

**Athletic and Co-Curricular Activities  
Code of Conduct for Middle and High School Students**

Since participation in athletic and co-curricular activities is a privilege, it is important that students, parents/guardians and other interested persons are aware of the following rules and regulations. As representatives of the schools, students are expected to exhibit appropriate behavior at all times. These rules are adopted by the Portland Board of Public Education (The Board) in order to support the social, emotional and physical well-being of students and promote healthy, enriching and safe athletic and co-curricular opportunities for all students.

1. Students in good standing may participate in the athletic and co-curricular activities of their school. A student is considered in good standing if they are not the subject of any disciplinary action for violation of any policy or school rule and is currently academically eligible based on MPA guidelines and this policy.
2. For the purpose of this policy, any student who misses any portion of the school day with an unexcused absence may NOT participate in athletic and co-curricular activities. All exceptions to this requirement must be approved by a building administrator/Co-Curricular Administrator.
3. Students suspended from school (including in-school and out-of-school suspension) will not practice, participate, attend or compete in athletic and co-curricular activities during the days of suspension.
4. Students are required to abide by all Board policies, school rules and any additional rules, and/or training guidelines imposed by coaches or advisors. Any additional rules and/or training guidelines must be consistent with Board policies and be approved by the Co-Curricular Administrator in advance of the season/activity.
5. Student use of tobacco, alcohol and drugs is illegal and negatively affects student health, safety and performance. Students participating in athletic and co-curricular activities carry a responsibility to themselves, their fellow students, coaches/advisors, parents and school to set the highest possible example of conduct, sportsmanship and training, which includes avoiding any involvement with tobacco, alcohol and drugs. Therefore, students participating in athletic and co-curricular activities will not engage in the prohibited behaviors and activities described in Policy JICH/R (Drug and Alcohol Use by Students) and Policy ADC/R (Tobacco Use and Possession) at any time or place from the beginning of the student's first athletic or co-curricular activity of the school year through the end of the school year. **Students found in violation of these infractions will report to their Co-Curricular Administrator who will proceed with disciplinary procedures as outlined in Policy JICI-E Co-Curricular Code of Conduct Administrative Procedures – Disciplinary/Contractual Matrix.**

6. Students are expected to conduct themselves so as not to discredit themselves, their team or organization, their coach or advisor, or their school. If a student is charged with a crime, they may be suspended from participation in athletic and co-curricular activities until the case is adjudicated. A student who is convicted of a crime may be suspended from participation in activities for a period of time to be determined based upon the facts of the particular case.
7. Students will be responsible for all uniforms and equipment issued to them by the school. The cost of replacing damaged or lost uniforms/equipment will be the responsibility of the student and parent/guardian. A student may not be issued uniforms/equipment for a new activity until all uniforms/equipment from a previous activity have been returned or paid for. All exceptions to this requirement must be approved by the building administrator/co-curricular administrator.
8. Students and their parents/guardians are required to sign the Athletic/Co-Curricular Contract as a condition of participating in athletic and co-curricular activities. Students participating in fall sports and their parents/guardians must sign the contract at the beginning of pre-season. All other students who plan to participate in athletics and co-curricular activities at any time during the school year and their parents/guardians must sign the contract prior to beginning their first activity.

## **A. Academic Eligibility**

### **High School**

Students who participate in athletics and co-curricular activities must meet the following academic eligibility requirements.

1. Eligibility is determined by academic standing and progress, where “academic” is defined as “credit-bearing.” Eligibility and progress will be checked approximately once a month. A schedule of check-in dates will be determined annually. A student must be academically eligible on the first day of the activity in order to begin participating. For 10<sup>th</sup> through 12<sup>th</sup> graders, eligibility for activities which begin in the fall will be determined by grades checked the previous June.
2. Eligibility is based on the course load scheduling of each school. Students must be making adequate progress to learning standards, with adequate progress defined by the district and school, for the minimum load of classes in order to be academically eligible to participate in athletic or co-curricular activities.
  - a) Portland High School and Casco Bay High School students must take and be making adequate progress to learning standards for five academic classes per semester, or the equivalent as determined by the Principal.
  - b) Deering High School students must take and be making adequate progress to learning standards for three academic classes per semester, or the equivalent as determined by the Principal.
  - c) A course at Portland Arts & Technology High School will be counted as two courses in determining minimum course load.

- d) Requirements for home school students are addressed in Policy IHBGA (Home Schooling-Participation in School Programs).
  - e) For students attending other educational alternative programming, the student meets equivalent academic standards as those established for regularly enrolled students participating in the activity and provides evidence that the academic standards are being met.
3. The Principal or his/her designee is responsible for certifying the eligibility of all students participating in athletic and co-curricular activities.
  4. Students with identified disabilities must meet the same eligibility requirements as other students. Adjustments may be made by the IEP Team or 504 Team as written in that student's plan.
  5. Any student promoted from 8<sup>th</sup> grade to 9<sup>th</sup> grade will be considered academically eligible for fall activities in the 9<sup>th</sup> grade.

## **Middle School**

1. To be eligible to participate in co-curricular activities, all students:
  - a. Must take and pass a full middle school schedule of classes each marking period. Habits of Work and Learning (HOWL) provide a strong foundation for lifelong learning and success. Therefore, middle school co-curricular eligibility is clearly aligned with those habits of respect, responsibility, and perseverance. To be eligible to participate in co-curricular activities at the Portland Middle Schools, students must earn HOWL scores of 2 or higher for Respect, Responsibility, and Perseverance in all classes.
  - b. Requirements for home school students are addressed in Policy IHBGA (Home Schooling-Participation in School Programs).
  - c. For students attending other educational alternative programming, the student meets equivalent academic standards as those established for regularly enrolled students participating in the activity and provides evidence that the academic standards are being met.
2. The Principal or his/her designee is responsible for certifying the eligibility of all students participating in athletic and co-curricular activities.

## **B. Academic Ineligibility**

### **High School**

1. Level 1: If a student is ineligible, they will be removed/suspended from active play/participation for 7 calendar days. The student can participate in practices but cannot actively take part in games, scrimmages against other schools, competitions, tournaments, or exhibition games. The student will work with

building administration to create/modify a contract detailing their plan to make acceptable progress toward proficiency.

2. Level 2. If a student continues to be academically ineligible at the end of the Level 1 Period, they will be removed from all official participation/contact with the team/activity for 7 additional calendar days. During this period of time, a school staffing meeting will be held to examine the student's contract, make any necessary modifications, and review relevant policy.
3. Level 3: If a student continues to be academically ineligible at the end of the Level 2 Period, they will be deemed ineligible for the rest of the season or the duration of the activity. Building administration will continue to work with the student to help regain status for the future.

A written appeal may be made to the Principal if a student and their parent/guardian believes extenuating circumstances have impacted their ability to pass a course. The Principal will review the matter and inform the student and their parents/guardian of the decision within a reasonable time. The student remains ineligible during this review. The decision of the Principal is final.

## **Middle School**

1. Level 1: If a student is found to be ineligible, they will be placed on Academic Warning. The Academic Warning period for the middle schools is 5 school days. During this time the student is able to participate and be part of the team or activity. They can participate in games, scrimmages, competitions, tournaments, exhibition games, and/or other official team/club activities IF they attend and engage in all recommended support structures to bring all grades to expected levels, either at or making acceptable progress toward proficiency. The student will work with building administration to create a contract detailing their plan.
2. Level 2: If a student continues to be ineligible at the end of the Level 1 Warning Period, they will be removed/suspended from active play/participation for 5 school days. The student can participate in practices but cannot actively take part in games, scrimmages against other schools, competitions, tournaments, or exhibition games. The student will continue to work with building administration to create/modify a contract detailing their plan to make acceptable progress toward proficiency.
3. Level 3: If a student continues to be ineligible at the end of the Level 2 Suspension Period, they will be removed from all official participation/contact with the team/activity for 5 school days. During this period of time, a school staffing meeting will be held to examine the student's contract, make any modifications to which the team agrees, and to review relevant policy.
4. Level 4: If a student continues to be ineligible at the end of the Level 3 Removal Period, they will be deemed ineligible for the rest of the season or the duration of the activity. Building administration will continue to work with the student to help regain eligibility status for future activities/seasons.

A written appeal may be made to the Principal if a student and their parent/guardian believes extenuating circumstances have impacted their ability to make progress with Habits of Work and Learning scores. The Principal will review the matter and inform the student and their parents/guardian of the decision within a reasonable time. The student remains ineligible during this review. The decision of the Principal is final.

### **C. Disciplinary Action**

Improper conduct, as determined by school personnel, will result in disciplinary action up to and including removal/suspension from the team or activity in addition to any discipline imposed under applicable Board policies or school rules. The Co-Curricular Administrator, administration and coaches/advisors are expected to enforce all policies and school rules at all times and to use their best judgment in applying penalties for violations. The advisor or coach will consult with the Co-Curricular Administrator prior to suspending a student from an activity or team.

Repeat or extreme violations of any team/activity rules, school rules and/or Board policies may warrant administrative review and additional sanctions. Violations are cumulative during a student's middle school career, but do not carry over to the high school. Violations during a student's high school career are cumulative.

For infractions involving drugs, alcohol and/or tobacco, disciplinary action will be taken as specified below in addition to any discipline imposed under policies JICH/R (Drug and Alcohol Use by Students) and ADC/R (Tobacco Use and Possession).

#### **Activity/Team Leadership Positions**

A student elected to a leadership position for a team/activity forfeits that position for the duration of the season/activity if they are suspended from the team or activity for any reason. A second suspension from a team or activity any time during the student's high school career will result in the loss of any leadership designation held for twelve calendar months. A third suspension during a student's high school career will result in the loss of any leadership position for the remainder of the student's career.

#### **Appeal of Disciplinary Suspension from Team/Activity**

- If a student and their parent/guardian wish to appeal the suspension, they must do so in writing to the Co-Curricular Administrator within two school days of notice of the suspension decision. The Co-Curricular Administrator will conduct an investigation as they deem advisable and render a decision, in writing, to the student and their parent/guardian within three school days, when possible.
- If the student and their parent/guardian are dissatisfied with this decision, the decision may be appealed in writing to the Principal within two school days. The Principal will conduct whatever investigation they deem advisable and render a decision, in writing, to student and their parents/guardian within a reasonable time. The Principal's decision is final.

- The student will remain under suspension during the appeal process.

Cross Reference:

ADC- Tobacco Use and Possession  
ADC-R- Tobacco Use and Possession Procedure  
IHBGA- Home Schooling-Participation in School Programs  
JICH –Drug and Alcohol Use by Students  
JICH-R – Drug and Alcohol Use by Students Procedure  
JIC – System-wide Student Code of Conduct  
JICIA – Weapons, Violence, and School Safety  
JICK - Bullying and Cyberbullying in Schools  
JKD – Suspension of Students  
JKE – Expulsion of Students  
JJIF - Management of Concussions and Other Injuries

Adopted: 5/7/2013

Revisions: 6/5/2014

6/19/2018