

MOUNT DESERT ISLAND REGIONAL HIGH SCHOOL
EXTRACURRICULAR POLICY

This policy applies to all extracurricular teams and activities at Mount Desert Island High School that are not part of the regular academic program.

All young men and women who wish to participate in extracurricular activities should ensure that they are aware of this policy and other obligations they are assuming before deciding to participate. It is also the parents' responsibility to understand the student's obligations and to do their part to ensure compliance. Each student must realize that participating in these activities at Mount Desert Island High School is a privilege.

EXPECTATIONS

1. When individuals become members of a school group, they must recognize the following responsibilities:
 - A. They are an official representative of Mount Desert Island High School.
 - B. They represent their family, their friends, and their community.
 - C. They are expected to be leaders in promoting good citizenship.
 - D. Their actions, in and out of school, build student respect and contribute to improved school spirit. This responsibility implies that proper respect be given to the administration, teachers, school officials, fellow competitors, etc.
2. All students are required to be taking a minimum of (3.0) credits (equivalent to 240 minutes) per day and must pass this minimum to be eligible for extracurricular activities. If a student is carrying fewer than this set minimum, they will be declared ineligible until they are taking the required classes and passing. The only exceptions are those granted through the Student Assistance Team and with the support of the building principal.
3. Each participant must have a signed permission form (or online form) from his/her parent or guardian before he/she may participate in any activity.
4. All participants in an extracurricular activity must have health insurance. If a family does not have health insurance, they may purchase supplementary insurance, which is available through the high school. Any student who participates in extracurricular activities without insurance or during a lapse in coverage does so at their own risk. If there is any change in insurance coverage during the school year, please notify the school promptly.
5. Each member of the extracurricular teams/program must have a physical examination and ImPact Test before he/she can participate. Physical exams and Impact Tests are required of all freshmen and transfer students. Additionally, athletes are required to undergo a physical examination and an ImPact Test in their junior year. If there are changes in one's medical condition, please inform the school nurse and coach as soon as possible.
6. Any equipment issued to a participant must be adequately cared for and returned at the end of the activity. Any equipment not returned or returned in poor condition will be the student's responsibility and must be paid for before participating in any other extracurricular activities.
7. On school-sponsored trips, participants are to dress appropriately. The advisor/coach of each activity will brief participants on behavior and related responsibilities. All participants are expected to live up to any written grooming standards set by the coach/advisor. Students should be reminded that all school rules apply during their participation in a school-sponsored activity.

8. Participants must make up an office disciplinary detention on the day assigned unless excused by the principal, before he/she may participate in practice or a scheduled contest. Failure to do so by the student will result in a penalty imposed by the student's athletic director.
9. A student who is marked absent from any class during the school day will not be eligible to participate on that day unless excused by the administration because of extenuating circumstances. Examples include medical appointments, college appointments, and funerals, among others. Students absent the day before a non-school day extracurricular event must be permitted to participate by the student activities director before the event.
10. Participants should notify the coach/advisor by the end of the school day if lateness or a justified reason for absence from a practice or activity is anticipated.
11. Individual coaches/advisors have the responsibility to take disciplinary action of any this policy does not explicitly cover problems that may arise.
12. Any participant who wishes to compete in an outside activity that the high school does not sponsor must meet and discuss with the coach/advisor and Athletic Director his/her plans to avoid potential conflicts or violations of the MPA's Bona Fide Team Rule. (see page 10)
13. No participant may drop a sport once it has been in progress for two weeks and be eligible for participation in another sport that same season unless the drop has been cleared and approved by the Athletic/Student Activities Director.
14. Those who go out for a sport and are cut (not making the squad) by the coach shall be eligible for participation in another non-cutting sport in the same season.
15. An activity day is defined as a day (Monday through Saturday) on which a practice or event could be scheduled.
16. Whenever students participate in any school activity not held in our school, gymnasium, or school grounds, he/she must travel to and from the activity in school-furnished transportation. Any exception to this must be approved in advance by an administrator.
17. How a manager position fits within the policy:
 - a. If a student begins the season as a team manager, then the student would be treated just like an athlete in terms of how the policy is administered.
 - b. If a student has never been a manager before for a high school athletic team, then that student will not be allowed to use the manager position to fulfill his/her consequences.
18. Extended Absences:

If a student is missing for an extended period of time (five or more days) then that student must participate in three days of practices and/or the warm-up portion of an event on a defined activity day before he/she is allowed to resume playing in any athletic contests. Double sessions count as one (1) activity day.
19. Impact Test: Will be offered by the Certified Athletic Trainer (ATC), before each sports season, for those needing to fulfill this requirement. Baseline Impact Testing must be done every 2 years. See Concussion Management Protocol for more information.

ELIGIBILITY RULES

All students who wish to participate in an interscholastic event sponsored by the Maine Principals' Association are required to abide by the eligibility rules set up by the Association and Mount Desert Island High School.

Maine Principals' Association Rules:

1. Student is under twenty (20) years of age.
2. Student has completed fewer than eight (8) semesters in high school (competitive activities only)
3. Homeschool students will follow all Maine Principals Association guidelines and procedures

Mount Desert Island High School:

1. All students are required to be taking a minimum of (3.0) credits (equivalent to (240) minutes) per day and must be passing this minimum to be eligible for extracurricular activities. If a student is carrying fewer than this set minimum, they will be declared ineligible until they are taking the required classes and passing. The only exceptions are those granted through the Student Assistance Team.
2. In cases of flagrant violations of school rules or suspendable offenses, the extracurricular review committee will review the student's eligibility.
3. Coaches and advisors of activities will have the responsibility of notifying the Student Activities Director/Assistant Principal of known violations.

Quarter Grades

Grades will be checked every mid-quarter (progress reports) and at the end of each quarter. At the end of the quarter, the guidance department will produce an eligibility list of any students who are not passing the required number of credits (3.0). Eligibility is determined by the Y1 (comprehensive) course grade at the end of each quarter.

Incompletes

Any student who has an incomplete will be removed from the team/activity until the incomplete(s) have been made up and is passing.

Failing

Students must be passing (3.0) credits at the end of a grading quarter. If they are not, they are ineligible until the mid-quarter progress report is issued. If they are not passing (3.0) credits at the mid-quarter progress report, the student is ineligible for the rest of the quarter.

Work Completion

Completing homework and classwork on time is essential to ensure a healthy and productive learning environment. Students will be required to complete assignments on time (both Prep and Practice and Body of Evidence) at a 75% completion rate to maintain eligibility to participate in extra-curricular activities.

To be Eligible for 1st quarter: (Does not pertain to incoming Freshmen)

Students must have met all eligibility criteria from the preceding 4th quarter or an approved summer school program to be eligible for any extracurricular activity. If a student does not meet the criteria, they will be declared ineligible for the first quarter (9 weeks). However, a student can have the opportunity to become eligible during the school year before the end of the quarter if they follow these conditions:

- Students will be allowed to practice but not participate in any events, games, or scrimmages.
- After the first full week of school, an ineligible student can become eligible to participate in an

extracurricular program if they meet the criteria on a weekly basis until progress reports are closed (4 ½ weeks). If a student is not meeting the criteria, they will be declared ineligible for the remainder of the quarter.

- Students must pick up and return a weekly grade checklist to the Student Activities Director.

To be Eligible for the 2nd, 3rd, and 4th quarter:

If a student is not meeting the eligibility criteria at the end of a quarter, he/she will be ineligible for the next quarter (9 weeks). However, a student can have the opportunity to become eligible once during the school year before the end of the quarter if they follow the following conditions:

- Must meet all eligibility criteria
- During this time, students may practice but are not permitted to participate in any events, games, or scrimmages.
- Grades will be checked when progress reports are closed (4 ½ weeks).
- A student will be granted a three (3) day try-out or audition only if he/she accepts the above conditions.

The Extracurricular Review Committee will be available to review special cases. (See Pages 5-6)

EXTRACURRICULAR SUBSTANCE ABUSE POLICY

STATEMENT OF PURPOSE

The following policy has been designed to assist student-athletes in maintaining healthy, drug-free lifestyles and to create a positive, healthy, and drug-free community for our activity participants. The misuse and abuse of chemicals harm the athlete's body and hinder skill development. Participation in extracurricular programs is a privilege. All participants in extracurricular programs represent their school, parents, friends, community, coaches, advisors, and themselves. Substance abuse by participants in extracurricular programs harms the image of the school community, undermines the school's message that all students should refrain from substance abuse, and threatens the health and safety of extracurricular participants. Violation of this Substance Abuse Policy may also result in the student-athlete being prohibited from League and State post-season awards or events.

WHERE AND WHEN THE POLICY APPLIES

This Policy applies to any student who joins any extracurricular activity, from the time of the student's first participation until the student's date of graduation from school, 365 days a year. The prohibitions apply at all locations, both on and off school property, and at all times, including during school hours and when school is not in session.

DEFINITIONS:

- Prohibited substance: Any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor; any performance-enhancing drug; any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations; any look-alike drug or substance that is represented to be a prohibited substance defined in this policy; any substance which can affect or change a student's mental, physical or behavior pattern, including but not limited to volatile materials such as glue, paint or aerosols, or steroids, herbals, over-the-counter drugs, inhalants/inhalers; any prescribed drugs which are not being used in accordance with the school unit's policy on medications; paraphernalia or implements used for distribution or consumption of a prohibited substance.
- An activity day is defined as a day (Monday through Saturday) on which a practice or event could be scheduled.

- Self Report: A student accurately reports his or her violation of this policy to a school official (principal, assistant principal, coach, or student activities director) within 24 hours of the violation (excluding weekends and vacation days) or the first possible contact with a school official, whichever comes first, and before the student learns that any school official or law enforcement official knows of the violation.
- Process of Violation Investigation: When reporting or investigating a violation, the Student Activities Director will meet with the student(s) and/or the parent/guardian to discuss the violation in a confidential setting. The school will not follow up or share information with law enforcement unless it's a criminal investigation.
- Self-Admit: A student accurately admits his or her violation of this policy during an investigation when first questioned by a school official.
- Season/Length of Activity is defined as beginning with the first official day of practice, try-outs, and/or activity meetings and ending on the last official meeting or awards presentation.

EXTRACURRICULAR REVIEW COMMITTEE

The Student Activities Director reserves the right to convene the Extracurricular Review Committee whenever they determine that the committee may assist in implementing this policy.

- Extracurricular Review Committee: The Student Activities Director reserves the right to convene an Extracurricular Review Committee whenever he/she determines that the committee may assist in implementing this policy. The extracurricular review committee will consist of the following members:
 - A. Dean of Students
 - B. Student Activities Director
 - C. One Advisor
 - D. Two Coaches
 - E. Two students with approval from the families involved

Educational Program Process

1. During the period of suspension, the student will be required to take part in a planned educational program as set up by the school officials. This program must be implemented to the satisfaction of the counselor/administrator before the student can return to any activity. The program may include, but not be limited to, the following:
 - a. Read selected articles and/or view appropriate audio-visual materials and develop written reports on the same.
 - b. Attend selected meetings pertaining to alcohol, drug use, and/or abuse. Develop written reports on the same.
 - c. Substance abuse assessment must be given by a certified substance abuse counselor at the school's expense during the suspension, and the counselor will make a recommendation regarding that student's readiness to return to his/her activity.
 - d. Failure to complete the assigned task in good faith and/or to the satisfaction of the appropriate administrator within a reasonable amount of time will result in the student being suspended from all extracurricular activities for one calendar year starting at the date the infraction occurred. After 6 months, the student may be eligible to appeal to the extracurricular Review Committee for reinstatement.
2. **Self or concerned person's referrals must be made to a Guidance Counselor/School Nurse. Suppose a referral is not related to a specific incident or under an ongoing investigation. In that case, it will not be subject to disciplinary action under this policy but will be handled under the MDIHS Substance Abuse Policy.**

DISCIPLINARY ACTION

All students suspended from an activity must participate in the Education Program. Periods of suspension shall include all activity days, except that a suspended student may participate in tryouts, auditions, or other activities necessary to qualify for participation in the activity if the suspension is scheduled to end before the activity ends.

NOTES:

1. If the remainder of the season is less than the listed days, the remaining days are carried into the next season in which the student successfully participates.
2. If a suspension is for the remainder of a season, students will not be required to attend practices or events.

APPEAL PROCEDURE

1. If and when the Extra-Curricular Review Committee is convened to assist in implementing the policy, its decision may be appealed to the building principal in writing by the student within five school days after the student receives notice of the disciplinary action. After the principal receives the letter of appeal, he/she will convene a meeting of the parents/guardians, the student, and the student activities director. The student must attend the meeting. Parents and guardians are encouraged to attend. The principal may invite others to attend as needed. As this is an informal process, attorneys and other representatives are not required to participate in the meetings.
2. The student may appeal the principal's decision to the superintendent in writing within five school days after receiving notice of the decision. The superintendent may confer with individuals and review any information they deem relevant to the consideration of the appeal, and will make a written decision within a reasonable period of time. The superintendent's decision shall be final and not subject to further appeal.
3. Early reinstatement – An appeal for early reinstatement may be submitted to the building principal, in writing, at any time after the student becomes eligible for appeal. All written appeals must state the basis for the appeal. After the building principal receives the appeal from the student, he/she will convene a meeting with the student, parent/guardians, student activities director, and other individuals that she/he deems relevant to consideration of the appeal. In the event of a successful appeal for reinstatement, the Student Activities Director and Principal will determine if additional suspension time is warranted.

LEVELS OF VIOLATIONS

A Level 1 violation is considered “in the presence of,” which means you did not use any prohibited substances but did not leave in a timely manner.

A Level 2 violation is considered “use or possession of” a prohibited substance.

A Level 3 violation is considered “selling or aggravated furnishing:

Substance Abuse Violations Table

	Level 1 current In the presence of	Level 2 current using/possession	Level 3
First offense	<p>Self Report - 0% 10 hours of community service.</p> <p>Self-Admit - 10% The student will miss at least one countable game and complete 10 hours of community service.</p> <p>Neither - 50% or the remainder of the season, whichever is greater</p>	<p>Self Report - 10%</p> <p>Self Admit - 25%</p> <p>Neither - 67% or the remainder of the season, whichever is greater.</p> <p>15 hours of community service.</p>	<p>Removed from activities for the remainder of their high school career. The student may appeal for reinstatement after one calendar year*</p>
Second Offense	<p>Self Report – 10%</p> <p>Self Admit – 25%</p> <p>20 hours of community service**</p> <p>Neither - 67% or the remainder of the season, whichever is greater</p>	<p>Self Report – 25%</p> <p>Self Admit – 33%</p> <p>30 hours of community service**</p> <p>One calendar year. Students may appeal for reinstatement after six months.</p>	<p>Removed from activities for the remainder of the high school career. No appeal is possible.</p>
Third Offense	<p>Self Report – 33%</p> <p>Self Admit – 50%</p> <p>30 hours of community service**</p> <p>Neither: One calendar year. Students may appeal for reinstatement after six months have passed.</p>	<p>If a student completes 45 hours of community service, the student may appeal after six months*</p> <p>Removed from activities for the remainder of their high school career. Students may appeal for reinstatement after one calendar year.</p>	
Fourth offense	<p>Removed from activities for the remainder of their high school career. The student may appeal for reinstatement after one calendar year *</p>	<p>Removed from activities for the remainder of the high school career. No appeal is possible.</p>	
Fifth offense	<p>Removed from activities for the remainder of the high school career. No appeal is</p>		

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- * When a student appeals for early reinstatement, the Student Activities Director and the Principal will meet with the student to act on the appeal. If granted, they will consider the individual's particular circumstances in deciding if the student will be required to miss further time when returning to the activity.
 - ** Community service hours will be arranged and documented by the Student Activities Director. Community service accumulated for this purpose shall be determined as acceptable by the existing standards used for graduation requirements. Any hours documented for this purpose will not count toward graduation. In all cases, students who violate the policy will be required to complete an educational program before returning to competition.
- The extracurricular policy will now be in effect for all students involved in an extracurricular activity 365 days a year, beginning at the time they initially participate in an activity.
- *A student who has violated the extracurricular policy will be allowed **the following:**
 - will be required to start practice with their team once they have enrolled in the educational program through the guidance department.
 - The student must attend all events/contests, but will not be allowed to wear a school uniform or warm-up suit or be allowed to participate in any pre-game activities.
 - Pre-season events/contests will be counted towards the overall suspension with a 2 to 1 ratio (two pre-season events/contests count as one regular season event/contest)
 - * Community service hours documented for violations of the extracurricular policy shall be determined as acceptable based on the existing standards used for the graduation requirement.
 - *Any hours documented for this purpose will not count toward graduation.
 - *Community service projects must be pre-approved by and documented with the Student Activities Director.
 - *In all cases, students who violate this policy will be required to be enrolled in an educational program before returning to competition.

EXTRACURRICULAR TOBACCO POLICY VIOLATIONS

This section refers to “**tobacco/tobacco products**” as stated under the Mount Desert Island High School Student Tobacco Policy, which can be found in the Student Handbook. Vaping and e-cigarette products are considered to be tobacco-related violations.

Tobacco Policy Violations Table

Offense	Consequence
First offense	Self Report - 0% - 10 hours of community service Self-Admit - 10% - 10 hours of community service Neither 50% or the remainder of the season, whichever is greater.
Second offense	67% or the remainder of the season, whichever is greater.
Second offense - community service option	Self Report - 25% Self Admit - 33% 10 hours of community service**
Third offense	One calendar year Students may appeal after six months
Third offense - community service option	Self Report - 33% Self Admit - 50% 20 hours of community service**
Fourth offense	Removed from activities for the remainder of the high school career. May appeal for reinstatement after one calendar year *
Fifth offense	Removed from activities for the remainder of high school career. No appeal is possible.

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.

* The principal may grant a single waiver per student-athlete per sport season 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 is invited to participate in a nationally recognized tournament during a school vacation, then a 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 permit dual participation. **

*** Penalty for violation of this policy:

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

2nd Violation Report violation to the MPA office, removal from the team for the remainder of the season (Effect Date: 2011 Fall Sport Season)

I, _____, am asking for permission for a single waiver of the Bona Fide Team Rule.

Date(s): _____

Place and description of activity: _____

I understand that upon return, it is the coach's discretion as to how I am worked back into the team's practice.

Student Name (Print Clearly): _____

Student's Signature: _____

Parent's Signature: _____

Principal's Signature: _____

Athletic Administrator's Signature: _____

GUIDELINES FOR IMPLEMENTATION

1. This policy must be administered with fairness and consistency at all levels.
2. It is expected that all coaches/advisors and administrators will investigate, to the best of their ability, reported or suspected violations of the policy. This may include, but not be limited to:
 - a. Questioning of students or others that may have pertinent information;
 - b. Contacting parents when appropriate.
3. The Athletic/Student Activities Director, under the direction of the administration, will supervise and validate that a suspended student meets the requirements of the assigned educational program.
4. It should be understood that serious disciplinary action, such as suspension, will only be taken after a thorough investigation of any infraction. The following procedures and opportunities are available to all participants.
5. If you have questions or concerns about how the policy is implemented, please contact the Main Office at 288-5011, and they will direct your call to the appropriate person.

Adopted: July 1996
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Revised: June 2009
Revised: June 2010
Revised: June 2012
Revised: June 2013
Revised: June 2014
Revised: June 2015
REVISED: 10/15/18