

# *Dr. Lewis S. Libby School*

## STUDENT ACTIVITIES HANDBOOK

### Extracurricular Activities

It is our belief that a successful athletic program provides a wide variety of activities, both non-athletic and athletic, to all middle level students. As a rule, they should not interfere or distract from instructional time. The emphasis should be on creating a worthwhile and enjoyable experience for students, while broadening their education in areas such as sportsmanship, leadership, citizenship, and participation in lifelong activities. Middle level activities should help each student gain the knowledge and skills associated with the activity for his or her enjoyment and benefit.

Extracurricular activities are an integral part of the life of a school. A primary goal of our athletic program is to maximize student involvement in extracurricular programs. Participation in any interscholastic activity is a *privilege* the student earns through being a responsible citizen and maintaining strong academic standing.

The knowledge and skills learned through these activities are important to the healthy development of students. However, students are expected to be passing all subjects in order to fully participate. **Athletes can continue to practice while making up failures but can not play or suit up for games. Student athletes will not be allowed to travel to away games so that they may concentrate their energies on their academics.** Music/Drama students may participate in presentations but will not participate in exchange concerts, district festivals, or other trips determined by the school.

## COACH'S JOB DESCRIPTION

*Coaches must have an understanding of the physical, social, and emotional complexities of student-athletes. The great variation among students at the middle level is of vital importance in developing a philosophy for activities at this level. Athletic participation must be healthful, positive and safe for everyone involved, conducted in an environment that teaches values and ethics, strengthen the community, promote competition without conflict and enrich the lives of the student athletes.*

### Coaching Skills

- ⇒ Teaches athletes core fundamentals and skills necessary to be competitive.
- ⇒ Promotes appropriate physical conditioning with safety in mind.
- ⇒ Prepares team for each contest and follows guidelines for participation in each contest.
- ⇒ Understands and follows contest rules and regulations.
- ⇒ Develops team rules that support integrity and sportsmanlike play and effectively maintains team discipline.
- ⇒ Encourages and models good citizenship by providing positive leadership for students.

### **Organizational Skills**

- ⇒ Cares for equipment including: issue, collection, inventory and storage.
- ⇒ Cares for the practice and game facilities.
- ⇒ Provides proper supervision of student athletes throughout the season.
- ⇒ Commits appropriate time to the program during the season.
- ⇒ Delegate's responsibility to assistants when appropriate.
- ⇒ Organizes effective and well-developed practice sessions that are kept on file.
- ⇒ Makes good use of team managers and supervises them appropriately.
- ⇒ Takes responsibility for monitoring the students' eligibility, transportation, inventories and awards.
- ⇒ Follows the Dr. Lewis S. Libby Student/Parent Handbook, and Student Activities Handbook, as well as the sport and League's rules.
- ⇒ Creates team rules, which include athletic expectations, reviews them with students and parents, and consistently applies them throughout the season.

### **Professional Relations**

- ⇒ Cooperates with building administration and keeps the athletic director informed about unusual events.
- ⇒ Cooperates with fellow coaches and is supportive of other extracurricular programs.
- ⇒ Develops a rapport with the student-athletes, parents and staff.
- ⇒ Dresses appropriately at practices and games.
- ⇒ Participates in required League meetings.
- ⇒ Holds a meeting for parents and student athletes at the beginning of the season to go over team expectations.
- ⇒ Communicates with parents throughout the season.
- ⇒ Maintains appropriate sideline conduct at contests with respect to players, officials and other workers.

### **Coaching Performance**

- ⇒ Develops respect by example in appearance, manners, behavior, language and conduct during contests.
- ⇒ Demonstrates knowledge about his/her sport.
- ⇒ Creates well-developed practices to effectively prepare athletes for contests.
- ⇒ Demonstrates an attitude that is fair, understanding, tolerant, sympathetic and patient with team members.
- ⇒ Uses innovative coaching techniques.
- ⇒ Arrives promptly for practices and games.
- ⇒ Creates an atmosphere in which values of integrity, work ethic, academics, citizenship, sportsmanship and competition are balanced.
- ⇒ Exhibits enthusiasm and self-motivation.
- ⇒ Exercises fairness.
- ⇒ Maintains a sense of humor.
- ⇒ Maintains poise and composure during games and contest.
- ⇒ Displays enthusiasm and exhibits interest in coaching.

- ⇒ Motivates student athletes to meet personal and team goals.
- ⇒ Maintains a rigorous practice schedule, which expects student athletes to attend either an athletic event or practice Monday through Friday during the season.
- ⇒ Offers non-mandatory team practices during school vacations.

### **Related Coaching Responsibilities**

- ⇒ Provides the athletic director team rosters, required league and school paperwork, weekly practice schedules, year-end uniform and equipment collection and inventory in a timely manner.
- ⇒ Completes sportsmanship PVML reports after each game and submits them promptly to the athletic director.
- ⇒ Writes a game summary after each game to be posted on the school's website.

### **Legal Duties**

- ⇒ Must properly instruct athletes of proper and correct techniques.
- ⇒ Must warn students of inherent dangers of the sport.
- ⇒ Must provide proper supervision.
- ⇒ Must create a safe environment.
- ⇒ Must provide health care (including pre-injury care, emergency care and post-injury care).
- ⇒ Must teach and enforce rules and regulations.
- ⇒ Must classify and group participants based on ability level for competition.
- ⇒ Must safely transport students.
- ⇒ Must give athletes their right to due process.

## **SELECTION OF COACHES**

The selection process for coaching positions can be divided into three phases:

- 1- The position will be advertised.
- 2- The athletic director and/or administrators will screen and contact suitable candidates for an interview
- 3- Once interviews are completed the athletic director will make a recommendation to school administrators. The remaining candidates will be notified after the school committee has accepted the nomination.

Selection criteria: The following criteria will be used to select coaches.

1. Years of successful experience in coaching or related experience as a player or participant.
2. Degree of success in coaching.
3. Experience at appropriate skill in age level.
4. Ability to articulate and evaluate the sport.
5. Ability to express a positive plan of action to promote the sport.
6. References provided from previous employer or communities that verify good community relations and communication skills.

7. Ability to be an appropriate role model for student athletes
8. Ability to demonstrate cooperation with the school program.
- 9 . Ability to teach and demonstrate athletic skills to students
10. Evidence of skills in planning, organization, and attention to detail.
11. Knowledge and application of appropriate disciplinary procedures.
12. Ability to exhibit a high level of concern for safety and proper conditioning.
13. Evidence of professionalism.

## General Goals for the Program

1. To develop physical excellence and an understanding of the value of competition in our society through the following:
  - a. Recognition of outstanding performances.
  - b. Emphasizing the educational value of trying to win and learning to compete.
  - c. Emphasizing sport differences from, and similarities in everyday life.
  - d. Emphasizing the importance of winning with grace and losing with dignity.
2. To develop good citizenship, character, and respect for rules, organization and leadership by:
  - a. Persistently teaching principles of justice, fair play and good sportsmanship
  - b. Emphasizing the discipline required in extensive training and practice.
3. To promote and contribute to the goals of the total educational program:
  - a. Through the development of physical fitness and realization that a healthy body increases the probability of success.
  - b. By emphasizing the role of organized sport in an educational institution.
4. To promote community interest and involvement in school athletics:
  - a. By providing enjoyable experiences for participants and spectators.
  - b. By establishing rules and standards for athletics that reflect the behavior approved by the community.

## Objectives for the Program:

### Team

- a. Develop organizational criteria to effectively manage the team.
- b. Establish maximum and effective squad sizes based on facilities, equipment, and availability of coaches.
- c. Develop competitive goals that are consistent with “Sports Done Right” principles.

## Participants

- a. Provide an opportunity for students to develop physical excellence and to better satisfy their urge for competition.
- b. Develop physical vigor and desirable habits in health, sanitation and safety.

## **Eligibility**

1. All required subjects would be used to determine eligibility for athletic participation.
2. Academic eligibility will be determined on a half-trimester basis. Students declared ineligible by virtue of having a failing grade on a progress report or a report card will be on academic probation.
3. During the academic probation, the student will work with his/her teachers and parents to develop a plan to improve his/her grades.
4. After two weeks, if the student is passing all subjects he/she will be eligible to participate in all extracurricular activities. If, at the end of two weeks, the student is not passing all subjects, he/she will complete another two weeks of academic probation.
5. A student may attend practices, but not participate in games or events during academic probation.
6. Any student who receives a failing grade on a progress report or report card will be declared ineligible. The administration also reserves the right to declare a student ineligible if it is in the best interest of the student's academic success.
7. Grades for eligibility are based on the last progress report or rank card issued. If a sport season is not in session, the probation period will consist of the first ten days of the next sports season.  
*\*Eligibility penalties do not carry over from one school year to the next.*
8. Incomplete grades are considered as failing grades for eligibility purposes.

### **B. General Eligibility Requirements**

1. Student athletes are expected to have insurance coverage. If a student is not covered under an insurance policy, it is an expectation of the parents to seek insurance coverage. The Dr. Lewis S. Libby School offers student accident insurance for this purpose. If parents/guardians choose to not have accident/health insurance for their child the cost of injury will be passed on to the parent/guardian.
2. A record of a physical must be on file in order for a student to participate in a school sport. The examination must have taken place up to two years prior to the date of the end of the season. All physical examination information must be completed on the Dr. Lewis S.

Libby Medical Form. Parents will be expected to complete a health history update form if a student's physical exam is already on file in the school office from the previous year.

3. Student participation in athletics will be determined by grade level. Students in grades K-4 will not have the option to participate in middle level athletics. Students in grades 6 – 8 will have the opportunity to participate in Girls/Boys Soccer, Baseball, Softball, and Girls/Boys A-Level Basketball. Students in grades 5 – 8 will have the opportunity to participate in Cross-Country, B-Level Basketball and Cheerleading.

**Fifth grade students will adhere to the following sport specific guidelines:**

**Cross-Country:**

- Fifth grade students may fully participate with no restrictions.

**Basketball:**

- Fifth grade students may participate on the B-Level Basketball Team only.
- If the number of students trying out for the Basketball Team creates a need to make cuts, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students will receive preference at the discretion of administration.
- Eighth grade students who have participated in 6<sup>th</sup> and 7<sup>th</sup> grade B-Basketball programs will be given preference to make the A-Level Basketball team.
- Administration will have discretion in any final decision.

**Cheerleading:**

- Fifth grade students will participate in practices and games, but not be a part of cheerleading competitions.
- Fifth grade students will not be allowed to participate in stunting during practices and/or games.
- Fifth grade students will not be fliers.

# General Athletic Policies

## Responsible Citizenship

1. Players under school suspension may not practice, play or attend a game during their suspension.
2. The theft or willful destruction of school equipment or facilities, or the theft of the personal property of another person, will result in a reprimand, suspension, or dismissal from the team.
3. Vulgar language will not be tolerated and is just cause for a reprimand, suspension, or dismissal from the team.
4. No gambling shall be permitted while the student is under school supervision. This applies to the locker room, field, court, or while traveling.
5. An athlete whose behavior outside of school reflects poorly on the school or community, or who violates the law, will be subject to reprimand, suspension, or dismissal from the team.
6. Individual coaches and the athletic director have the right to take disciplinary action pertaining to any problems that may arise that are not covered by specific policy prohibitions. These may apply to sportsmanship and game and bench conduct as well.
7. At an athletic event, the second team to play is expected to dutifully watch, cheer, and support the first team to play. The first team to play is expected to dutifully watch, cheer, and support the second team to play. The coach is expected to supervise his/her team during this time.

## Attendance

1. Athletes must be in attendance at school for a full day unless excused by a physician, administrator, or the athletic director in order to participate in games or practices.

## Transportation

1. All team members are expected to travel to away games with the team in an authorized vehicle (most often a school bus). The athletic director or school administrator must approve any exception to this rule in advance. Failure to follow this rule will result in loss of playtime, suspension or dismissal from the team.
2. In order to facilitate team unity, team members are expected to return from away games on the bus with the team. The exception to this expectation is as follows:

a) Students that do not return with their team from an away athletic event on the bus will only be released from the event directly to a parent/guardian or to an adult that a parent/guardian has requested to pick up their son/daughter. This request must be a written note to the coach, signed by the parent/guardian. Also, the person identified must sign their name next to the name of the parent/guardian. Coaches have the right to request proper identification from any adult that is leaving with a student athlete from an athletic event.

3. There are high expectations for behavior on buses to and from athletic competitions. Horseplay, moving from one seat to another while the bus is moving, excessive loudness, etc will not be tolerated. Student-athletes will be required to meet any expectations set forth by individual bus drivers as well.

### **Equipment**

1. The care of school equipment issued to a student becomes the responsibility of that student. The student will be responsible for payment of equipment or uniforms that are lost or used unreasonably.

2. No school owned athletic equipment or clothing should be used or worn except when participating in a practice, game, or under the direction of the coach.

3. During the soccer season, any athlete needing to purchase a mouth guard may do so from the Athletic Director or school office.

### **Athletic Rules and Regulations**

1. Athletes are expected to attend practice every day—if an exception is required, the student should let the coach know as early as possible. Excused absences include, but are not limited to, personal illness, family emergency, documented injury, or religious observance.

A. Any student-athlete that misses a practice due to an unexcused absence will not participate in the next game during the 1<sup>st</sup> half of the event.

B. Any student-athlete that misses a second practice due to an unexcused absence will need to meet with the coach, athletic director, and parent/guardian to discuss whether or not the student-athlete will continue to be a part of the team.

C. Any student-athlete that misses a third practice due to an unexcused absence will be removed from the team.

2. All athletes are expected to be neatly dressed when traveling to out-of-town contests. At a minimum, athletes dress must meet school dress code requirements.

3. Players will act in a sportsmanlike manner. Failure to do so may result in suspension or dismissal from the team.

### **Milford School Dept. Use and Abuse of Alcohol and Other Drugs by Students**

Milford School Department recognizes that the use of mind-altering substances is a significant health problem for students, resulting in negative effects on the behavior, learning and development of each individual. Family tobacco/alcohol/drug abuse problems, likewise, affect the learning of children and place them at high risk of developing chemical health problems. It is recognized that an athletic policy related to chemical use must be incorporated within the context of broader school-community efforts to deal with alcohol and other drug abuse prevention programs. To be effective, all policies must be clear and consistent. The School Committee and Administration at the Dr. Lewis S. Libby School is committed to discouraging the involvement in misuse of chemicals.

### **Student Tobacco/Alcohol/Drug Abuse Rule**

1. Students are prohibited from consuming, possessing, furnishing, selling, receiving, buying or being under the influence of prohibited substances in school or at any school sponsored, organized or associated function or on any property, facility or vehicle owned or operated by or for Milford School Department. It is not a violation for a student to use in school a legally defined drug specifically prescribed for the student's own use by his/her doctor and taken in accordance with the policy for the administration of medicine to students (policy 316).

2. The term "prohibited substance" shall include, but not be limited to:

a) Tobacco;

b) Alcohol;

c) Scheduled drugs (as defined in 17-A M.R.S.A. SS1101);

d) Any chemical which can effect or change a student's mental, physical or behavioral pattern, including steroids, as well as, but not limited to volatile materials such as glue, paint or aerosols, when possessed for the purpose of inhalation;

e) Paraphernalia- implements used for distribution or consumption of a prohibited substance; or

f) Any substance that is described as or is purported to be a prohibited substance defined in this section.

### **Disciplinary Action**

**Level 1: Consumption, possession, receipt, or being under the influence of a prohibited substance.**

a) First Offense

The administrator shall:

1- Confiscate prohibited substance and verify offense

2- Meet with student;

3- Notify parents/guardian, superintendent and/or law enforcement;

4- Meet with guidance counselor, chemical health coordinator and/or initiate Student Assistance Team process;

5- Provide for a 3-day in school suspension

**b) Second and Subsequent Offenses**

The administrator shall:

- 1- Same as for first offense, steps 1-4
- 2- Provide for in or out of school suspension;

**Discretion**

- 1- The administrator shall have the authority and discretion to deviate from the above disciplinary measures set out above.
- 2- The administrator shall take into account the degree to which a student voluntarily sought help.

**Level 2: Furnishing selling or buying or prohibited substances.**

**a) First Offense**

The administrator shall:

- 1- Confiscate prohibited substance and verify offense;
- 2- Meet with student;
- 3- Notify parents/guardian, superintendent and/or law enforcement;
- 4- Meet with guidance counselor,
- 5- Refer to Department of Human Services Child Protective Services if parent(s)/guardian(s) refuse to cooperate with above procedure;
- 6- Five-day in-school suspension

**b) Second and Subsequent Offenses: The administrator shall:**

- 1- Confiscate prohibited substance and verify offense;
- 2- Meet with student;
- 3- Notify parents/guardian, superintendent and/or law enforcement;
- 4- Meet with guidance counselor,
- 5- Refer to Department of Human Services Child Protective Services if parent(s)/guardian(s) refuse to cooperate with above procedure;
- 6- Out of school suspension

**c) Discretion**

- 1- The administrator shall have the authority and discretion to deviate from the above disciplinary measure set out above.
- 2-The administrator shall take into account the degree to which a student voluntarily sought help.

# Parent & Student-Athlete Contract

We recognize that healthy sports experiences take commitment from student athletes and their parents. This contract is based on the Sports Done Right: A Call to Action on Behalf of Maine's Student-Athletes, Core Principles. We have agreed upon the following Core Principles to support quality sports at the Dr. Lewis S. Libby School:

1. Student athletes and parents exhibit good sportsmanship and show respect for everyone associated with the program, including teammates, coaches, support staff, opponents and officials.
2. Student athletes and parents understand the value of competition-without-conflict and how to handle success with grace and failure with dignity. The spirit of excellence replaces a "win at all costs" mentality.
3. Student athletes and parents commit to upholding substance abuse policies endorsed and enforced by the Dr. Lewis S. Libby School and supported by the community.
4. Student athletes and parents commit to a focus on lifetime health and fitness, including habits of fitness and good nutrition.
5. Student athletes and parents appreciate sports opportunities regardless of the degree of success, the level of skill or time on the field/court/course.
6. Student athletes and parents respect coaches and appreciate the importance of contributing to the team and its success, even when there may be a difference of opinion.
7. Student athletes and parents attend relevant school meetings to build relationships, support coaches and the athletic director and to learn firsthand about the expectations for participation in interscholastic athletics.
8. Parents serve as role models, see the "big picture," support all programs and athletes and help their student athlete to do the same.

Student athletes seek, and parents encourage, participation in multiple sports and activities, with academics placed first and foremost. We know that school sports experiences can contribute greatly to the values and ethics of each player, and that positive sports experiences teach important life skills, encourage teamwork, help shape character and citizenship and encourage an active lifestyle.

I have read and agree to the guidelines outlined in the Dr. Lewis S. Libby School Student Activities Handbook and give permission for my child to take part in the Interscholastic Sports programs for this school year including meetings, practice sessions, participation in athletic events, and transportation to and from such events.

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*Parent(s)/Guardian(s) signature & date*

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*Student Athlete's signature & date*