

Calais High School

Athletic
Handbook

2018-2019

Go Blue Devils!!!

Philosophy

The primary purpose of the athletic program at Calais High School is to promote the physical, mental, social, emotional, and moral well being of the participants. It is our hope that athletics in our school will be a positive force in preparing youth for an enriching and vital role in American life.

The athletic program is an important and integral part of the total school program and is open to participation by all students. Through voluntary participation, the athlete gives time, energy, and loyalty to the program. The athlete accepts the training rules, regulations, and responsibilities, which are unique to an athletic program. In order to contribute to the welfare of the group, the athlete must be willing to assume these obligations, as the role demands that the individual make sacrifices not required of others.

As a student-athlete at Calais High School, you are an ambassador for your school and community. You are required to conduct yourself at all times in manner that is exceptional to your fellow students while you are representing your school. This handbook is prepared to assist students, parents, teachers, and coaches in obtaining a firm understanding of the operation of Calais High School's interscholastic program. It is your responsibility to read, know, and have clarified any and all rule contained herein. You will be required to uphold all expectations set forth in this manual.

It is impossible to cover in this handbook all circumstances and situations that may arise. Any student subject to the rules, which is not covered in this manual may seek clarification of a situation from the Athletic Administrator. All school administrators have the right and duty to react to any and all circumstances, documented, in a manner befitting the seriousness of the situation.

Calais High School Athletic Code

I. General Regulations

1. All student-athletes must exhibit proper behavior and good sportsmanship. With this in mind, the following is required of all Calais High School student-athletes:
 - a. Show respect for the opponent at all times.
 - b. Show respect for the officials.
 - c. Show respect for fellow teammates.
 - d. Maintain self-control at all times.
 - e. Recognize skill and performance, regardless of affiliation.
 - f. Non-retaliation to verbal abuse by fans and opposing players.

- g. Non-retaliation to physical “cheap shots” or any other contact prohibited by the rules of the sport.
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2. Each athlete is responsible for the cleanliness and upkeep of their uniform. No game uniforms are to be worn in practice, nor should athletes who are spectators at other games wear them.
 3. All students are responsible for keeping the locker rooms clean, both at home and on the road.
 4. Each student is financially accountable for all equipment, and uniforms (including warm-ups and wind suits). The student will be charged the current replacement cost for assigned items not turned in at the end of the season.
 5. During a game all players are to be on the bench unless playing. Any team, such as JV, who has finished playing or is waiting to play, should sit together in an assigned area. The general rules of sportsmanship outlined in item #1 apply.
 6. No one may practice without the consent and supervision of their coach.
 7. All athletes are reminded that when visiting other schools, we are guests at that school and we expect that our student-athletes will act in a responsible and courteous way. All rules and regulations that apply at Calais High School will be in effect at the host school.
 8. No athlete may quit one sport and try-out for another after the season has begun without the mutual consent of both coaches and the athletic director.
 9. All athletes must conform to the athletic dress code of Calais High School for all games. The dress code is as follows:
 - a. All males will wear a dress shirt or polo and dress pants, or the team windsuit to all games. The official team attire will be decided at the beginning of the season by the team, coach, and Athletic Administrator. Team attire will be worn at all times with the exception of when the team is traveling on a bus. The team attire must be worn when the team arrives at its destination.
 - b. Female participants will wear attire that is in keeping with general school regulations pertaining to good taste and

follows the school dress code. This could include team windsuit, dress slacks, skirts, or dresses. The team, coach, and athletic administrator will decide what the official team attire will be at the beginning of the season.

- c. Participants will wear no denim jeans, designer or otherwise, at either home or away games.

Any team member who does not conform to the dress code will not be allowed on the team bus. If time permits, a student may be allowed to go home and change their attire to meet the dress code. The travel bus will depart at the appointed time.

II. Eligibility

Definitions-

Academic Checkpoint-time that grades are reviewed for eligibility. Academic Checkpoints will fall during progress report and report card periods. There are 8 Academic Checkpoints during the school year.

Academic Checkpoint Date	Eligibility Period Date
Period 1 *(June 2018)	>>> Aug 15, 2018 – Sept 30, 2018
Period 2 Oct 1, 2018	>>> Oct 1, 2018- Nov 4, 2018
Period 3 Nov 5, 2018	>>> Nov 5, 2018 – Dec 16, 2018
Period 4 Dec 17, 2018	>>> Dec 17, 2018- Feb 4, 2019
Period 5 Feb 4, 2019	>>> Feb 4, 2019 – Mar 10, 2019
Period 6 Mar 11, 2019	>>> Mar 11, 2019 – Apr 7, 2019
Period 7 Apr 8, 2019	>>> Apr 8, 2018 – May 12, 2019
Period 8 May 13, 2019	>>> May 13, 2019 – (end of year Academic year or sport end)

Eligibility Standards-Eligibility is determined at 8 different Academic Checkpoints during the school year. Academic Checkpoints fall during normal progress report and report card dates. Quarter grades will be used for eligibility.*

*The only exception to quarter grades as a measure; at the end of the first semester (2nd quarter grade or first semester average whichever is higher), and at the end of the year (4th quarter grade, 2nd semester average, or final average, whichever is higher).

Ineligible Status- Students will become ineligible if they have grades below 70 in 3 or more classes at the beginning of season Academic Checkpoint. Ineligible students may not participate in any sports or activities and will not be eligible to be reviewed for probationary or eligible status until the current sports season ends or the next sports season begins.

Probationary Status- Students will be placed on probationary status if they have grades below 70 in 2 subjects at any Academic Checkpoint throughout the sport season. Students on probationary status will be able to participate in practices and may attend home team functions (out of uniform). Students on probationary status will not be able to participate in games and contests and will not be able to attend away events using school transportation. Students on probationary status must attend 2 academic study sessions per week. Failure to attend will result in ineligible status until the next checkpoint. Students on probationary status are also responsible for an academic progress sheet at the end of each week. Failure to have this signed by all of the student's current teachers will result in ineligible status until the next checkpoint. This process **MUST be initiated by the student who, is responsible for scheduling a meeting with the Athletic Administrator, coach, and student to discuss current academic situation. If the parent does not participate in the meeting, they will be informed of any plan developed during the meeting.**

*****students on probationary status for the eighth checkpoint are eligible to return to the team if they qualify academically at the end of the school year and their respective team or activity has advanced to postseason play which continues after the academic year.**

Any student deemed ineligible or probationary at the 8th Academic Checkpoint will have the option of pursuing the recovery of one credit during the summer. This recovery credit can occur through an online program being offered through the Calais High School or through another recognized program at the expense of the student and/or their parent or guardian. Such arrangements must be approved in advance by Administration. If the athlete receives credit for the class prior to the start of the Fall sport season, an athlete with ineligible status and a maximum of 3 failed classes may move to probationary status. A probationary student may move to eligible status. The recovery credit work must be completed and credit awarded prior to the start of the Fall sport season.

*****All athlete playing time and participation are at the sole discretion of the coach.**

Tryout- Defined by the coach and activities coordinator, the period when teams are selected. Students on probationary status are permitted to tryout but ONLY during this time period. Students that fall under ineligible status are not permitted to tryout.

In order to be eligible to represent Calais High School in athletic contests and extra curricular activities, students must meet the following criteria for participation:

1. MPA rules must be followed in all cases of eligibility, transfer, physical examinations, starting dates, etc. Each coach has the responsibility to know and to inform team members and parents of MPA regulations in these matters.
2. Eligibility will be based on grades at 8 Academic Checkpoint periods.
3. Any student who has a grade lower than 70 in 2 classes at any Academic Checkpoint will be placed on probationary status and reviewed at the next Academic Checkpoint.
4. Any student who has a grade lower than 70 in 3 or more subjects will be deemed ineligible and reviewed at the next Academic Checkpoint. **The student may not participate until the start of the next sports season or activity when under this status.**
5. A student who has been injured and has had medical treatment cannot participate again until the date indicated by the student's physician.
6. All students who participate in athletic programs must have some form of medical insurance.
7. All students must have a physical examination prior to trying out for an athletic activity. All freshman and new athletes are required to have a physical prior to the sports season in which they will participate. After his or her initial physical, students will be required to obtain a physical every two years.
8. All students who wish to participate in athletics at Calais High School must have a parental permission form signed and turned in before they may participate in any try out, practice, or game.
9. Only full-time students, (registered for six classes), will be allowed to participate in sports at Calais High School. As dictated by law, home-schooled students may participate in athletics at Calais High School.

II. Disciplinary Action

1. Any disregard or violation of rules and expectations on the part of any athlete will lead to suspension or dismissal from the team. Whenever the Athletic Department takes disciplinary action against a student, the Athletic Administrator will immediately notify the parents of the situation. A letter will follow the details of the action. The Athletic Administrator will also notify the principal of the violation in question.
2. Use or possession of alcoholic beverages, tobacco, narcotics, or hallucinating agents by athletic program participants is prohibited. Any team member observed by coaches, faculty, administration, or law enforcement officers in violation of this prohibition, will be subject to

the penalties as outlined in the Calais School Board Student Substance Use Prohibition Policy.

3. Any civil law infraction or conduct by a student-athlete that is determined by the coach and the administration to be detrimental to the athletic program, school, or school district will result in suspension from the team for the remainder of the season.
4. Any student ejected from a contest by an official for any reason will not be allowed to take part in the next regularly scheduled contest. Any student ejected from a contest twice in the same season will be removed from the team for the remainder of that sports season or 30 calendar days, whichever is longer.
- E. Any additional rules or regulations outlined by the coach must be cleared by the Athletic Administrator. These additional rules and regulations must be in writing with copies given to the student-athletes and placed on file in the Athletic Administrator's office.
- F. The rules and regulations in the handbook shall apply to any violation, on or off school premises during the season of participation. Season of participation is defined as:

Fall: The fall activity period begins on the date assigned by the Maine Principals' Association (MPA), and ends on the MPA closing date for fall activities.

Winter: The winter activity period begins on the same date that the fall activity period ends and ends on the MPA closing date for winter activities.

Spring: The spring activity period begins on the same date that the winter activity period ends and ends on the last date of Calais School System's spring activities.

- G. Before any suspension shall take effect (for any rules violations), the student-athlete shall be verbally advised by the coach/administration of the alleged violation and the student will have an opportunity to explain or justify the action.
- H. Any offense that is not covered by this code will be dealt with by the School administration.

III. Travel

1. All team members will travel to and from their away games on the team bus. Students may ride with THEIR parents/guardians after the contest, but must have their parents/guardians personally inform the coach that

they will be providing transportation. Other arrangements for transportation must be approved by the Athletic Administrator and Building Administration and must be requested in written form prior to the contest.

IV. School Attendance Requirements

1. A student must be in school the entire day in order to participate in a game or practice. Students arriving after 8:00 will not be allowed to participate in that day's game or practice without permission of school administration, who will decide whether tardiness is excused or unexcused. In case of an athletic contest on Saturday, the student must be in school all day the preceding Friday, unless approved in advance by Administration. Students not well enough to attend regularly scheduled classes will not be considered well enough to participate in after school activities.
 - a. An exception would be made if the student had an appointment approved in advance by an administrator in which case the student must present to the administration a signed statement regarding the absence.
 - b. Occasionally a student will miss a class because of travel to an athletic contest. It is the responsibility of the student to complete the class assignment(s) prior to the class missed whenever possible. In the case of a scheduled quiz, test, or any assignment, it is the responsibility of the athlete to check ahead of time with the teacher to arrange a make-up at the teacher's convenience. If the student does not discuss the options with teacher in advance, the student may be required to attend class and not go on the trip or be given a failing grade for the homework, quiz, or test missed.

V. Practice and Game Attendance

1. Teacher retention (detention), office detention and make-up sessions take precedence over the participation of students in practice and games.
2. When a student is to be late for practice or is to miss a game due to detention, he/she must notify the coach prior to the close of the school day.
3. While there is a valid reason outlined in the school attendance policy for an athlete being absent from practice or school, the athlete may be required to present a written excuse to the administration stating the

specific reason for the absence. It shall be the duty and responsibility of the coach to ensure that all of his/her players clearly understand and conform to the attendance policy stated in the two preceding paragraphs.

Excused Absences, Tardiness, and Early dismissals:

- a. Sickness
 - b. Sickness in the family
 - c. Death in the family
 - d. Driver's exam
 - e. Appearance in court
 - f. Job or College interview
 - g. Medical/Dental appointment
 - h. Other arrangements with the prior approval of the Athletic Administrator or in rare instances at the discretion of Administration
4. When involvement in school activities creates conflicts where a student has two events scheduled for the same time, the student must decide which event he/she will attend. In no way or manner will a student be punished for not attending the other activity. Courtesy dictates that the student will inform the coach or advisor of their choice at the earliest opportunity.
 5. Practice schedules and game schedules will be made available to all participants. It is recommended that participants always check with the coach to check the times of practices, departure times on away contests and games.

VI Awards

1. Completing of the sport season is required for the student to be eligible for a letter, team, or any other individual award. (Exception being if an injury limits participation). Students on probationary status are still considered part of the team in this instance. No award will be given to any student suspended for the remainder of a season for Athletic Code violations.
2. Letters will be awarded in varsity sports only. Team members will be eligible for a letter if they fall into one of the following categories.
 - a. A senior player or manager.
 - b. A player who started at least 50% of the regular season games.
 - c. A player who has made a significant contribution to the team during the season.

- d. An underclassman that has managed the same sport for two seasons.
- e. Any athlete who has perfect attendance from the first meeting through the entire season without exception

******PLEASE READ THIS FORM AND FILL IT OUT COMPLETELY******

I have read the athletic code handbook and agree to abide by its rules during the sport seasons in which I am participating.

Please circle each sport you intend to participate in.

Baseball	Basketball	Cheerleading	Cross Country
Football	Golf	Soccer	Softball
Tennis	Track & Field	Volleyball	Wrestling

(Athletes signature)

I give my consent for _____ to participate in interscholastic
(Athlete's printed name)
athletics at Calais High School. I authorize the school and its employees to act in my place in all respects. This permission shall include, but not be limited to, obtaining emergency medical care **and any information from any law enforcement agency, which may have an impact on an athlete's possible violation of the athletic code.** I acknowledge the fact that any athlete can be seriously injured while participating in interscholastic activities. I furthermore release and indemnify the school, the district, the administration, and the coach from any claim or damage arising from participation in this activity or from related travel.

I, as the parent of _____, have read the athletic code
(Athlete's printed name)

Understand the rules my son/daughter must live up to.

We have medical insurance with _____
Policy Number _____

Parent's Signature _____ Date _____

*****THIS FORM IS INVALID UNLESS IT IS FILLED OUT COMPLETELY*****