

# HOPE ELEMENTARY SCHOOL



## CO-CURRICULAR HANDBOOK

2017-2018

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### **1. Purpose of Handbook**

The purposes of this handbook are to provide information, explain policies and procedures, set standards and expectations, serve as the student contract, and generally work toward fulfilling the philosophy and goals of Hope Elementary School. Although parts of this handbook deal with just athletic requirements, this handbook covers all co-curricular activities at Hope Elementary School.

### **2. Co-Curricular Philosophy**

The transition between childhood and adolescence in the middle school brings about a tremendous amount of change. The most important goal of middle school athletics and activities should be to enhance the self-image of this rapidly changing child. This child should have the opportunity to participate in a wide range of activities, which would be enjoyable, a positive learning experience and lead to a lifelong enjoyment of sports and other activities.

All students should have the opportunity to participate in a wide variety of activities. These offerings should be dynamically diverse, capitalizing on student interests and community resources.

Interscholastic sports opportunities are appropriate and valuable for our students who possess the physical and emotional maturity to benefit from the challenge of a team experience. Middle school athletes are encouraged to try multiple sports and not focus on a single sport exclusively.

The main purpose of the athletic program is to offer to as many students as possible a wide variety of experiences that will tend to develop young people in such a way as to help them improve physically, mentally and morally. All activities should always keep the welfare of the student first and foremost.

### **3. School Code of Conduct**

Hope Elementary School's Code of Conduct is reflective of the core beliefs and values of the Hope School Community and is correlated with the Guiding Principles of Maine's Learning Results and Maine's Common Core of Learning. These values create the environment which allows quality teaching and learning to take place in our school.

At Hope Elementary School we will

Show RESPECT by:

- Treating others as we would like to be treated.
- Being considerate, thoughtful, appreciative, and cooperative.

Show RESPONSIBILITY by:

- Respecting our own property and the property of others.
- Submitting quality work in a timely manner.
- Being prepared for school.
- Taking an active role in learning.

Be GOOD CITIZENS by:

- Contributing to a healthy and safe environment.
- Obeying rules.
- Helping ourselves and others.
- Developing appropriate self-advocacy skills.

Show INTEGRITY by:

- Being honest, trustworthy, and having a strong work ethic.

Show COMPASSION by:

- Being kind and empathetic.

Show ACCEPTANCE by:

- Including all and celebrating diversity.

Demonstrate SELF-WORTH by:

- Having a positive attitude.

Showing pride in all that we do.

HONOR ALL LEARNING by:

Showing appreciation for all learners, inside and outside of the classroom.

Becoming lifelong learners.

#### **4. Co-Curricular Code of Conduct**

Hope Elementary School strongly believes that students involved in co-curricular activities have the responsibility to act in a responsible manner. Violation of the following rules will result in disciplinary action.

##### **LOCKER ROOM**

- a. Players will not be in locker rooms sooner than 15 minutes prior to practice.
- b. Players will leave the building within 15 minutes after practice is over.
- c. Players will act appropriately in the locker room area.
- d. Destruction of school property is unacceptable (our's or other school's).

##### **BUS**

- a. Team members will remain seated and keep hands and feet to themselves.
- b. Boys and girls will sit in separate areas of the bus.
- c. Loud or obnoxious behavior will not be tolerated.
- d. Students will follow any other rules decided by the bus driver/coach/advisor.

##### **AT GAMES/EVENTS AWAY FROM SCHOOL**

- a. Students are expected to display proper sportsmanship at all times.
- b. Students will follow any special requests of the host school.
- c. Team members will dress up for away games (coaches and team members will discuss proper dress prior to first away contest).
- d. Students will remember that they are representatives of our school even while they are in the audience, or after the game should they stop to eat.

##### **EQUIPMENT AND UNIFORMS**

- a. Team members are responsible for proper care of uniforms and equipment that are issued to them.
- b. All equipment and uniforms will be turned in promptly after the season ends.
- c. Any destroyed or lost equipment or uniforms will be paid for by the athlete.

RIDING THE BUS AND PARTICIPATING ON A TEAM OR IN AN ACTIVITY IS A PRIVILEGE. STUDENTS WHO VIOLATE ANY OF THESE RULES MAY BE SUSPENDED FROM THE TEAM OR ACTIVITY.

#### **5. Sports Done Right**

Hope Elementary School is a Sports Done Right school, earning certification through

the University of Maine. The Hope School Committee has approved the following Philosophy of Athletics Policy. Coaches are required to hold mandatory parent meetings at the beginning of each season to discuss academic and team expectations, as well as a review of the schedule for practices and games/meets. Student athletes, parents and coaches will sign contracts prior to the start of each season and provide feedback when the season is over.

## **6. Philosophy of Athletics Policy**

The Hope School Committee recognizes the value of athletics as an integral part of the educational program. They also recognize that research has established that participation in extracurricular and co-curricular activities has broad and lasting benefits for students. These benefits include: an increase in academic achievement, an increased commitment to school and school values, more consistent attendance, and heightened aspirations for continuing education. Therefore, the School Committee views the availability of these activities to students as essential to a good educational program.

It is the mission of the Hope School Committee to provide a broad variety of activities to encourage widespread participation among students and to establish these activities in a fiscally responsible and equitable manner.

The School Committee believes that participation in sports provides a significant learning experience and opportunity for personal growth. Learning in sports is closely related to learning in the classroom, supporting the Guiding Principles of Maine's System of Learning Results. In competition and practice, student athletes learn skills, strategies, relationships, leadership, self-discipline and responsibility. They also learn the importance of setting goals for themselves and the team, and planning how to achieve those goals. Sports provide the incentive for developing and maintaining healthy bodies and active minds. Sports promote habits of exercise and good nutrition that can last a lifetime. Participation in sports builds self-confidence and a sense of personal responsibility for making healthy lifestyle choices. Being part of a team can also create a feeling of belonging and offers a supportive network that contributes to emotional wellbeing.

Based on these beliefs, it is the Hope School Committee's intent that the school district offer students the opportunity to experience developmentally sound athletic programs.

At the middle school level, the athletic programs will be designed to meet the developmental needs of students through appropriate intramural and interscholastic activities. At this level, athletic programs will emphasize exploration of sports, the strengthening of fundamental skills, teamwork, sportsmanship, and health and safety. It is the School Committee's intent that the programs promote opportunities for involvement of all team members in practices and play. The School Committee supports intramural activities for students not participating in interscholastic activities or when financial, staffing or other concerns require the school to limit the number of students participating in interscholastic activities.

The School Committee will be responsible for approving the school sponsorship of interscholastic athletic programs. The Superintendent/designee (e.g., Athletic Director/Principal) shall be responsible for making recommendations concerning the approval of new athletic programs or the modification or elimination of existing programs. The School Committee may articulate, through policy, criteria to be considered in decision-making or may delegate the responsibility for developing such criteria to the Superintendent/designee.

## **7. Message to Students and Parents**

This school considers participation in co-curricular activities to be a valuable part of education and we encourage you to participate. We feel that the lessons learned through participation in these activities are different, though just as valuable, as those learned in the classroom.

Also, participation in co-curricular activities carries different, and in some ways greater, responsibilities than just attending classes. Students are now representatives of Hope Elementary School. Students' efforts, conduct and sportsmanship both during and after an activity become a reflection of our school.

By choosing to participate, you have accepted these greater responsibilities. Participation in co-curricular activities at Hope Elementary School is a privilege, not a right. Improper conduct may result in disciplinary action being taken by both the school administration and the coach. Any suspension from an athletic activity for more than one week must be reviewed and approved by the principal in advance.

## **8. Co-Curricular Offerings and Coaches/Advisors for 2015-2016**

|                        |                                   |
|------------------------|-----------------------------------|
| Soccer – Kris Welt     | Student Council – Rosemary Soule  |
| Baseball – TBD         | Yearbook – Deborah Benner         |
| Softball – TBD         | Girls' Basketball – Maxwell Niles |
| Wrestling – TBD        | Boys' Basketball – TBD            |
| Drama - Johanna Parker | Chess Club – Bruce Haffner        |

## **9. League Participation**

Hope Elementary School belongs to the Busline League for athletics. This league includes the midcoast schools, sets game/meet schedules and oversees the guidelines for team competitions.

## **10. Co-Curricular Eligibility**

Requirements are:

- A. Physicals (for athletics only): A physical by a physician within the last two years. In order to provide uninterrupted eligibility, we recommend that physicals occur

in the summer, prior to 6th and 8th grade years.

- B. Proof of health insurance (for athletics only): The school does not provide health insurance, although it is available (through an outside agency) at the beginning of each year at a reasonable price. Forms are available in the office. School Union #69 requires that parents or guardians provide medical coverage for athletes adequate enough to properly cover any and all financial obligations incurred as a result of injury to the student while participating in school athletics.
- C. A signed contract: This contract is the bond between the school, parents and the student. The contract must be signed by both the parent and the student prior to any participation in co-curricular activities.
- D. Academics: As academics do remain of primary importance in this school, the following academic eligibility rules apply:
  - Any student who has unexcused missing work in any subject will be ineligible to participate in any extracurricular activity until all work is passed in and accepted by the teacher. During this time students must attend Supported Study. If, at the end of two weeks the student has not successfully passed in their work, they will be withdrawn from the sport/activity.
  - The student will be responsible for meeting with the teacher to determine what assignments need to be completed.
  - Each coach or advisor has the responsibility for communicating the eligibility policy to his or her group or team and also to maintain periodic contact with teachers to monitor the performance of their participants.
  - Any student absent from school will not be eligible to participate in any scheduled co-curricular event (including dances) on that day, unless it has been cleared by the Principal or designee. Students serving any form of school suspension for disciplinary infractions will be ineligible to participate in co-curricular activities (including dances) for the duration of the suspension period.
  - Team/Activity attendance: Attendance at all team meetings, practices and games or events is expected. The coach or advisor must be notified in advance if absences are to occur. Unexcused absences from practices and games may result in dismissal from the team or activity.
  - Equipment: Students will be issued the best possible equipment. Each student will assume responsibility for this equipment and will be assessed for the replacement cost of any lost or damaged item. In addition, students must meet all obligations for uniforms and equipment in one sport before participating in another sport. Equipment issued by a coach or advisor shall be worn or used only when participating in the sport or an approved school activity.
  - Injuries: All injuries, no matter how slight, that occur outside of games or practices must be reported to the coach or advisor. If a child is injured or ill enough to receive medical attention, he/she will have to present a

physician's permission to return to active participation. Injuries that occur during a game or practice will require the coach or advisor to fill out an accident report.

### **11. Substance Abuse**

For any student at Hope Elementary School, involvement with illegal substances is a serious matter. Your health, future well-being, education and reputation are all at stake. In addition, there are consequences for your choosing to use illegal substances, which can include suspension from school and police involvement.

For the Hope Elementary student who also participates in co-curricular activities, who has signed his or her name to a contract to abide by school rules, who has had his or her parents sign the same, and who represents this school as a member of a team, club or activity, involvement with illegal substances goes far beyond the individual. As such, any use of alcohol, tobacco, or illegal substances by a student during the season will meet with immediate disciplinary action.

### **12. Awards**

Recognition of students will occur at the end of each year.

### **13. Team or Activity Selection**

Students who are interested in participating in athletics or activities may do so without trying out or being "cut" as long as they meet the medical and academic guidelines. Sixth graders are able to participate on Busline teams when there is space available. Otherwise, teams will be comprised of seventh and eighth graders.

### **14. Quitting a Team or Activity**

The personal character traits of commitment and perseverance are two of the worthy goals of our co-curricular program. The ability to stick with something over the long haul, even if things do not turn out exactly as planned, is the marks of a mature individual. Therefore, we greatly discourage students from quitting a team or activity once a commitment has been made.

- A discussion between the student and the coach or advisor must take place before a student can quit an activity. The Athletic Director or principal can be present if either party requests.
- Dismissal from a team does not constitute quitting.

### **15. School and Home Communication**

Communication between school and home is of the utmost importance. Many factors, the weather for instance, wreaks havoc with schedules and changes sometimes occur quickly. The students themselves are the key link in keeping parents informed of any



changes.

Of greater concern though, is the personal communication needed between students, coaches or advisors and parents, to ensure that minor concerns do not become major ones and that major concerns are addressed quickly. There is only one way to do this- each group of individuals must be willing to approach the other and express their concerns. We all have a responsibility in this matter. Usually, the issue is quickly and easily resolved. Occasionally, resolution may take a little longer, and not everyone may be satisfied with the outcome, but the problem will be known and addressed.

## **16. Co-Curricular Administration Statement**

Since the co-curricular programs at Hope Elementary School are a very important part of student life, both to athletes and their families, the need for good communication is vital.

The Hope School Committee understands its role in serving the people it represents and intends to be responsive to the issues brought before it. The School Committee wishes to make a clear distinction between issues of policy and those concerning the day-to-day conduct of co-curricular programs. There is a clear line of communication, supervision, and responsibility at the building level that begins with the coach then goes to the Principal. Issues involving coaching decisions, choice of players or participants, sitting out a game, frequency of play, and other similar matters are within the responsibility of these professionals. As long as programs are conducted and decisions made within policy guidelines, the School Committee intends to rely on the judgment of these individuals.

Issues of individual, parental, or student concern should first be addressed to the coach or advisor of the particular sport/ activity. If further resolution is needed the Principal should be contacted. In rare cases, issues still unresolved can be brought to the Superintendent and through him to the School Committee. The School Committee feels a special responsibility to maintain these lines of communication and in dealing with any issue that may be brought before them.

## **17. Odds and Ends**

- a. Students are encouraged to participate in both sports and activities. Every effort will be made to minimize scheduling conflicts and accommodate students participating in more than one activity. However, conflicts do occur, and for the good of the team or activity, students must at times choose between two compelling interests.
- b. Fund Raising: All fund raising activities must be organized with the coach or advisor and approved by the Principal. Team or club money must be kept in in-school accounts.
- c. Starting a new sport or activity: Any student, parent, staff member or

community member who is interested in beginning a new activity should discuss the matter with the Principal.

d. Students are required to wear mouth guards in designated sports.

**18. Copy of School and Home Contract** for participation in all co-curricular activities, including athletics (see following pages).

**19. Sports Done Right Compacts: Student Athlete, Parent and Coach** for athletic participation only (see following pages).

## SCHOOL AND HOME CONTRACT

### Please Print

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Sport/Activity \_\_\_\_\_ Coach/Advisor \_\_\_\_\_

### Personal Conduct

I realize that my participation as a player, cast member, or other representative of Hope Elementary School in a co-curricular activity is a privilege, one that can and will be removed for inappropriate/unsportsmanlike conduct.

I will respect decisions made by contest officials and co-curricular leaders.

I will be a positive role model for the children of this community.

I agree that the winning of any contest will always be secondary to sportsmanship.

### Substance Use

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, tobacco, tobacco products, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance.

Principals may suspend and/or recommend expulsion of students who violate this, based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

### Student

I have read, understand, and agree to abide by the rules and procedures set forth in this contract and in Hope Elementary School's Co-curricular handbook.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent/Guardian

I give my son or daughter permission to participate in Hope Elementary School's co-curricular activities.

I give my child permission to travel with the team to away events on the school-contracted bus.

In case of emergency, I give my permission to the adult in charge to arrange for emergency treatment by rescue personnel, including transportation to a hospital if necessary, but not to include any surgery that may be required.

I accept full responsibility for any and all financial obligations incurred as a result of injury to my child while he/she is taking part in school athletics. I realize that there is a risk of injury (sometimes severe) that is inherent in all sports, and I release Union #69 and Hope Elementary

School, the administration, staff, coaches/advisors and any other school officials or employees from any claim that may arise during such participation, unless the accident is the direct result of negligence on the part of any of the persons mentioned above.

I have read, understand, and agree to abide by the rules and procedures set forth in this contract and in Hope Elementary School's Co-curricular Handbook.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Coach/Advisor

I agree to support the students in my charge, to live up to the standards expressed in this contract and in the handbook, and I agree to hold all students equally accountable.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### \*\*\*THE FOLLOWING INFORMATION NEEDS TO BE SUBMITTED ONLY ONCE EACH ACADEMIC YEAR

Student Name: \_\_\_\_\_

Insurance Co. \_\_\_\_\_ Policy # \_\_\_\_\_

Physician \_\_\_\_\_ Date of Last Physical \_\_\_\_\_  
(Must be within past 2 years- Athletics only)

Hospital Desired \_\_\_\_\_

Home Tel # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

### ATHLETICS ONLY

WITHIN THE LAST YEAR HAS YOUR CHILD:

|   |     |    |
|---|-----|----|
| Had a significant injury (concussion, fracture, dislocation)? | YES | NO |
| Developed any new illness (asthma, diabetes, epilepsy)?       | YES | NO |

|   |     |    |
|---|-----|----|
| Had any episodes of fainting or dizziness during or following exercise? | YES | NO |
|---|-----|----|

|                                   |     |    |
|-----------------------------------|-----|----|
| Had surgery or been hospitalized? | YES | NO |
|-----------------------------------|-----|----|

For what reason? \_\_\_\_\_

|  |     |    |
|--|-----|----|
| Developed any significant allergies? _____ | YES | NO |
|--|-----|----|

|   |     |    |
|---|-----|----|
| Developed any vision or hearing problems? _____ | YES | NO |
|---|-----|----|

IS STUDENT CURRENTLY:

|                           |     |    |
|---------------------------|-----|----|
| Under a physician's care? | YES | NO |
|---------------------------|-----|----|

For what? \_\_\_\_\_

|                    |     |    |
|--------------------|-----|----|
| Taking medication? | YES | NO |
|--------------------|-----|----|

Indicate what, why and when \_\_\_\_\_

|                  |     |    |
|------------------|-----|----|
| Wearing glasses? | YES | NO |
|------------------|-----|----|

|                         |     |    |
|-------------------------|-----|----|
| Wearing contact lenses? | YES | NO |
|-------------------------|-----|----|

Any allergies or special health needs \_\_\_\_\_

## Hope Elementary Athletic Compact

We agree upon the following Core Practices to support a positive sports learning process and environment in our school and community.

STUDENT ATHLETES: I recognize that it is important to...

- Place academics first and foremost – participation in sports is a privilege!
- Exhibit good sportsmanship and respect towards teammates, coaches, opponents, and officials.
- Appreciate the value of competition *without* conflict.
- Uphold substance abuse policies.
- Attend all applicable meetings, practices and games for the season.
- Stay healthy and eat right.
- Model respectful behavior at all times – on AND off the field.

*I pledge to do my part to create the very best athletics experience for my teammates, coaches, opponents, officials, and myself as part of my team at HES.*

\_\_\_\_\_  
Student Athlete

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

## Hope Elementary Athletic Compact

PARENT/GUARDIAN: As a role model, who supports all programs and athletes, and helps my student-athlete do the same, I will:

- Place academics first and foremost – participation in sports is a privilege!
- Exhibit good sportsmanship and respect towards student-athletes, their teammates, coaches, opponents, and officials.
- Appreciate the value of competition *without* conflict
- Uphold the school’s rules and policies guiding the conduct of sports, including substance abuse regulations.
- Attend all applicable sports meetings with my student-athlete.
- Stress the importance of lifetime health.
- Stress respect for coaches, highlighting the importance of contributing to the team and its success.
- Ensure a balance in my student-athlete’s life, encouraging participation in multiple sports and activities.
- Give constant encouragement and support to my student-athlete and fellow teammates, regardless of degree of success or the level of skill or time on the field.
- Leave coaching to coaches, ensuring not to publicly criticize coaches, strategies, or the team; nor pressure my student-athlete or coaches about playing time and performance.
- Not set expectations too high for my student-athlete – it is just for fun, they are not professionals.
- Encourage my student athlete to follow through on their commitment to the team.

*I pledge to do my part to create the very best athletics experience for my student-athlete’s teammates, coaches, opponents, officials, and my student-athlete as part of the HES community.*

---

Parent/Guardian

---

Date

## Hope Elementary Athletic Compact

We agree upon the following Core Practices to support a positive sports learning process and environment in our school and community.

COACHES: As an influential role model and educator recognizing the contribution of positive sports experiences to the skills, character, and potential well being of student-athletes, I will:

- Place academics first and foremost – participation in sports is a privilege!
- Exhibit good sportsmanship and respect towards players, other coaches, opponents, and officials.
- Appreciate the value of competition *without* conflict.
- Uphold the school’s rules and policies guiding the conduct of sports, including substance abuse regulations.
- Encourage balance in students’ time commitments, interests, and needs.
- Positively motivate and communicate with players and assist them in making healthy lifestyle decisions.
- Act as a significant mentor, providing direct and positive guidance.
- Model respectful and positive behavior at all times – on and off the field.
- Promote the connection between sports ad academics, character development, and life-long learning.
- Be sensitive and discerning about the different approaches needed for maturing adolescents.
- Grow professionally beyond techniques and strategies of the game, continuously learning about ethics, sportsmanship, and effective communication with parents and the community.

*I pledge to do my part to create the very best athletic experience for players, other coaches, opponents, officials, and myself as part of my team at HES.*

---

Coach

---

Date