

## **Administrator's Message**

The handbook is designed to provide students, parents, and community members with a clear understanding of the expectations for all students at Cony High School. Carefully reading the information that follows will enable the reader to take advantage of the many opportunities available and greatly reduce the number of potential issues based on lack of knowledge or information. The staff works to provide a supportive, educationally sound atmosphere that is conducive to students graduating ready for college, career and citizenship. Your support in this most important endeavor is deeply appreciated. For additional information, please refer to our website at [www.augustaschools.org](http://www.augustaschools.org) and follow the link to Cony High School. We wish everyone an enjoyable and successful year.

## **Mission Statement**

The mission of the Cony High School community is to create and maintain a safe, respectful, and positive learning environment that fosters academic, career, civic, and personal growth. In collaboration with parents and the greater community, Cony High School will provide encouragement, accountability, and diverse opportunities that support success for all students.

## **Academic Expectations**

Academic expectations will be integrated within all disciplines. Prior to graduation Cony High School students:

1. Express themselves effectively both orally and in writing;
2. Demonstrate an ability to listen, read, and process information effectively;
3. Demonstrate research skills that enable informed decision-making and reasonable conclusions;
4. Apply critical, integrative, and creative thinking to be effective problem solvers;
5. Demonstrate an understanding of the world with its diverse cultures;
6. Demonstrate a proficient use of technology.

## **Social Expectations**

1. Assume responsibility for one's own decisions and actions;
2. Contribute to the well-being and welfare of others within the school community.

## **Civic Expectations**

1. Demonstrate the rights/responsibilities of an individual in a democratic society;
2. Demonstrate a sense of community through volunteerism and service to others.

## **School Song-Spirit of Cony**

We built our school upon a hill  
And Cony is its name,  
We will fight, fight, fight  
With all our might  
We're out to win the game  
We'll stand behind our Cony team  
And laud it to the sky;  
We'll shout and sing until the din  
Will make the Kennebec rise.  
Spirit of Cony  
Live for us today,  
Come to our colors,  
Proudly they sway.  
Red for her courage,  
White for her worth,  
Fighting for Cony  
The best on earth.

Words by C.P. Quimby, former Cony Principal  
Music by H.C. Lyseth, former Cony Assistant Principal

## **School Colors, Seal and Mascot**

### **School Colors**

The colors of Cony High School are red and white.

### **School Seal**

The Cony seal is a combination of designs by Madeline Turner, 1924, and Manson Gordon, 1925.

The motto on the seal is Cultura-Honestum-Salubritas. These Latin words mean Knowledge-Integrity-Healthfulness. Notice that the initial letters of the motto are C.H.S.

The emblems on the seal stand for the words of the motto - the open book of knowledge, the star (a guiding light) for integrity, and the wreath (of athletic victory) for healthfulness.

The seal is on the school banner. It is used on dance programs, athletic schedules, the cover of the Coniad, etc. It is also used on official papers going out from the school.

### **School Mascot**

The Cony mascot is a Dorset Ram named "Rameses". This mascot explains why our teams are called the "Rams" and how the word "Rameses" came to be used for the name of our school newspaper.

## After School Activities

Cony High School offers a wide range of clubs, sports and other after-school activities. Students should be under the supervision of a teacher, coach or advisor after 1:45 p.m.

American Field Service	Madrigals
Art Club	Math Team
Bowling Club	National Honor Society
Chizzle Wizzle	Outing Club
Civil Rights Team	Peer Helpers
Coniad	Rainbow Alliance
Drama	Rameses
French Club	Rifle Team
GAPP	Spanish Club
German Club	Speech
Green Team	Stage Band
Junior Classical League	Student Council
Key Club	

## School Sponsored Sports

Baseball (Spring) - Varsity, Junior Varsity  
Basketball (Winter) - Girls/Boys, Varsity, Junior Varsity, Freshman  
Cheerleading (Fall) - Varsity Junior Varsity  
Cheerleading (Winter) - Varsity, Junior Varsity  
Cross Country (Fall) - Girls/Boys  
Field Hockey (Fall) - Varsity, Junior Varsity, Freshman  
Football (Fall) – Varsity, Junior Varsity, Freshman  
Golf (Fall) - Boys/Girls, Varsity, Junior Varsity  
Hockey (Winter) - Varsity, Junior Varsity  
Lacrosse (Spring) – Girls/Boys, Varsity, Junior Varsity  
Soccer (Fall) - Girls/Boys, Varsity, Junior Varsity  
Softball (Spring) - Varsity, Junior Varsity  
Swim (Winter) – Girls/Boys, Varsity  
Tennis (Spring) – Girls/Boys, Varsity, Junior Varsity  
Track (Spring) - Girls/Boys, Varsity, Junior Varsity  
Volleyball (Fall) – Girls, Varsity, Junior Varsity  
Wrestling (Winter) – Girls/Boys, Varsity, Junior Varsity

## Club Sports

Dance Club (Winter) – Boys/Girls  
Winter Track – Boys/Girls

**Refer to the Cony Athletic Philosophy which is included on page 19 of this handbook.**

## **PUBLIC CONCERNS AND COMPLAINTS**

Parents, students or other citizens with complaints or concerns regarding any aspect of the Augusta School Department or an employee thereof shall be encouraged to seek a resolution at the lowest possible level. The only exceptions are complaints that concern Board actions or operations. Such complaints should be addressed to the Board Chair.

If the complaint cannot be resolved at the lowest level, the person initiating the complaint may appeal the decision to the next level (e.g., Supervisor of Buildings, Grounds & Transportation, Principal, Special Education Director, or Assistant Superintendent).

If the complaint cannot be resolved at any lower level, it may be appealed to the Superintendent. If the complaint remains unresolved at the Superintendent's level, the person making the complaint may request that the matter be placed on the agenda of the next regular Board meeting. The Superintendent/Board Chair shall determine whether the complaint should be placed on the agenda.

At all levels of the complaint process, school employees are required to inform the person making the complaint of his/her right to appeal the decision to the next level.

This policy shall not be utilized by employees for matters or grievances relating to any term or condition of their employment. Such matters shall be addressed through established channels for grievances.

Cross Reference: BEDB – Agenda Preparation and Dissemination

Adopted: May 8, 2013

### **Responsible Internet Use**

The use of the Internet and telecommunications is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Be polite and use appropriate language. Vandalism will result in cancellation of privileges and the pursuit of appropriate disciplinary or legal action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other telecommunications systems. This includes, but is not limited to, the uploading or creation of computer viruses. (File IJNDB)

### **Crisis Team**

The Augusta School Department has a crisis team to provide direction, support, coordination of resources and effective communication to students, staff and community in the event of an incident that might impact the learning environment.

### **Attendance Policy**

Cony High School maintains a closed campus for all students except those who have earned privileges, which means students are to remain in the school building during the school day.

Absence - Learning that is lost due to absences or tardiness can never be adequately replaced; therefore, students' presence in and promptness to classes and other school activities are expected on a daily basis.

**Under Maine Law, the following absences may be excused:**

1. Personal illness
2. An appointment with a health professional that must be made during the regular school day
3. Observance of a recognized religious holiday when the observance is required during the regular school day
4. A family emergency
5. A planned absence for a personal or educational purpose that has been approved
6. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development center placement or some other out-of-district placement that is not otherwise authorized by either an individualized education plan or other education plan or a superintendent's agreement developed in accordance with section 5205, subsection 2.

Parents (guardians) must notify the school when their child is absent. A phone call to the attendance office on the day of the absence is the preferred method. **Parents may call the Attendance Officer directly at: 620-8081.** However, parents or guardians must give their child a note stating the state approved reason on the day he/she returns to school as required by Maine Law. It is the responsibility of the student to provide the note to the Main Office. Students will be required to make up all work and tests missed. Students are allowed one make-up day for each day of excused absence. All make-up work shall be completed within one (1) week after a student returns to school unless a specific alternate plan is developed due to extenuating circumstances.

A medical or professional excusal may become necessary if absences become excessive.

**Absences for the following reasons, among others, cannot be excused:**

truancy, sleeping late, missed bus, trips not approved in advance, shopping, hunting/fishing, birthday, senior portraits, driver education, job interviews, salon/barber appointments, and gainful employment. When a student has an unexcused absence for the day, he/she may receive a zero in all classes for that day. Students may not be allowed to make up work from their classes for an unexcused absence. Students will be provided appropriate intervention/discipline as stated in the Behavior Rubric.

**Excused Absences** – The truancy coordinator will also contact families with excessive excused absences.

**Unexcused Absences from class** - An unexcused absence from class (including advisor/advisee, homeroom, and study halls) will be considered cutting class and the behavior rubric will be followed.

**Planned Absences** - Students must pick up a planned absence authorization form from the attendance office. The parent/guardian must fill out and sign the form; the student then submits the form to each subject teacher for signature and advance class work. **At least three days in advance**, the completed form must be returned to the principal or an assistant principal for his/her approval and signature. It is not the responsibility of the classroom teacher to re-teach the material covered during the students' absence. All classroom work missed during a planned absence can be fully made up.

**Dismissals** - All planned dismissals are handled through the attendance secretary. All dismissals require a parent/guardian note. Parents may call the attendance secretary directly at 620-8081 for extenuating circumstances. A medical or professional excusal may become necessary if dismissals become excessive.

**Dismissals due to illness**- Dismissals for illness during the school day must be

approved by the school nurse.

**Truancy** - Truancy is defined by the State of Maine as absence from school which is not for a State approved reason. Maine state school law defines truancy as seven (7) consecutive or ten (10) days of unexcused absences during any school year.

**Tardiness** – Students are expected to attend all classes (including homeroom, study halls and RAM time) punctually. Teachers will assign the first 2 consequences for excessive tardiness to class and record in RTI notes. Referrals will be made to administration when teacher intervention does not correct tardiness. Student attempts to circumvent the tardy procedure will result in administrative intervention.

### **Homework Policy**

Homework is an important part of a student’s education. It serves to enhance, extend and/or reinforce learning presented during the school day. Homework assignments will vary from class to class. An allotted time for home study should be part of a student’s daily routine, regardless of whether specific assignments have been given. Students should realize that homework is not just written assignments but that studying is an integral part of homework.

Homework serves to:

- reinforce the present day’s lesson
- prepare for the next day’s lesson
- reinforce acquired skills and develop study habits
- develop a sense of responsibility

### **Privileges**

**Only juniors and seniors are eligible for privileges. There are no privileges during RAM time or homeroom.** Students may be in the food court or sign out of school during their privilege time. For safety reasons, the wooded areas and athletic fields of campus are off limits. Students found to be in the woods may lose privileges and face additional disciplinary action. Students who are suspended may lose privileges for an undetermined amount of time.

Privileges will be based on academic achievement and positive behavior as outlined in the procedures provided. Information and applications for privileges are available in the main office.

### **General School Policies**

**Americans With Disabilities Act, Title II** – The Augusta School Department does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. The Augusta School Department does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

**Assemblies** -Student attendance at assemblies is a privilege. Anyone not acting in an appropriate manner will be dismissed immediately, disciplined, and may be excluded from future assemblies.

**After school hours**- Students are welcome to remain in the school building after school hours if they have an athletic or academic purpose. Students may wait for rides home in the entrance area of the building. Students who are loitering or walking about the school after school hours without any purpose will be expected to leave.

**Bathroom Privileges** - Restroom passes from classes should be at the teacher’s discretion or for emergency cases only!

**Before School** – The front door is unlocked and students can begin arriving a

half hour before the school day begins.

**Calculation of Grade Point Average** – The final average of every course issuing a numeric grade shall be used in calculating a student’s Grade Point Average (GPA). Grades received in each course are multiplied by the credit for each course. The sum of the products is divided by the sum of the credits.

**Food Court** - Inappropriate behavior in the food court (throwing objects, not taking care of one’s leftovers) will result in disciplinary actions and possible loss of food court privileges.

**Cell Phones/Texting** – Students are not permitted to use cell phones or personal electronic devices (other than the school issued laptop) in the building during school hours except in the cell phone zone (food court). All emergency communications must be made through the main office. A courtesy telephone will be made available to any student who needs to call home. All cell phones visible or used by students outside the cell phone zone during school hours will be confiscated and brought to the appropriate administrator. The first time a phone is confiscated, it will be returned to the student at the end of the school day. The second time the phone is confiscated, the phone can only be returned to a parent or guardian. The third time a cell phone is confiscated, it will be returned to a parent or guardian, and the student will be subject to discipline. Administrators may search cell phones if there is suspicion of violation of school policy. Any refusal or inappropriate responses exhibited by students who resist turning over their cell phone when requested by a staff member may result in further disciplinary action.

**Corridor Courtesy** - Keep corridors open to traffic by walking to the right. Pass through the corridors quietly. Be considerate of others in the halls and classrooms. Pushing and shoving will only lead to injury of a fellow student. Please discard trash in the containers provided. Leave the school building at the close of school unless under the supervision of a teacher for make-up or a student activity. Students may use the food court or library for study areas after the school day. Since all teachers schedule make-up sessions throughout the school week, it is critical that the hallways are kept quiet after school hours as well as during the school day. No one should be in the halls during lunch times without a pass.

**Grade 9-12 students are not permitted to be in the academic areas designated for 7<sup>th</sup> and 8<sup>th</sup> grade students. Additionally, stairwell S4 (across from the school elevator) is also off-limits to grade 9-12 students.**

**High School students will not intermingle with Middle School students while on school grounds.**

**Detention** - Detention is given to students by individual teachers and the administration when students fail to meet their school obligations. Detention given to a student by a teacher must be served with that teacher in his/her room. Failure to serve a teacher detention will result in office detention being assigned. Room 36 is used for office detention which is one hour in length. Students will receive a 24-hour notice for both teacher and office detentions. Students will be expected to serve the entire detention on the day it is assigned.

**Detentions take precedence over all school activities. Failure to serve an assigned office detention will result in further disciplinary action, which may include a meeting with the principal and possible suspension.**

## **DANCES**

-Unless otherwise announced, dances are for high school students only.

-Students must be in school on the day of the dance to be eligible to attend the dance.

- Students will sign a dance contract related to behavior before being admitted to a school dance.

- Grinding, and dancing deemed inappropriate by administration, is not allowed.

Students who violate this rule will be asked to leave and may face disciplinary action.

-Students are expected to leave the school grounds promptly at the end of this event.

-Students will not be allowed to enter the dance if they are 60 or more minutes late.

-Once students arrive at the dance, they must stay inside until the dance ends or until a parent/guardian comes to pick them up.

-If a student is asked to leave the dance, he/ she will not be able to attend at least the next dance and possibly other dances.

-If a student skips detention on the day of the dance, he/she will not be allowed to attend the dance.

-Students must behave in a courteous and safe manner at all times. Failure to do so will result in appropriate disciplinary action. Parents will be notified. Dances are a privilege for students and participation will be determined by administration as necessary.

**Elevator use-**Student use of the elevator should only be for those with medical reasons that prevent them from using the stairs. Students' misuse of the elevator may result in disciplinary action.

**Emergency cards-** These cards are on file for each child in the school office. It is very important that:

- Parents contact the office if there are changes in addresses or phone numbers.
- Parents have an emergency contact person with a phone number.
- Students will be held accountable for not submitting an emergency card by the given due date.

**Guidance Career Center** – Students may visit the career center for career/college research during any study hall. The guidance office must write a pass that should be shown to the student's study hall teacher prior to reporting to the guidance library. Students must also sign in at the guidance office.

**Grading Scales –**

<b>A</b>	<b>100 – 93</b>
<b>B</b>	<b>92 – 85</b>
<b>C</b>	<b>84 – 76</b>
<b>D</b>	<b>75 – 70</b>
<b>F</b>	<b>69 – 0</b>

**Honor Parts at Graduation** - In order to qualify for one of the four speaking parts at graduation, a student must have been in attendance at Cony High School for two full years and may not be exercising the early graduation option.

**Fire Drill/Lock Down Drill** - Each room has instructions for drill procedures. The students should be familiar with the procedure. During the year, practice drills will occur.

**Laptops-** Students will be issued a school laptop after completing an



appropriate use/permission form.

**Library Privileges-** Students with privileges do not require passes for the library during privilege periods. Library privileges will be removed if a student fails to follow procedures.

**Lockers** - Each student will be assigned a locker for the deposit of books, projects, coats, etc. However, it is strongly recommended that students do not leave money, pocketbooks, or other items of value in them. Each student is responsible for keeping his/her locker clean and in good mechanical condition. The lockers are school property, and the school reserves the right to inspect lockers at any time.

**Lost and Found** - Any article found should be returned to the owner or, if owner is unknown, turned in at the office. Articles found will be kept only 60 days.

**Lost Books** - It is the students' responsibility to see that textbooks and other materials issued to them are returned in a condition consistent with the way they were received. Students are expected to pay for lost and damaged materials, before a diploma is awarded.

**Parent Conferences-** Parent conferences are held in October and March. Parents will receive information regarding conferences. Appointments may be made with teachers if parents wish to discuss their child's work at other times as well.

**Parent Internet Viewer-** Parents have direct access to grades and attendance on the school parent internet viewer (PIV). Passcode information will be provided to students at the beginning of the school year. Students are expected to provide this information to their parents/guardians. Parents/guardians who have not received this information can contact their child's homeroom teacher to obtain the necessary access codes. The PIV can be accessed through the District website ([augustaschools.org](http://augustaschools.org)).

**Passes** - Students are expected to take books, notebooks, pens, and pencils to class. Students are not allowed to leave class unless they have a pass from the teacher of the class they are attending. Students planning on going to guidance or another teacher during a study hall must present a pass to the study hall teacher.

**Pictures** – Pictures or videos of students or staff will not be taken or posted on any media site while in school.

**Poster Policy** - All posters or announcements to be displayed anywhere in the building, including bulletin boards, must be approved by an administrator. Do not attach them to painted walls, varnished surfaces, or any other surfaces that will be marred by masking tape. Do not use paste, cellophane tape, or thumb tacks. The front foyer shall not be used to display any notices or posters. It is understood that all signs posted will be taken down after a reasonable length of time.

**Public Displays of Affection-** Each student has the right to feel comfortable in school. Therefore, public displays of affection, which go beyond holding hands, can be offensive to both staff and students. Affection should be kept private and away from school grounds. Staff members will warn students who engage in such behavior and the issue will be reported to administration. Subsequent violations will be followed up with disciplinary consequences.

**RAM Time** – Students are not excused from RAM time for anything other than pre-approved support with an available teacher or counselor.

**Rights and Privacy Act** - In accordance with the Family Educational Rights and Privacy Act of 1974, the Augusta School Department wants to inform parents and eligible students that directory information will periodically be released for publication. It may include: the student's name, date of birth, area of study, participation in sports and activities, weight and height for athletic team members, dates of attendance, photographs, and name of school the student is attending.

It is our intention that this directory information be released only for school-related functions (i.e. athletic functions, activities, clubs, honor rolls, yearbooks, etc.). The purpose of this will be to provide our students with appropriate recognition.

**School Cancellations** – An automated system will contact the student home of record for any school cancellations. Announcements of school cancellations and delayed openings will be made over local radio stations by 6:00 a.m. Students may also check the website ([www.augustaschools.org](http://www.augustaschools.org)). Do not call the school or the radio stations.

**Skateboarding** - Skateboarding is not permitted on school property at any time.

**Standardized Testing** – Standardized testing, such as the SAT, PSAT, and NECAP, are beneficial to students and to the effectiveness of the school. All students are expected to participate in standardized testing unless they receive prior approval by administration. Students who fail to participate subject themselves to any stated consequences by administration.

**Student Parking** - Students are requested to use transportation provided by the City of Augusta. If students choose to use their own vehicles, the following rules will be in effect: Student parking will be restricted to the student lot ONLY. Disciplinary action will be taken when necessary to maintain an orderly operation of the campus, and student privilege to park on school grounds may be revoked. This includes careless and reckless driving. Student parking will not be allowed in the designated emergency lanes. **Vehicles may be towed at student's expense** and disciplinary action may be taken by the administration.

**Student Record Rights** - The Family Educational Rights and Privacy Act guarantees that parents and students 18 years or older may see, review, and ask any questions about their own (child's) records. Please feel free to call your school or the superintendent's office. (626-2468)

**Student Use of Telephones** - Students may use the phone provided in the main office. Calls are to be limited to no more than three (3) minutes in order to allow other students to use the phones.

**Study Halls** - All classroom/ school rules apply to study hall. Study halls should maintain an atmosphere where students who need to study can. All students should bring some kind of work with them to the study hall, along with necessary school materials such as pens, pencils and notebooks. Laptops should be used for academic purposes only.

**Theft** – All cases of theft should be reported immediately to security or administration. Students are expected to act responsibly by keeping their belongings locked in their assigned lockers when stored. Students will be supplied with a school locker and lock to be used appropriately.

**Visitations** - Students from other schools (not former Cony students) may attend classes with you only if they are not incurring an absence in their school and they are considering a transfer to Cony High School. Do not embarrass your guest by bringing someone unannounced. Such student guests may only attend if prior approval (at least 48 hours) is made through administration.

**All visitors must register at the office, state their purpose, and secure a pass from the main office.** Prior graduates may only visit the school during non-school hours.

#### **Drugs and Alcohol**

The use, possession, or distribution of illegal drugs, drug paraphernalia, tobacco, vaporizing devices, or alcohol on school property or in conjunction with any school activity is prohibited. Violation of this provision must be reported to the proper law enforcement agency and is cause for suspension from school.

### **I. Involuntary Referrals:**

Type One - Possession/Use  
First Offense:

1. Verification of possession/use
2. Meeting with administrator
  3. Suspension from school for a minimum of three days
  4. Notification of parents/guardian and law enforcement agency
5. Appointment with chemical dependency counselor
6. Following the recommendation of chemical dependency counselor

Second Offense:

1. Verification of possession/use
2. Meeting with administrator
3. Notification of parents/guardian and law enforcement agency
4. Suspension for a minimum of five days with recommendation for further evaluation
5. Meeting with chemical dependency counselor for further evaluation
6. Following the recommendation of chemical dependency counselor

Note: In case of a medical emergency, the student would be referred to the school nurse who would then refer to the appropriate community resource. The school officials would follow disciplinary action upon the student's return to school. If parents do not seek recommended assistance for the student, the Department of Human Services will be notified.

Type Two - furnishing/selling

1. Confiscating substance
2. Meeting with administrator
3. Notification of parents/guardian and law enforcement agency
4. Suspension from school, until a determination is made by the Superintendent or Board of Education.

**II. Voluntary Referrals:**

Type One - Concerned Person

1. The School has identified a substance abuse team (guidance counselor, ADAPT support group/peer counselors) to whom staff or students can refer for non-clinical assessment of a student who is suspected of having a chemical use problem.
2. Staff persons or students will consult with a team member and a guidance counselor to discuss concerns about a student.
3. The guidance counselor meets with the student to begin a non-clinical assessment.  
Note: Possession, use, being under the influence of, or distribution of drugs or alcohol is not permitted at school, school events or school activities.
4. The guidance counselor will discuss the information with the chemical dependency counselor for recommendations.
5. The chemical dependency counselor and the student will develop a plan of action.

Type Two - Self-referral

1. The teacher/staff person listens to the student's concerns and asks, where appropriate, if the student would like to discuss his/her concerns with a substance abuse team member.
2. The teacher/staff person consults with a team member about the student to determine the best way to proceed.
3. The teacher/staff person will refer the student directly to a guidance counselor.
4. The guidance counselor meets with the student to begin non-clinical

assessment.

5. The guidance counselor will discuss the student's case with the chemical dependency counselor and the student to develop an action plan.

Prescription and over-the-counter drugs are not to be carried in school. If they are recommended for a student's health and well being, they must be on record with the school nurse. Look-alike drugs, such as caffeine/diet pills, fake marijuana, and non-alcoholic beer, are treated as drugs and are not allowed. Consequences for use or possession will be determined by the drug policy.

### **Dress Code**

The Augusta Board of Education recognizes that the primary responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s). The board will not interfere with this right unless the personal choices of students create a disruptive influence on the school program or affect the health or safety of others.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of Augusta schools to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced.

- A. All clothing will be free of language or images that a reasonable person would consider sexually indecent or harassing.
- B. All clothing will be free of language or images that promote things that are illegal for students to use.
- C. All clothing worn should present no safety hazard to the wearer or be destructive of school property.
- D. Clothing may not be revealing (for example, tops that reveal the midriff or cleavage; clothing that exposes underwear or private body parts; and skirt lengths that are shorter than 5 inches above the top of the knee cap, etc.)
- E. Hats, hoods, scarves, bandanas, visors, long trench coats, and capes may not be worn in school buildings.

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular activities, work with or around machines or other activities.

Students who are not appropriately dressed will be asked to change into appropriate attire. A student who violates the dress code after being warned, shall be disciplined.

### **Health Center**

The major focus of a registered nurse in the school setting is the prevention of illness and disability, and the early detection and correction of health problems. The school nurse is uniquely qualified in preventive health, health assessment, and referral procedures. If you have questions or concerns, please do not hesitate to call the school nurse.

**Physical Exams** are required of all grade 9 and new students entering Cony High School. We suggest you keep a copy for your records as well. Immunizations are frequently updated at this visit.

**Medications: Administering Medicines to Students** - The purpose of this policy is to provide a safe procedure for the administration of medications to students in

the Augusta Public Schools. The policy provides guidelines based on the limitations of the availability to health professionals within the school department.

The administration of medication in the schools should only occur when it is absolutely necessary that medication be administered while school is in session. The school nurse will have the primary responsibility for administering all medications to students. However, when the nurse is not available, trained, unlicensed personnel will administer all medications. It is the ultimate responsibility of parents to provide for administration of medication for their children.

The School Committee will provide copies of revised and updated policies to all personnel involved in the administration of medication to students. The Augusta School Department looks forward to the cooperation of health professionals in the community to assist those who will be undertaking this responsibility.

Parents/Guardians must give written permission for students to access Expanded Services, such as reproductive health services.

**Procedures for receiving and accepting requests for giving medications will be as follows:**

1. Medication should be brought to school by a responsible adult (up to a month's supply).
2. Medication will be properly packaged with original pharmacy labels, including: patient's name, ordering physician, date, name and dosage of medication, method of administration, quantity.
3. In grades 6-12, students shall be permitted to take prescription medication while at school when such medicine is given to them under the direction of the school nurse who shall act on the specific written request of the parent or guardian with the written direction of the student's personal physician. Students shall be permitted to take non-prescription medication while at school when such medicine is given to them under the direction of the school nurse who shall act on the specific written request of the parent or guardian. The school nurse will make the final decision as to what is appropriate and safe to administer within the school setting.
4. The physician's written order and the written parental request should be renewed annually.
5. The student's health status should be reviewed at frequent intervals by the school nurse.

**Self-administration of Medications:**

1. The School Committee will allow self-administration of inhalers for respiratory problems and epi-pens for allergic reactions.
2. Procedures for self-administration of medication are as follows:
  - a. Medication should be brought to school by a responsible adult.
  - b. Medication will be properly packaged with the original pharmacy labels, including: patient's name, ordering physician, date, name and dosage of medication, method of administration, quantity
  - c. Medications will be accompanied by an Authorization Form signed by the parent or guardian.
  - d. The school nurse will develop an individual plan with the student for the use of this medication, taking into consideration - age, development, understanding and reliability.

**Inhaler Usage (grades 9-12)** - Asthma inhalers will be allowed to be carried on the student's person. The school nurse will be informed in writing by the parent or guardian if a student will be carrying an inhaler, and the student will inform the school nurse when the inhaler has been used. A prescription for use of the asthma inhaler will be brought to the school nurse yearly. A prescription on the box will be acceptable.

**Hypodermic Syringes in a School Setting** - The method of administration of

any medication is a necessary consideration. An oral medication usually presents no difficulties. However, some health situations require the use of hypodermic needles and syringes.

The procedure for administering medication by a hypodermic syringe is as follows:

1. A written parental request for the administration of medication.
2. A written order from the family physician giving: date, medication, dosage, observable symptoms indicating an emergency, duration of the order, patient's name.
3. Provision by the parent for the supply of medication, syringes, and needles.
4. Certain safeguards must be followed relative to storage and destruction of syringes:
  - a. Unused hypodermic syringes and needles should be kept in double locked, stationary cabinets or rooms.
  - b. Disposable hypodermic units will be disposed of in the "sharps" container located in the nurse's office or secured area. (Augusta Public Schools: Adopted 5/14/97).

### **Student Discipline**

#### **Rules of Cony High School:**

1. WE will respect and be considerate of the rights and responsibilities of others and ourselves.
2. WE will respect and be considerate of our property and others.
3. WE will follow our class schedule and be on time.
4. WE will follow rules of specific areas.
5. STUDENTS must have a pass to be in the hall.

These rules and policies 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.

**Office Detention** – Office detention will be assigned when appropriate.

Detention will be assigned on Monday, Tuesday, Wednesday, and Thursday for one hour after school. Similar to a suspension, detention must be served on the day assigned. If not served at the assigned time, the student will meet with the school principal for intervention/discipline.

**Suspension** - May be used as a disciplinary measure when other means of correcting misconduct have failed or in instances of misbehavior that threatens the safety of others or violates the rules of conduct set forth by the school board. Students are not allowed on school property or at school functions. All co-curricular activities, including rehearsals/practices, are off limits for the period of the suspension.

An administrator may suspend a student for up to ten (10) days for violation of school board policies and/or rules governing the operation of the school. Further suspensions may result in a referral to the Superintendent of Schools **for possible expulsion from Cony High School.**

Prior to suspending a student, the administration will:

1. Inform the student of the charge(s) and the basis thereof;
2. Provide the student with the opportunity to present his/her side of the story;
3. Contact the student's parents or guardian informing them of the reasons for the suspension either orally or in writing;
4. Notify the Superintendent of Schools in writing. Should a special education student be suspended in excess of ten (10) accumulated days, he or she will need a new Individual Evaluation Plan (I.E.P.), and a Pupil Evaluation Team meeting will be scheduled within one week to consider the appropriateness of the student's I.E.P.

A suspended student may be given permission by the administration to return only once during the suspension period to get homework assignments. This must be done after 1:45 p.m. Students should take all books and materials home with them as they depart school after a suspension occurs. Students may make up all work assigned during a suspension within the time-frame allowed in the make-up policy - one day of make-up for each day suspended. It is the suspended students responsibility to pass in work by the assigned due date.

An Alternative to Suspension program at the Boys and Girls Club may be assigned as deemed necessary by administration.

**Students, who receive an out-of-school suspension, may not participate in any co-curricular activities for that day or days.**

**Bullying** – The Augusta School Committee defines bullying as “any physical act or gesture or any verbally, written, or electronically expression (cyberbullying) that:

A. A reasonable person should expect will have the affect of;

1. Physically harming or damaging a student’s property;
2. Placing a student in reasonable fear of physical harm or damage to his/her property; or
3. Substantially disrupting the instructional program or orderly operations of the school; or

B. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for a student who is bullied.

Students who feel that bullying is occurring should fill out the necessary paperwork in the main office.

Students who **instigate bullying** but are not directly involved (those who spread rumors, put others up to bullying, carry information back and forth between individuals who subsequently bully) submit themselves to the same penalties as those who are directly involved in bullying.

Consequences may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement.” (policy JICK)

**Cheating** - Cheating is inexcusable. The first offense will warrant a zero on that particular quiz or test and notification to the parents, and may include loss of privileges. Cony High School expects its students to maintain a high degree of honesty and integrity in all academic and co-curricular pursuits. **Plagiarism** is a form of cheating.

**Plagiarism** - According to Webster’s Online Dictionary, plagiarism is defined as “stealing and passing off (the ideas or words of another) as one’s own: The use of (another’s production) without crediting the source; literary theft” (Merriam Webster Online, 5 March, 2005). Plagiarism also occurs when a student:

- fails to cite with quotation marks the written words or symbols of another author;
- fails to document the author and sources of materials (including materials obtained through electronic media) used in composition;
- fails to cite research materials in a bibliography or works cited page;
- fails to name a person quoted in an oral report;
- fails to cite an author whose works are paraphrased or summarized;
- fails to cite an author’s ideas;
- presents another person’s creative work or ideas as one’s own in essays, poems, music, art, computer programs, or other project;
- copies or paraphrases ideas from literary criticism or study aids, including Cliffs Notes or SparkNotes, without documentation;
- purchases a paper from electronic media or an individual and claims the work as one’s own;

- cuts and pastes sections of text from electronic media or online research sites.
- any other action intended to obtain credit for work which is not one's own.

If students still have questions about plagiarism or how to correctly cite their sources, they should consult the Cony Research Guide or ask the teacher who issued the assignment.

**Students who plagiarize will have the option to re-write the written assignment, but cannot receive higher than the maximum of a 70 or a D for their grade. If students choose not to re-write the paper, they will receive a zero on the assignment. In addition, their parents or guardians will be contacted and their names given to the administration.** Further disciplinary action will be taken by school administration for repeat offenders.

**Destruction of School Property** - Any student who has abused or destroyed school property will be required to pay for the damage in addition to disciplinary action. Students cannot graduate from Cony High School without settling all material or financial obligations. Take care of your school materials by keeping your locker secured at all times.

**Fighting** - Fighting is unacceptable at any time. The 1<sup>st</sup> offense may result in a five (5) day suspension with parental contact and meeting with Administrator. The 2<sup>nd</sup> offense may result in a ten (10) day suspension with parental contact and meeting with an administrator and possible expulsion. The incident will be documented with the Augusta Police Department.

Students who **instigate fighting** but are not directly involved (those who spread rumors, put others up to fighting, carry information back and forth between individuals who subsequently fight) submit themselves to the same penalties as those who are directly involved in fighting.

**Harassment Policy** - The Augusta School Committee recognizes the right of each school community member (i.e. employees, students, volunteers) to work in an atmosphere that is free of intimidation, hostility, and offensiveness. In order to ensure such an atmosphere, school community members are not to engage in harassment. Acts of harassment based upon race, color, national or ethnic origin, religion, sex, sexual orientation, marital status, age, or disability are a violation of this policy and may constitute illegal discrimination under state and federal laws.

Examples of prohibited harassment as determined by context, circumstances, and frequency:

- Unwelcome sexual advances, gestures, comments, or contact
- Threats
- Offensive jokes
- Ridicule, slurs, derogatory action or remarks
- Basing educational/employment decisions on practices of submission to harassment.

Sexual harassment is the attempt to control, influence, or affect the career or educational program of an individual in exchange for sexual favors. Sexual harassment can also be conduct, which creates a hostile or offensive environment or unreasonably interferes with a person's ability to perform his or her job, program of instruction, or function as a member of the school community.

Students who feel that harassment is occurring should fill out the necessary paperwork in the main office.

Students who **instigate harassment** but are not directly involved (those who spread rumors, put others up to harassment, carry information back and forth between individuals who subsequently harass) submit themselves to the same penalties as those who are directly involved in harassment.

Consequences for harassment may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement.



**Profanity** - Vulgar or profane language will not be tolerated. Students will receive consequences based on the infraction and according to the behavior rubric.

**Removal from Class/ Leaving Class Without Permission** - Any student whose actions hinder the progress of class may be removed. It is not the right of any student to detract from the cooperative progress of the group. All students have the right to learn, and no one has the right to interfere with the rights of others. If you are sent from class, you must report to the Main Office. Failure to promptly report to the Main Office will result in further discipline. Students will be assigned teacher detention for first time or low-level incidences.

**Tobacco** - In accordance with Maine State Law, students under 18 years of age may not possess tobacco products including snuff (dip), vaporizing material or devices, or chewing tobacco. Smoking and/or vaporizing is not permitted on school grounds. No student, regardless of age, will be permitted to possess tobacco products, lighters or matches on school grounds. The authorities will be contacted when students use or possess tobacco products. Violators are subject to a three day minimum suspension.

**Weapons, Violence and School Safety** – The Augusta School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School staff is required to immediately report incidents of prohibited conduct by students to the building administrator for investigation and appropriate action.

#### **Prohibited Conduct**

Students are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school –sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, shocking devices, chains, clubs, Kung Fu stars and num-chucks;
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons (including toys);
- C. Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- D. Verbal or written statements (including those made on or through a computer) which threaten, intimidates, or harasses others, which tend to incite violence and/or disrupt the school program.

Other disciplinary issues will be handled on a case by case basis as they arise, by an administrator using his/her own discretion.



## **Expectations of the Library Computer Use**

- Students who need to do research or use any library resources have unlimited access to the library.
- Students may do only school-related work on the computers - no games may be played.
- Students are required to stay for the entire period.
- Food or beverages are not permitted.
- Students are expected to be considerate of others, i.e. pick up after themselves, be quiet, three (3) students to a table. Students who disturb others and do not follow library procedures will lose library privileges.

The library staff is pleased to assist students with any questions or research needs. Before a student is allowed to use computers and internet services, the student and the student's parent/guardian must sign and return the Computer/Internet access acknowledgement. (IJNDB-E)

## **Early Graduation**

CHS offers an early graduation option for students who qualify. See your guidance counselor for more information.

## **Graduation and Class Day**

In order to participate in Graduation and Class Day a student must:

- successfully complete all course requirements;
- earn a total of at least 24 credits;
- take responsibility for all deficiencies;
- complete 20 hours of community service;
- follow all protocol in the graduation/marching contract.

**Proficiency Diploma** - Future graduating students will meet the expectations of a proficiency-based diploma beginning with the Class of 2021.

## **Cony High School Athletic and Activities Handbook**

### **Philosophy**

The Cony High School athletics and activities programs provide diverse and well-balanced activities. Students are strongly encouraged to take advantage of the offerings. In planning and administering these programs, every effort is made to offer activities that meet the needs and interests of the students and to provide the best possible facilities, qualified coaches and advisors. The health and welfare of the participants are the primary considerations in conducting the athletic and activities program.

The athletic and activities programs are extensions of the academic curriculum and provide important benefits to students. The coaches and advisors have an opportunity to achieve many educational goals because they spend time with small groups of highly motivated students. Under these conditions, students can attain high levels of success in a variety of areas and develop positive social and emotional attitudes. Students

participating in athletics and activities are expected to maintain high academic and conduct standards.

Every student interested in participating in the athletic and activities program at Cony High School is expected to know and follow the rules and obligations they are assuming before deciding to participate at any level. Parents and students should be aware that participating in athletics/activities and representing the school is a privilege afforded to students who meet the eligibility requirements and who follow all applicable policies and rules. These rules apply to all student-athletes, including players, managers, trainers, cheerleaders, “club teams”, and all members of activities sponsored or endorsed by Cony High School.

### **Academic requirements for participation in athletics or activities:**

- 1.) Be regularly enrolled or home schooled in a program approved by the Superintendent.
- 2.) During the previous quarter, students must pass three full time classes or all classes in a reduced program which received prior administrative approval.
  - If a student is not passing the required number of subjects when rank cards are issued, he/she will have two weeks to bring failing classes up to passing or he/she will be ineligible for participation until the next quarter grades are issued.
  - Eligibility for fall athletics and activities will be based on the previous fourth quarter grades. Failures may be made-up through an approved summer school program.

### **Rules for Students in Athletics and Activities**

**Student Conduct:** Students are expected to follow all Board policies, school rules, the athletic and activities handbook and any additional rules and or rules imposed by coaches and advisors. Violations of any policies or rules may result in suspension or removal for the team or activity as well as additional disciplinary action under the applicable policies or rules.

Students involved in athletics and activities are further expected to conduct themselves so as not to discredit themselves, their organization, or the school. If a student commits a crime or violates policy, he or she may be suspended from participating in athletics or activities. The Principal or his/her designee will schedule a meeting with the student. When a student has been charged with a crime, but not yet convicted, the Principal may suspend the student temporarily from participation in athletics or activities if it is in the best interests of the school. A student who is convicted of a crime may be suspended from participation in athletics or activities for at least 12 months following the conviction. The principal has the authority to modify these requirements when they would clearly constitute an injustice to the student based on the particular circumstances of the case, after providing the student with the opportunity to tell his or her side of the story. At the end of 12 months, the student may request in writing reinstatement to athletics or activities to the Principal. The Principal and Athletic and Activities Director will meet with the student and his/her parents. The Principal will then make a determination as to whether the student will be allowed to participate in athletics or activities, and under what conditions.

The Principal and the Athletic and Activities Director, in consultation with the coach or advisor, will determine the consequences for student misconduct not specifically addressed in policies and/or rules.

**Appeal of Suspension/Removal from Team or Activity:**

Any student who wishes to appeal a suspension or removal from a team or activity may do so in writing to the Superintendent within three school days of his/her notification of the suspension. The Superintendent, or designee, may conduct whatever further investigation she or he deems advisable and shall render his or her decision in writing to the student within ten school days of receiving the appeal. If the appeal is made at the conclusion of the school year, this period may be extended if necessary to complete an appropriate investigation. The Superintendent's decision or that of the Superintendent's designee shall be final. A student remains under suspension during the appeal process.

**Dress Code:** Students involved in athletics or activities are expected to be neatly groomed and abide by the dress code in the Cony High School Handbook.

**Hazing:** Activities by student participants, coaches or advisors that humiliate, harass, abuse, or degrade a participant as part of initiation rites or membership of a team or activity are unacceptable in Cony High School programs and will not be tolerated.

Maine law prohibits injurious hazing, which is defined as "any action or situation including harassing behavior that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school." Disciplinary consequences for hazing may include suspension, expulsion, or other appropriate measures, in addition to any civil or criminal penalties to which the individual or organization may be subject. Please refer to Board Policy JICFA.

**School Attendance:** Regular school attendance is required of participants in athletic and activities programs in accordance with Board policies and Cony High School rules. In addition the following rules apply to student-athletes:

- 1.) Students shall not participate unless they provide a valid excuse for non-attendance approved by the Attendance Office.
- 2.) If a student is absent the day of an activity because of personal illness, the student may not participate in the activity.
- 3.) If a student is absent for any other reason approved by the Attendance Office, the Athletic and Activities Director shall determine whether or not the student may participate in an activity that day. If an activity is scheduled for a Saturday and a student is absent on Friday for any excused reason, the coach/advisor and/or Athletic and Activities Director shall verify the reason and determine whether the student is eligible to participate.
- 4.) A student who is absent from class, study hall or school for an unexcused reason or suspended from school shall not participate in athletic or activities program that day.
- 5.) If a student has more than two unexcused absences from school of any kind during a sports season the student shall be removed from the team or activity.

**School-Issued Equipment and Clothing:** Athletes and activity participants are responsible for all equipment and/or clothing issued to him or her. Students will be required to pay for any lost or damaged equipment or clothing. Students are not to wear or use any school-issued equipment or clothing except when participating in a practice, game, activity or other designated school function. Participants may not loan or give any school-issued equipment or clothing to others.

**Parent-Provided Equipment and Clothing:** For any equipment that is provided by the student, parent or guardian for the purpose of athletic or activities participation, the provider should provide safe equipment that meets current safety standards and guidelines.

**Travel:** When bus transportation is provided, all participants are required to travel to and from out-of-town contests or activities with the team or group. Permission may be granted by a coach or advisor to release a participant to his or her parent/guardian only if such request is made in writing and presented to and approved by the coach or advisor. A request to release a participant to anyone other than the parent/guardian requires a prior written request to the Principal and approval by the Principal.

It is the parents and students responsibility to arrange transportation to the off-site facility when school transportation is not provided for the students. Supervision does not start until practice time or game time, or until the coach or advisor arrives.

**Tobacco, Alcohol, and Drug Rules:** Cony High School recognizes that the use of tobacco, alcohol and illegal drugs negatively affect student health, safety, and athletic performance. Students participating in athletics and activities carry a responsibility to themselves, their fellow students, parents and school to set the highest possible example of conduct, sportsmanship and training, which includes avoiding the use, possession, furnishing or selling of alcohol, tobacco and illegal drugs. Substance use and abuse are incompatible with the physical, mental and emotional demands placed upon participants and upon the positive image that athletes and activity participants project to other students and the community on behalf of Cony High School.

**Prohibited Activities:** Students involved in athletics and activities are expected to abide by Board policies and school rules and the laws pertaining to tobacco, alcohol, and drugs. Students participating in athletics and activities may not engage in the prohibited behaviors and activities described in the policies/rules at any time or place for the duration of the athletic or activity period.

In addition to the prohibited activities specified in Board policies and school rules students participating in athletics and activities will be subject to disciplinary action if it is determined participants are present at a party or gathering at any location where illegal drugs are being used or underage drinking is taking place and they do not leave as soon as practical after they become aware of such activities.

**Self-Referral or Concerned Person Referral:** A student of a concerned person (such as a parent, teammate or friend) may discuss a possible problem with substance use or abuse with the student's coach, a member of administration, guidance or a school substance abuse counselor. In such cases, a referral will be made to the appropriate school staff for assessment. This process cannot be used to circumvent these substance abuse rules, or other Board policies or school rules.

**Sanctions for Rule Violations:** In addition to any other disciplinary action taken in accordance with Board policies and school rules, students participating in athletics and activities programs will be subject to the consequences described here. The decision to suspend a student from athletics or activities will be made by the Principal in consultation with the Athletic and Activities Director and the coach or advisor. Violations are cumulative over a student's high school career.

The following sanctions are guidelines intended to ensure that violations are treated fairly and consistently. Administrators have the discretion to depart from these guidelines based upon the relevant facts and circumstances in a particular case, including but not limited to the student's behavior accompanying the violation, the student's willingness to cooperate in the investigation and participate fully in the counseling requirements, and the student's prior disciplinary record.

**First Violation:** For the first violation of any type, the student will be suspended from athletics and/or activities for six weeks from the date of notification. If there are fewer than six weeks remaining in the activity period, the suspension carries over to the next season and the student will not be eligible to try out for a sport in that season. The student must continue to attend practices during his/her suspension, but will not be allowed to participate in games.

All of the following conditions must be met before a student will be reinstated to athletics and/or activities:

- A.) The student must participate in a minimum of three sessions with a school clinical counselor, social worker or chemical dependency specialist. The student's parents(s) must also participate in a consultation with this counselor, social worker or specialist. A confidential written assessment will be prepared with plan of action for the student. The plan of action may include a referral of the student for a drug screen.
- B.) Prior to reinstatement, the counselor, social worker, or specialist must submit a form to the Principal indicating whether or not the student has complied with the plan of action.
- C.) Prior to reinstatement, the student and his/her parent(s) must attend a meeting with the Principal and Athletic Director.
- D.) If all of the above conditions are met by the fourth week of the suspension, the student may request to be reinstated to athletics early. The decision to reinstate the student early will be made at the sole discretion of the Principal and the Athletic Director. This early reinstatement option is only available to students for the first violation.

**Second Violation:**

For the second violation of any type, the student will be suspended from athletics for 12 months from the date of notification. All of the following conditions must be met before a student will be reinstated to athletics:

- A.) The student must participate in a minimum of five sessions with a school clinical counselor, social worker, or chemical dependency specialist. The student's parent(s) must also participate in a consultation with the counselor, social worker or specialist. The

- counselor, social worker or specialist will prepare a confidential written assessment and plan of action for the student. The plan of action may include a referral of the student for a drug screen.
- B.) Prior to reinstatement, the counselor, social worker, or specialist must complete a form indicating whether or not the student has complied with the plan of action.
- C.) Prior to reinstatement, the student and his/her parent(s) must attend a meeting with the Principal and Athletic Director.

**Third Violation:** A third violation will result in the student being barred from athletic participation for the remainder of their period of high school eligibility at Cony High School.

**The following apply specifically and exclusively to athletics:**

**Definitions**

The following definitions apply in this policy:

- **Activity periods** are the three athletic seasons (fall, winter, spring), from the start of pre-season activities through and including post-season play and team recognition events.
- A **week** is seven (7) calendar days, not school days.

**Athletic Eligibility**

To be eligible to try out and participate in interscholastic athletics, including club sports teams, at Cony High School, students must meet the following requirements:

- Complete the Cony High School Athletic Permission form (signed by a parent/guardian and student);
- Have a complete physical examination at the beginning of ninth grade (or upon enrolling at Cony High School);
- Complete the Pre-Participation Physical Evaluation form each year;
- Meet all Maine Principal Association (MPA) eligibility requirements, including, but not limited to:

- √ Age – the student must be under the age of twenty at the time of participation;
- √ Undergraduate status - the student has not graduated from a Maine secondary school or its equivalent;
- √ Eight Semester Rule – the student has yet to fulfill eight consecutive semesters after first enrolling as a freshman in a four year senior high school, or in the ninth grade in a junior high school;
- √ Residency – students must reside in the community of the high school or in a sending community for the high school. Exceptions are made in the form of Superintendent’s Agreements.

If the student is transferring in from another school, a Transfer-Waiver Approval Form must be on file and checked off signifying that the student transferred for reasons other than athletics.



**Athletic Awards and Honors:** In order to be eligible for any athletic award and honors, such as team captain, a student-athlete must be in good standing with his/her team and not in violation of any of the rules in this handbook. The actual letter or numeral award will be given along with a certificate to all student-athletes meeting the first year the requirements for the award are met. The student-athlete will receive only the certificate for the same sport in subsequent years.

To earn a *Varsity Letter Award*, the student-athlete must have:

- 1.) Competed in at least half of the total period of play team sports in which there is no tryout and selection process;
- 2.) Competed and scored team points in half the meets of an individual sport in which there is no tryout and selection process;
- 3.) Been selected as a member of a varsity team in which there is a tryout or selection process.

A *Varsity Letter Award* will also be awarded to any student-athlete who has been a varsity team member for three years in one sport, but has not earned the letter through competition. All varsity-level managers will be awarded a *Varsity Letter Award*.

To earn a *Junior Varsity Certificate Award*, the student-athlete must have completed a season on a junior varsity team or have completed a season on a varsity team while not qualifying for a varsity letter.

To earn *Freshman Numerals*, the student-athlete must have completed a sport during his/her freshman year.

If an injured player is unable to finish the season, the appropriate award or numeral will be awarded provided that the student-athlete has participated in at least 50% of the regular season and has qualified for the award or numeral up to the time of the injury.

### **Special Awards Given at Awards Night**

- 1.) Varsity Team Awards – Player of the year and Coaches Award
- 2.) Junior Varsity and Freshman Awards – Coach’s Award
- 3.) Senior Awards (given at Spring Sports Awards night):
  - a.) Watch Award – Awarded to a student-athlete who earns nine or more varsity letters.
  - b.) Tri-athlete Award – Awarded to a student-athlete who has participated in sports at Cony every sports season for four years.
  - c.) Scholar Athlete Award – A certificate given to senior athletes who have maintained a grade point average of 85 or better for four years.

**Assignment to Teams:** Placement on a team is at the discretion of the coach and with the approval of the Athletic Director. Normally, freshman will be placed on a freshman team if one is available for that sport. Freshman may play at another level at the discretion of the coach and the approval of the Athletic Director. Such placements will consider the physical, emotional and social needs of the athlete, as well as the needs of the team.

**Changing Sports:** A student-athlete may not quit one sport and go out for another sport during the same season unless he/she has the consent of both coaches and the Athletic-Director.

**Injuries:** If a student sustains an injury that requires medical attention during a sports season, he or she is required to report the injury to the coach and provide written medical clearance before being allowed to return to athletic activities.

**Insurance Coverage:** The student's family insurance is the primary coverage. The Augusta Board of Education provides secondary accident insurance for all students participating in interscholastic athletics (see Student Accident Medical Expense insurance plan pamphlet and Board Policy JHA).

**Participation on Non-School Teams:**

Student athletes participating on Cony High School teams are expected to place their primary allegiance on the school team. Participation on teams outside of school is only allowed if the student-athlete meets all his/her obligations to the school team.

**Practice Attendance:**

Student-Athletes must notify their coach before the end of the school day if they anticipate being late or absent from a practice. An unexcused absence from practice will result in the student-athlete being suspended from the next contest. Two unexcused absences will result in the student-athlete being removed from the team.