TO WHICH THE STUDENT IN MY CUSTODY HAS AGREED TO BY HIS/HER SIGNATURE.

Parent/Guardian Signature

Date

.....
**WAIVER OF LIABILITY EXTRA CO-CURRICULAR ACTIVITY
TRANSPORTATION**

I hereby give my permission for _____ of _____

Student Name

School Name

to participate in athletics and activities provided by Portland Public Schools at locations away from the school within the City of Portland. In giving my permission, I understand that the school department is not providing transportation to or from the above extra/co-curricular activity within the City of Portland, and agree that I am therefore solely responsible for transporting my son/daughter to and from that activity, and for taking all precautions necessary to do so in a safe and adequate manner.

Because the school department is not providing transportation, within the City of Portland, and therefore cannot control such transportation, I agree to release and hold the school department and its agents and employees harmless from any liability, claims, demands, costs, or damage arising out of any such transportation which I or my son/daughter might have.

I have read this document carefully, and sign it voluntarily with full knowledge of its significance.

Signature of Parent/Guardian

Date

**PORTLAND PUBLIC SCHOOLS
WARNING FORM**
SPORT/ACTIVITY (CHECK ALL THAT APPLY)

- | | | |
|--|-------------------------------------|--|
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Football | <input type="checkbox"/> Softball |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Golf | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Cheerleading | <input type="checkbox"/> Ice Hockey | <input type="checkbox"/> Tennis |
| <input type="checkbox"/> Cross Country | <input type="checkbox"/> Lacrosse | <input type="checkbox"/> Track Indoor |
| <input type="checkbox"/> Field Hockey | <input type="checkbox"/> Nordic Ski | <input type="checkbox"/> Track Outdoor |
| <input type="checkbox"/> Soccer | <input type="checkbox"/> Wrestling | <input type="checkbox"/> Other _____ |

WARNING, AGREEMENT TO OBEY INSTRUCTIONS, REPORT INJURIES, AND PARENTAL PERMISSION

I am aware that playing or practicing to play/participate in any co-curricular activity can be dangerous activity involving many risks or injury. I understand that the dangers and risks of playing or practicing to in the above co-curricular activity include the risk of serious injury. Because of those dangers and risks, I recognize the importance of following coaches'/advisors' instructions regarding playing and training techniques, team or program rules, etc., and agree to obey such instructions.

I agree to report all injuries to me to my coach, advisor, or principal within 24 hours of their occurrence.

Signature of Student

Date

.....
I, the parent/guardian of _____, understand the dangers and risks

Name of Student

Involved in the co-curricular activity as indicated above. Recognizing those dangers and risks, I give permission for my son/daughter to participate in all activities of the co-curricular activity.

Signature of Parent/Guardian

Date

I give permission for my son/daughter to use the school's whirlpool bath for minor injuries, with approval of the school athletic trainer or supervisor of the sport/athletic activity.

Signature of Parent/Guardian

Date