

# TABLE OF CONTENTS

<b>Forward</b>	<b>3</b>
<b>Code of Sportsmanship</b>	<b>4</b>
<b>Athletic Participation</b>	<b>5</b>
<b>Eligibility Rules</b>	<b>6</b>
<b>Extra Curricular Eligibility (JJJ)</b>	<b>8</b>
<b>Extra Curricular Activities Code (JJIC)</b>	<b>13</b>
<b>Parents Coach Communication</b>	<b>22</b>
<b>Class</b>	<b>23</b>
<b>Athletic Philosophy</b>	<b>24</b>
<b>Letter Criteria</b>	<b>25</b>
<b>Participation Consent Form</b>	<b>28</b>
<b>Health Examination Form</b>	<b>29</b>
<b>Health History Update</b>	<b>30</b>
<b>Transportation Form</b>	<b>31</b>
<b>Transportation Waiver Form</b>	<b>32</b>

## **FORWARD**

Over the years, athletes at Old Town High School have always enjoyed a fine tradition of activity and success, as our trophy cases will bear out. We feel that competitive athletics play an important part in the overall education process but can only be of real value, as long as the hysteria of winning isn't placed ahead of fair play, good ethical conduct, and good sportsmanship.

Do your part as a participant to carry on the tradition and always feel honored to have the privilege to represent Old Town High School in its athletic program.

Sincerely,

Greg S. Thibodeau  
Athletic Director

## **Code of Sportsmanship**

1. All athletic opponents should be considered as guests and should be treated with all the courtesy due friends and guests.
2. All decisions of officials should be accepted without questions.
3. A player or an official should not be harassed or booed.
4. Abusive or irritating remarks should not be made.
5. Applaud opponents who make good plays or show good sportsmanship.
6. Seek to win by fair and lawful means, according to the rules.
7. All participants shall attempt to win without boasting and lose without excuses.
8. These sportsmanship guidelines apply to students, athletes, parents and other spectators. Failure to comply may result in removal from that contest and restriction from future athletic events.

## **Athletic Participation**

**The following School Board policy is currently in effect:**

Students may not be active participants in more than one major athletic or major supportive group at any one time. For the purpose of definition of this policy, during any one sport season (fall, winter, or spring) a student may not participate in more than one sport listed as follows in that group:

### **FALL**

Cheerleading  
Cross-country  
Field Hockey  
Football  
Golf  
Boy's Soccer  
Girl's Soccer

### **WINTER**

Cheerleading  
Boy's Basketball  
Girl's Basketball  
Gymnastics  
Hockey  
Boy's Swimming  
Girl's Swimming  
Boy's Winter Track  
Girl's Winter Track  
Wrestling

### **SPRING**

Baseball  
Softball  
Boy's Tennis  
Girl's Tennis  
Boy's Track  
Girl's Track

Activities that overlap will offer equal tryout opportunities for all those wishing to participate. Tryouts for those individuals may commence prior to completion of the first activity if both coaches and/or advisors are in full agreement. Otherwise, the tryouts for those involved in the first activity must be delayed until the completion of that activity.

**It is also understood that:**

1. No participant may drop a sport once it has been in progress for two (2) weeks and be eligible for participation in another sport that same season. Football players shall have a three-week period from the start of pre-season practices.
2. Those who go out for a sport and who are cut (not making the team) by the coach shall be eligible for participation in another sport.
3. Athletes dropped from the squad for disciplinary reasons cannot go out for the next sport until members of the current squad conclude their season.

**Eligibility Rules**

All students who compete in interscholastic athletics are required to abide by the rules set by the State Principals' Association and by the Old Town School Department. Room does not permit printing of all of the provisions of eligibility, but the most common are:

**Students are ineligible if:**

1. They have attained the age of 20.
2. They have transferred from one secondary school to another during the school year primarily for athletic purposes.
3. They compete under an assumed name.
4. They play on an outside team without the prior local approval by the principal.
5. Eight semesters have passed since they first entered grade 9. All athletes should talk over with the coach any questions of eligibility and avoid situations embarrassing to the student and the school.

6. All parents and student athletes must sign and return the athletic consent form before the athlete is to participate in practices and contests.
7. Please see Old Town High School's Athletic Policy for additional expectations for student-athlete participation.  
Academic Eligibility.

The Old Town School Department adopts the following policy on **academic eligibility**, which governs student participation in co-curricular and extracurricular activities at Leonard Middle School and Old Town High School. Eligibility to participate may be jeopardized by poor academic performance.

**Eligibility provisions are as follows:**

**Activities Affected**

This policy applies to any activity that is school sponsored and/or sponsored or sanctioned by state and regional agencies. Exceptions are activities that are also part of a regularly scheduled credit course, i.e. band, chorus, stage band. **Note: All 9<sup>th</sup> grade students are eligible in the fall if they are admitted to the high school.**

NEPN/NSBA Code: **JJJ**

## **EXTRA-CURRICULAR ELIGIBILITY**

---

---

The intent of this policy is to encourage all students to recognize the central importance of academic success, citizenship and a healthy lifestyle as prerequisites to extra-curricular participation. Extra-curricular activities are defined in Policy JJ.

### ***Academics***

To be eligible to participate in non-curricular extra-curricular activities at Old Town High school, a student must be passing a minimum of five (5) classes (subjects) and failing no more than one class (subject.) Failure of any class for a second consecutive nine-week ranking period during the academic year, regardless of the number of classes carried, shall result in the student being ineligible for participation in non-curricular extra curricular activities for a nine week period.

Eligibility will be determined by the quarter grade. Eligibility will be determined until the next quarter grades are posted. Non-curricular extra-curricular eligibility is determined by the posted grade and in no case, other than computational error, will eligibility status be changed due to “make-up” or “extra-credit” work completed after the posting of

grades. An “Incomplete” grade, for purposes of eligibility, shall be considered a failure until the final grade is posted. Any student who is determined ineligible as a result of 4th quarter

grades shall be ineligible until the first (1st) quarter grades of the next school year are posted. Any class that is dropped outside of the “add-drop” period shall count as the grade earned at the time the class was dropped for eligibility purposes.

### **Attendance**

In order to participate in an extra-curricular activity, a student must be in attendance all day on the day of the activity unless it is an excused absence. In no case shall a student whose absence is unexcused for any part of the day of the activity be allowed to participate in that day’s activity. Suspension from school shall render the student ineligible for participation in extra-curricular activities during the period of suspension.

### **Tobacco**

The possession and/or use of tobacco products is prohibited by students on school property, in school vehicles and at school sponsored functions on or away from school property. This means no tobacco possession and/or use at any time, 24 hours a day, 365 days a year by anyone on school property or at any school functions anywhere. Student offenses may be referred to law enforcement authorities for investigation and/or prosecution. Adjudication for offenses involving tobacco or offenses involving tobacco witnessed by an Old Town School Department staff member at any time, on or off school property shall result in the following consequences:

### Non-Curricular Extra-Curricular

Students who violate this policy may be suspended from school and shall be suspended from non-curricular extra-curricular activity for the remainder of the activity or season.

### Co-curricular Extra Curricular

For year long co-curricular extra curricular activities, the following consequences would be in place for violations of this policy:

1. For the first infraction, the student will receive, at a minimum, a four-week suspension from all extracurricular activities.
2. For the second infraction, the student will receive, at a minimum, an eight-week suspension from all extracurricular activities.
3. A third infraction will result in the student being suspended from all extracurricular activities for the remainder of the school year.

Upon request, information and assistance shall be available to the student in addressing his/her tobacco use.

### Controlled Substances/Drugs/Alcohol

Possession, use or distribution of controlled substances, drugs or alcohol is prohibited by students on school property, in school vehicles and at school sponsored functions on or away from school property. This means no possession, use or distribution of controlled substances/drugs/alcohol at any time, 24 hours a day, 365 days a year by

anyone on school property or at any school functions anywhere. Student offenses may be referred to law enforcement authorities for investigation and/or prosecution. Adjudication for offenses involving controlled substances/drugs/alcohol or offenses involving controlled substances/drugs/alcohol witnessed by an Old Town School Department staff member at any time, on or off school property shall result in the following consequences:

#### Non-Curricular Extra-Curricular

Students who violate this policy may be suspended from school and shall be suspended from non-curricular extra-curricular activity for the remainder of the activity or season.

#### Co-curricular Extra Curricular

For year long co-curricular extra curricular activities, the following consequences would be in place for violations of this policy:

1. For the first infraction, the student will receive, at a minimum, a four-week suspension from all extracurricular activities.
2. For the second infraction, the student will receive, at a minimum, an eight-week suspension from all extracurricular activities.
3. A third infraction will result in the student being suspended from all extracurricular activities for the remainder of the school year.

Upon request, assistance will be provided to the student and their family in addressing controlled

substance, drug and alcohol problems. This assistance may include but not be limited to information regarding referral and treatment. In all cases information and assistance shall be provided in a confidential manner.

For the purpose of these rules, a “week” is defined as a week when school is in session or when co-curricular and non-curricular extracurricular activities are scheduled. These consequences are in addition to any discipline imposed under other applicable Board policies and school rules.

Cross Reference:

JJIC Extra Curricular Activities Code

JJ – Extra-Curricular Activities

ADOPTION DATE: November 18, 1986

REVISED: March 16, 1999

REVISED: August 24, 2005

FIRST READING: \_\_February 15, 2006ADOPTED: \_March 21, 2006

FIRST READING: March 20, 2007

ADOPTED: April 24, 2007

NEPN/NSBA Code: **JJIC**

**TITLE OR REFERENCE: EXTRA-CURRICULAR ACTIVITIES CODE** Page -----

----- This code applies to students involved in activities at Old Town High School and J.A. Leonard Middle School. Students who wish to take advantage of the extra-curricular activities are expected to follow this code and understand their obligations. Parents/guardians are also expected to understand the student's obligations and do their part to assure compliance.

Each student participating in extra-curricular activities should realize that these activities are a privilege. Participants are afforded the privilege of representing themselves and their school as long as they are willing to accept the responsibility of adhering to each and every provision in this code.

**I. GUIDELINES FOR PARTICIPATION**

- A. Each participant must have a signed approval form and physical form from their parent/guardian before they may participate in any athletic activity.
- B. Participants in athletic activities must have health insurance coverage.
- C. Each participant on a sports team must have a physical on file at the school they are attending. The examination will be at the student's own expense.
- D. Each participant must meet all academic eligibility requirements approved by the Old Town School Board.

- E. High school students must meet any applicable eligibility requirements of the Maine Principals Association.
- F. A formal meeting of all participants and parents/guardians will be held prior to the start of the season/activity. Students must attend a minimum of one such session each school year prior to participation in any activity including practice sessions. If required by the coach/advisor, students may have to attend more than one meeting in a given year.
- G. Parents of participants are expected to attend at least one such meeting during each school year. If extenuating circumstances prevent such attendance, then the parent/guardian must communicate -directly (in person or by telephone) with the coach, advisor, athletic director or principal to discuss the critical information presented at these meetings. Students will not be allowed to participate in any inter-school competition until parents have satisfied this requirement. The distribution and signing of permission slips by parents and students will take place at these scheduled meetings.

- H. Any equipment issued to a participant is to be properly cared for and returned at the end of the activity. Any equipment that is not returned, or that is not returned in good condition, will be paid for by the participant.
- I. Students must be enrolled in a minimum of six (6) classes in order to be eligible to participate in extra-curricular activities. The board recognizes that special circumstances may arise which prevents a student from taking six (6) classes. In those instances, the building principal must approve the student's participation.

## II. BEHAVIOR EXPECTATIONS

Any member of an extra-curricular activity will be subjected to disciplinary action as outlined in Policy JJJ if he/she is a part of any of the following:

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. 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, 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.

No student shall furnish, sell, receive, buy, possess, use or be under the influence of any substance which, when used or abused, 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, when possessed for the purpose of inhalation; steroids; paraphernalia or implements used for the distribution or consumption of a prohibited substance; or any substance that is represented as, or is reported to be a prohibited substance.

These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

Students who are members of an extra-curricular activity must recognize the following responsibilities:

1. As representatives of the Old Town Public Schools, students are expected to exhibit proper behavior at all times. Improper behavior, including but not limited to criminal activities and behavior that reflects badly upon the schools, may result in students being suspended or dismissed from extra curricular activities and disciplined under applicable school policies and rules. Determination of appropriate

action will be made on a case-by-case basis by the Principal, Assistant Principal, Athletic Director, and Coach/Advisor

2. Participants are expected to dress appropriately for school-sponsored trips and will be briefed on behavior, dress and grooming requirements by the coach/advisor. All participants are expected to comply to any written grooming codes set up by the coach/advisor.
3. Vulgar language or actions will not be tolerated in connection with any extra curricular activities.
4. Support personnel, student managers, etc. shall be considered as active participants and shall meet the same requirements as the participants.
5. Participants must serve disciplinary detention on the day it is assigned, unless excused by the principal, before they may participate in practice or in a scheduled contest/activity.
6. Participants should notify the coach/advisor by the end of the school day they will be late or absent from a scheduled practice or activity.
7. Participants are expected to maintain a good attendance record as well as good

overall standing as a school citizen. All participants are expected to be in attendance and on time to school the day following a weekday activity, in order to be involved on that day.

8. Individual coaches/advisors have the responsibility to take action pertaining to individual team expectations.

### III. PARTICIPATION IN ACTIVITIES BY SEASON

A student may not participate on more than one athletic team in a given season. For the purpose of definition of the policy, a student may not participate in more than one sport in each of the categories listed below at one time.

#### ATHLETIC

Fall Winter Spring

Football Basketball Tennis

Field Hockey Swimming Baseball

Soccer Hockey Softball

Cheering Cheering Outdoor track

Golf Indoor Track

Cross-country

Activities that overlap will offer equal tryout opportunities for all those wishing to participate. Tryouts for students involved in a sport may commence prior to the completion of the first sports season by agreement of the coaches. Otherwise, tryouts for those involved in the first sport must be delayed until the completion that activity.

It is understood that:

- A. No participant may drop a sport once it has been in progress for two week and be eligible for participation in another sport that same season. Football players shall have a three-week drop period from the start of pre-season practice.
- B. Participants who are cut from a team by the coach shall be eligible for participation in another sport in the same sport season.
- C. Participants who are dropped from a team for disciplinary reasons cannot go out for the next sport until members of the current squad conclude their season.
- D. Freshmen are eligible to try out for all varsity and junior varsity sports.

#### IV. GUIDELINES FOR IMPLEMENTATION OF THE CODE

- A. The code must be administered with fairness and consistency at all levels the program.
- B. It is expected that coaches/advisors and administrators investigate reported or suspected cases of violation of the code. This may include, but not be limited to:

1. Questioning of students or others who may have pertinent information.
2. Contacting parents/guardians, as appropriate.
- C. Serious disciplinary action such as suspension by a coach/advisor and/or the administration will only be done after a thorough investigation of any violation.
  1. A student being suspended from an activity will be given notice of the charges against him/her and the intended punishment.
  2. The student and parent/guardian, if requested, will have an opportunity to tell his/her side of the story.
  3. If the student denies the violation, an explanation of the evidence or the violation will be given by school officials.
  4. A student may appeal the decision to the principal within 48 hours of the decision. The student will remain on a suspended status throughout the appeal process.
  5. The principal shall review the appeal on the merits of each situation and has the authority to reinstate the student if it is deemed appropriate. The principal shall

respond to the student's appeal in writing within two school days. The conditions of any reinstatement may include but not be limited to the successful completion of an appropriate professional treatment program.

6. A student may appeal the principal's decision in writing to the Superintendent within two school days. The Superintendent shall review the appeal on the merits of each situation and has the authority to reinstate the student if it is deemed appropriate. The Superintendent shall respond to the student's appeal in writing within two school days.
7. The timeline for appeals and responses are good-faith estimates and it should be understood that the particular circumstances of a case may alter the time frame for administrative responses.

Cross Reference:

JJJ - Academic Eligibility for Extracurricular Activities

JJ – Extra-Curricular Activities

Adopted: July 19, 1983

Revised: May 1984

Revised: June 19, 1990

First Reading: March 20, 2007

ADOPTED: April 24, 2007

## **Parent – Coach Communication**

Greg Thibodeau, Athletic Director

### **Parent/Staff Communications**

*Involvement requires commitment for students, parents, coaches and advisor. To be successful, communication must happen.*

#### **Communication you should expect from your student's coach**

1. When and where are practices and contests?
2. What is the coach's philosophy?
3. What are the expectations that the coach has for all the players on the squad as well as your student?
4. What is required to be a part of the team, i.e., fees, special equipment, off-season conditioning?
5. What happens when your child is injured during participation?
6. Any disciplinary action of your child that results in removal from participation.

#### **What are appropriate concerns to discuss with coaches**

1. The treatment of your child, mentally and physically.
2. Skill improvement and development.
3. Concerns about your student's behavior.

#### **What things are not appropriate to discuss with coaches?**

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes

#### **Communication coaches expect from parents**

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Support towards the commitment of the program.
4. Be sure your student is at practice on time.
5. The night before a contest performance, maybe going to the all-night concert is not a good idea.

#### **If you have a concern to discuss with a coach, what procedure should be followed?**

1. Make an appointment with the coach.
2. If the coach cannot be reached, call the Athletic Director, Mr. Thibodeau, to set up a meeting.
3. Please do not attempt to confront a coach before, during, or following a contest or practice. These are emotional times for both the parent and the coach and this period does not promote objectivity analysis of the situation.

#### **What can a parent do if the meeting with the coach did not provide a satisfactory resolution?**

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting, the appropriate step can be determined.

**We are continually attempting to improve our communication with the students and parents. For our programs to be truly successful, it is necessary that everyone involved understand the direction the program is headed. That understanding begins today.**

## CLASS

There are two ways to do anything in life...with class, or without class. Class doesn't make you any less a competitor, nor any less aggressive. You do not lose your edge by having class.

Class actually gives you an edge on your opponent. You have poise that will allow you to concentrate more, and by concentrating more, you'll win more.

### What is class?

It's something that's hard to define but easy to recognize. It's being a good person; always taking responsibility and showing consideration for the consequences your actions have for others. It's having humility, poise, confidence and, above all, tremendous pride.

Class people handle victory and defeat in the same way...graciously, with their heads held high. They do no brag in victory or make excuses in defeat.

***“If you have class, you don't need much of anything else. If you don't have it, whatever else you have won't make up the difference.”***

Fame, fortune, trophies, etc. are all fine, but they alone can't give you class. Only you can give yourself that...only you can give yourself class.

## **Athletic Philosophy**

**Frosh:** This level is primarily introductory to the high school interscholastic athletics program. At this level we stress development of athletic skills and personal attributes over competition. It is a transition stage for many young athletes and is an opportunity for growth and for trying different sports. As physiological changes take place within each child, experiences and capabilities may differ from those experienced by the child at the middle school level. Additionally, it is at this level that the intensity of practices and games begins to increase demands on each child. Athletes are now asked to make a commitment to a team and a program. This sometimes causes conflicts for the child as he/she tries to balance athletics and academics with other activities in school. Parents can be helpful in guiding their son/daughter through this (sometimes) difficult adjustment period.

Though we attempt to keep as many athletes on these teams as possible athletes, at times, might face having to try out for a team or may also face being cut from a team. Additionally, once making a team, playtime may vary from athlete to athlete, though athletes at this level can expect to play in each game. Athletes are encouraged to speak with coaches if they have issues regarding cuts and/or playing time.

**Junior Varsity:** At this level there is a greater emphasis on team strategy in conjunction with individual skills. This is the transition stage where athletes continue to develop the skills acquired at the introductory level and utilize those skills toward the success of the group or team. The focus is more team oriented with a focus on team success. The program is still developmental in nature where winning is secondary to individual and team skill building. Playtime may vary from athlete to athlete, though athletes at this level can expect to play in most games. Athletes are encouraged to speak with coaches if they have issues regarding cuts and/or playing time.

**Varsity:** Athletes at this level should be able to display a high level of proficiency in a highly competitive environment. The focus at this level is on team achievement and success and is (most often) tournament driven. Varsity teams are selected based on a number of factors including skill, teamwork, commitment and attitude. Varsity teams may be comprised of any combination of students in grades 9 - 12. Additionally, at this level, there is no entitlement for playtime and the coaches maintain the responsibility for determining the players position, placing players into a contest and determining the playtime for each athlete. Athletes are encouraged to speak with coaches if they have issues regarding cuts and/or playing time. Varsity athletes are also expected to serve as role models for younger athletes. The time commitment at this level may be far greater than that of the other levels and athletes and parents should communicate with the coach if there appears to be a problem balancing academics and athletics.

# Old Town High School

## Letter Criteria

### ATHLETIC AWARDS

#### Statement of Philosophy

It is the intention of the Old Town High School Athletic Department to present athletic awards in recognition for outstanding athletic achievement and service to the school. It is felt that adherence to the Athletic Code, attendance at practices and games, and recommendations by the coaches and advisors would suffice to receive an athletic award.

#### General Criteria in Meeting Athletic or Activity Award's Requirements

1. Complete the season as a squad member in good standing.
2. Adherence to the Athletic Code.
3. Attendance at practices and games.

#### Specific Varsity Award's Criteria

- I. Teams which are involved in games or matches with quarters/innings: Football, Baseball, Field Hockey, Basketball, Softball, Hockey
  - A. A participant becomes eligible for an athletic letter if they are involved in one-half of the total quarters or innings that their respective teams play.  
Entering the contest for any part of a quarter or inning qualifies the participant as being involved.
- II. Teams which are involved with dual, triangular, etc., regional and state meets: Cross country, Winter Indoor Track, Spring Track.
  - A. A participant becomes eligible for an athletic letter in cross country if they fulfill any of the following criteria.
    1. Place in the top five (5) finishers of their team in one-half the number of dual, triangular, etc., meets scheduled.
    2. Place in the top ten in the regionals or special invitationals.
    3. Place in the top 10% in the State Meet.
  - B. A participant becomes eligible for an athletic letter in winter and spring track if they fulfill any of the following criteria:
    1. Score as many points as the total number of teams you compete against  
In all your team's dual, triangular, etc. meets

**Example:** If the schedule calls for the team to compete against 24 total opponents, then the participant must score at least 24 points using the respective meet-scoring system.

2. Place in the top ten in the regionals or special invitationals.
3. Place in the Indoor State Meet.
4. Place in the Outdoor Regionals and/or Spring Invitationals or relays.
5. Place in the top 10% in the State Meet.

**III.** Teams which are involved in swim meets:

- A. A participant becomes eligible for an athletic letter in swimming if they fulfill any of the following criteria.
1. Boys accumulate a total of 60 or more points in dual, triangular, etc., meets using the scoring system to determine the points.
  2. Girls accumulate a total of 50 or more points in dual, triangular, etc., meets using the scoring system to determine the points,
  3. Place in the state meet.

**IV.** Managers, statisticians, scorers, timekeepers, etc. These supportive personnel for the above-mentioned teams will be under the following guidelines.

- A. A participant becomes eligible for an athletic letter if they fulfill the following criteria.
1. Complete two (2) full seasons as manager, etc., in any one activity.
  2. One letter only per individual
  3. Awarding of certificate the first year.
  4. Awarding of insignia and letter the second year.
  5. Awarding of bar the third year.
  6. Outstanding performance by a first-year supportive participant may warrant the awarding of an athletic letter.

**V.** Cheerleaders

- A. A participant becomes eligible for an athletic letter if they fulfill the following Criteria.
1. Cheer for the entire sport's season.

**Qualifying Statements**

- A. A participant will receive the athletic letter if they meet the general and specific criteria and have the recommendation of their coach at the discretion of their coach.
- B. A participant may also become eligible for the athletic letter if they have participated for three (3) years and although they have not

- met the specific criteria, are recommended by the coach to receive a service award.
- C. Upon recommendation of the coach, a participant may also become eligible for an athletic letter if they have incurred an injury or contracted health problems during the season and if it appears that they would have met all the necessary criteria.
  - D. Jayvee participants in the above activities shall receive certificates upon recommendation of the coach or advisor.
  - E. Upon meeting the required criteria for earning a letter, each athlete shall receive:
    - 1. The first time, a letter and appropriate sport designating insignia:
    - 2. A service bar for each succeeding letter earned in the sport or a designating insignia if a letter is won in a different sport.
  - F. All captains or co-captains in varsity activities shall be awarded with a Captain's star.

# **OLD TOWN SCHOOL DEPARTMENT ATHLETICS**

Parent/Guardian: Please fill out completely if your child wishes to participate in any Interscholastic Sport.

This one form gives your permission for all Interscholastic Sports during the year. Please print.

Student's

name \_\_\_\_\_ Sex \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

Athletic Restrictions know by

parents \_\_\_\_\_

Is student currently under a doctor's care, or taking any medications? \_\_\_\_\_

Please

explain \_\_\_\_\_

Notify in Case of Emergency:

Parent/Guardian Name \_\_\_\_\_

Address \_\_\_\_\_

Family Doctor \_\_\_\_\_ Dr.'s Phone \_\_\_\_\_

Physical Exam: Evidence of a physical examination must be submitted to the school prior to participation in the tryouts, practices, performances, or games of any Interscholastic Sport. No exceptions can be made to this rule. The physical exam will be required only once during the middle school years and it must be followed each year by a Health History Update (Form A.)

Insurance: It is mandatory that all students participating in interscholastic athletic programs be covered by adequate accident and health insurance. Please state your Insurance Company and Policy #.

Insurance Company \_\_\_\_\_

Policy #: \_\_\_\_\_

Parental Consent: I have read the activity guidelines and requirements and the chemical health policy and procedures outlines in the Old Town School Department student handbook and give permission for the above-named student to take part in Interscholastic Sports Programs for this school year including meetings, practice sessions, participation in athletic events, and transportation to and from such events.

Athletic Candidate's Agreement

If selected as a member of any group representing the Old Town School Department, I do hereby agree to abide by all the requirements of the activity, school policies, code of conduct and transportation rules as set forth by the school and coaching/advisory staff. I understand that these regulations are in effect for as long as I am a member of the activity on the playing field, courts, or performances, during school and outside school during the activity season. I understand that violations may lead to immediate dismissal from the activity.

Because of the element of risk associated with all athletic completion, I recognize the importance of listening to and following all of the coach's instructions and warnings regarding playing techniques, training methods, rules of the sport and other team rules. I also recognize the importance of reading and adhering to all written instruction and written warning regarding playing techniques training methods, rules of the sport and other team rules. I understand that all instructions and warnings, verbal and written, are incorporated by reference into this agreement and I hereby expressly promise to obey all such instructions and warnings.

Participant's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*Parents...in order to keep these vital records up to date, please notify the coach and the School nurse is there are any changes in any of the information submitted.

**RETURN TO COACH/ADVISOR WHO WILL FORWARD TO THE AD OFFICE**

**HEALTH EXAMINATION FOR INTERSCHOLASTIC SPORTS**

To be completed by family physician. This form is necessary if a student already has a physical exam on file from this or a previous year.

Student's name \_\_\_\_\_  
DOB \_\_\_\_\_ Sex: M F  
School/Attending \_\_\_\_\_ Grade \_\_\_\_\_  
Height \_\_\_\_\_ Weight \_\_\_\_\_ BP \_\_\_\_\_ Urinalysis \_\_\_\_\_  
HEENT \_\_\_\_\_  
Mouth/Teeth \_\_\_\_\_  
Neck \_\_\_\_\_  
Cardiovascular \_\_\_\_\_  
Respiratory \_\_\_\_\_  
Abdomen \_\_\_\_\_  
Hernia \_\_\_\_\_  
Genitalia \_\_\_\_\_  
Musculo/Skeletal \_\_\_\_\_  
Neurological \_\_\_\_\_  
Skin \_\_\_\_\_  
General Impressions: \_\_\_\_\_

I certify that I have on this date examined this student and that, on the basis of this examination and on the student's medical history as furnished to me, I have found no reason which would make it medically inadvisable for this student to participate in supervised athletic activities except for the restrictions as noted below.

Restrictions:  
Date of Examination \_\_\_/\_\_\_/\_\_\_ Physician's  
signature \_\_\_\_\_

**PLEASE RETURN TO COACH WHO WILL FORWARD  
TO AD**

**HEALTH HISTORY UPDATE**

To be completed by parents/guardians if a student's physical exam is already on file in the school office from a previous year.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 Parent or Guardian's Name \_\_\_\_\_ Tel. \_\_\_\_\_  
 In Case of Emergency Call \_\_\_\_\_ Tel. \_\_\_\_\_  
 Family Physician \_\_\_\_\_ Tel. \_\_\_\_\_  
 Date of last medical exam \_\_\_\_\_

In the past year (please circle)

1. Have any members of your family under the age of 50 had a heart attack? Yes No
2. Has your child ever passed out while exercising? Yes No
3. Has your child had to stop running after ½ mile? Yes No
4. Has your child ever been unconscious? Yes No
5. Has your child had an injury requiring medical attention? Yes No
6. Has your child sprained, strained, dislocated, broken or had surgery on any of the following bones or joints? (please circle)

Neck	Wrist	Hip	Foot	Ribs	Clavicle
Hand	Thigh	Knee	Back	Leg	Forearm
Elbow	Pelvis	Ankle	Shoulder	Humorous	Other

7. Has your child had any illnesses lasting more than one week or requiring more than one visit to the physician? Yes No
8. Is your child currently taking medication? Yes No
9. Has your child had to stay overnight in the hospital? Yes No

Please explain any "yes" answers to the above questions

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My child has no health problems which would interfere with his/her participation in sports activities.

Date \_\_\_\_\_ Signature of Parent or Guardian \_\_\_\_\_

**RETURN TO COACH/ADVISOR WHO WILL FORWARD TO AD**

## TRANSPORTATION FORM

TITLE OR REFERENCE: Student Athletic/Extracurricular Activity Travel

Members of athletic teams, school groups and clubs are expected to travel as a group to and from all away events and activities using transportation provided by the school unit. Students may be released to parents/guardians only if a written request is made in advance and approved by the building principal/designee. Approval will be based upon the need for the student to return to take part in other organized activities or for family activities. Exceptions may be made only when the coach or other responsible staff member believes there is an emergency which warrants deviation from the policy.

Date: \_\_\_/\_\_\_/\_\_\_

Signature of Parent/Guardian:

---

Adopted: October 17, 1995  
Revised: September 21, 1999

WAIVER OF LIABILITY – EXTRA CURRICULAR ACTIVITY  
TRANSPORTATION

**EXTENUATING CIRCUMSTANCES**

I understand that the policy of the Old Town School Department is that, except in extenuating circumstances, all students traveling with school groups to athletic or non-athletic activities will travel in transportation provided by the school to and from that activity. Pursuant to that policy, I hereby request that my son/daughter,

\_\_\_\_\_, be released from \_\_\_\_\_  
on (Name) (Name of Activity) \_\_\_\_\_ directly to me rather than  
returning by school transportation. (Date) In making this request, I understand  
and agree that I am solely responsible for transporting my son or daughter from  
the activity, and for taking all precautions necessary to do so in a safe and  
adequate manner.

Because the school department is not providing and therefore cannot control  
such transportation, I for myself and my son/daughter hereby agree to release,  
discharge, indemnify and hold the school department and all of its agents and  
employees completely harmless from and against any liability, claims, suits,  
demands, costs or damages arising out of any such transportation, by negligence  
or otherwise, which I or my son/daughter might have. I have read this document  
carefully, and sign it voluntarily with full knowledge of its significance.

Date: \_\_\_/\_\_\_/\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

NOTE: Copy of the School Board Policy is on the reverse side of this notice.