

Ranageley Lakes Regional School

Coach Advisor

Handbook

2011-2012

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PLEASE NOTE: The school maintains the right to change the terms of this handbook at any time, without notice.

ACADEMIC ELIGIBILITY

A continuous academic policy gives interscholastic activities academic consistency year round. By having the student continue from progress report time to report card issuance ensures that grades will be continuously monitored throughout the year. Parents, students, and coaches/advisors are encouraged to check student progress weekly on EDLINE. Coaches/advisors may request printouts of course grades from students.

1. High School

Any student, including those home-schooled, wishing to participate in interscholastic activities at Rangeley Lakes Regional School must:

- 1.1 Be enrolled as a full time (six or more courses or credit equivalent) student. (Home-schooled students shall also be involved in six or more courses via their home-schooled program).
- 1.2 Maintain a 70 average in each and all courses at the end of each Progress Report.
 - A. If a student has less than a 70 average at Progress Report issuance, the student will have one (1) week to bring the grade(s) up to a 70.
 - B. If after the one (1) week period, the student is now achieving at a 70% level, he/she becomes eligible.
 - C. If after the one (1) week period the student has not brought the grade(s) to a 70 average, he/she shall have one (1) more week to attain the 70.
 - D. During the periods noted above, the student may practice but will not be allowed to participate in games or travel with the team.
 - E. If the student has a 70 average after the two (2) week period, he/she will become eligible.
 - F. If the student has below a 70 average at the end of the two-week period, he/she will be ineligible for the remainder of that sports season. Eligibility will be reviewed upon the start of the next season.
- 1.3 Any student with less than a 70 average at report card time will be ineligible for the remainder of that interscholastic season.
- 1.4 Be in compliance with current Maine Principals Association's rules and regulations regarding eligibility.
- 1.5 Students dropping courses with a failing mark after the add/drop period, that begins each semester, will be ineligible for two weeks from the drop date.
- 1.6 Ineligible students will practice with the team but cannot dress or play in games or scrimmages. Failure to attend practices while ineligible without permission from the coach will result in dismissal from the team.

2. Middle School

Students must be passing each and all classes. Since academics are of primary importance, the following apply:

- 2.1 Academic eligibility is determined weekly.
- 2.2 Students with below a 70 average will have one week to achieve a 70 average. During this week athletes may practice, but will not be allowed to play in games.
- 2.3 Failure to attain a 70 average in each and all classes in second or subsequent weeks will render the student ineligible for one-week periods (Monday to Monday). Eligibility is determined every week of the regular and post season.

- 2.4 If a student falls below a 70 average in each class at report card time, he or she will be ineligible for two weeks into the new quarter. If the student achieves a 70 average after the two-week probation time, eligibility will be regained.
- 2.5 Incomplete grades must be closed within two weeks of grades closing: if not, they will be counted as failing grades and student falls under 2.3 above.
- 2.6 For any interscholastic activity that spans more than one grading period, the same rules apply. Therefore, it is possible for a student to join a team or activity while academically eligible, become ineligible, and later become eligible again.

ACTIVITIES (*CLUBS EXCLUDED FROM ELIGIBILITY REQUIREMENTS)

1. High School

- 1.1 Soccer (Boys & Girls)
- 1.2 Basketball (Boys & Girls – JV Boys)
- 1.3 Cheering (Co-ed)
- 1.4 Skiing (Co-ed)
- 1.5 Golf (Co-ed)
- 1.6 Softball
- 1.7 Baseball
- 1.8 Math Team
- 1.9 Drama*
- 1.10 Student Council*
- 1.11 Interact*
- 1.12 Yearbook*
- 1.13 Outdoor Club*
- 1.14 Future Problem Solvers*

2. Middle School

- 2.1 Soccer (Boys & Girls)
- 2.2 Basketball (Boys & Girls)
- 2.3 Skiing (Co-ed)
- 2.4 Softball
- 2.5 Baseball
- 2.6 Drama*
- 2.7 Future Problem Solvers*

ACTIVITIES IN THE SAME SEASON

- Students may participate in more than one co-curricular activity in the same season. Rangeley Lakes Regional School recognizes that a student can benefit from a wide range of co-curricular activities and will attempt to schedule events in a manner that will minimize conflicts. When conflicts do arise, the coach/advisor for each activity will meet to try to work out a solution that will not put the student in conflict.
- It is the student's responsibility to talk with the coach/advisor when conflicts do occur. When a student makes a commitment to an activity, he/she must be very sure that it is possible to meet the standards of practice and participation necessary to contribute to the activity. If a student cannot fulfill the obligations of practice/play/participation in an activity, he/she should withdraw from that activity.

ADDITIONAL REQUIREMENTS FOR PARTICIPATION IN ATHLETIC ACTIVITIES

1. Each student participating in interscholastic athletics must be under 20 years of age.
2. Before participating in interscholastic athletics every student must pass a physical administered by a medical doctor, doctor of osteopathy, nurse practitioner or physicians assistant every other year stating that the student is physically fit. Any athlete who suffers a major injury or illness will be required to provide a medical form stating their fitness for return to physical activity.
3. **Every athlete is required to show proof of insurance.**

ADMINISTRATION OF MEDICATIONS ON ATHLETIC TRIPS

1. Any unlicensed personnel administering medications must hold documentation of their training in the administration of medication, including personnel administering medication on a field trip.
2. There must be written permission from the parent/guardian providing consent to administer the medication in school and a written physicians order and/or an appropriately labeled original medication container.
3. Either a standardized preprinted medication label or preprinted envelope containing the information described below or medication in its original container will be used for students attending a field trip. The medication envelope or label will contain the following information.
 - Date to be administered.
 - Name of student
 - Name of the medication
 - Dose to be given
 - Time to be given
 - Physician prescribing the medication
 - Special directions
 - Phone number of school nurse
 - Emergency directions
4. When using a preprinted label or preprinted envelope, the school nurse shall transfer the prescribed amount of medication needed for the field trip from the original medication container into the approved envelope and fill in the appropriate information on the envelope.
5. The envelope will be provided to the trained personnel for administration during the trip. The school nurse will provide a review of the medication and its administration to the trained personnel on an as needed basis. All trained personnel administering medication must understand what to do in an emergency.
6. The medication will be transported and stored in compliance with any special directions for the medication and will be secured as safely as possible.
7. The administration of medication on a field trip will duplicate as much as possible, the guidelines found in the "Guidelines for Training of Non-Licensed Personnel in Medication Administration". This will include consideration of student privacy and cleanliness of area where medications are administered.
8. Medication will be administered to the student to assure that the right student receives the right medication, with the right dose, at the right time, by the right route. The trained personnel administering the medication will double-check the student with the medication label and will double-check the dose. The medication will be given within 30 minutes either side of the prescribed time.
9. The school will develop a method of documenting medications administered on the field trip, recording any unexpected occurrences, and a method of returning any medication not administered.

AWARDS CEREMONIES

It is an expectation that athletes/participants will dress-up for awards ceremonies. Boys will wear collared shirts and dress pants; girls will wear a dress, skirt, or dress pants. No *hats, jeans, or shorts* are to be worn. Athletes may choose to wear their travel warm up uniforms.

Awards ceremonies will occur the week following the state championship contest with the exception being the spring sports season when final games may occur following the end of the regular school calendar.

Dates for the varsity awards ceremonies School Year 2011-2012 are: (subject to change)

Fall: November 14 (soccer, golf)

Winter: March 12 (basketball, skiing, cheering)

Spring: May 30 (baseball, softball)

COMMITMENT

As coaches/supervisors of interscholastic activities feel that students, by the act of making a team or activity, have committed themselves to that activity, *attendance at practices, games, and events are expected*. Absences will affect playing or competing time and repeated absences or unexcused absences will cause the student to be removed from the team or activity at the coaches' or supervisors' discretion.

DAY OF GAME REQUIREMENTS

Athletes will dress up on the day of an athletic competition for the entire day according to the guidelines established by the individual coaches. Athletes represent the school and community. In order to project a good image of both, athletes and managers must be well groomed and neat in appearance.

Game jerseys or shirts may be worn the day before or the day of athletic contests when appropriate. Coaches may opt to have their team travel in the team uniform. If special conditions exist, which the traveling team may encounter, the coach will use his/her discretion concerning the dress.

STUDENT USE OF DRUGS AND ALCOHOL: Extra-Curricular Participation (Athletic)

In order to promote a safe and healthy environment for students choosing to participate in the school's extra-curricular programs and to uphold the principles of Sports Done Right, the board establishes the following:

1. Prohibited Conduct
 - No student participating in extra-curricular activities shall sell, furnish, distribute, provide or consume drugs, alcohol, tobacco or any "look-alike" products.
 - No student participating in extra-curricular activities shall be in attendance at any event or place where under age use of alcohol, drugs or "look-alike" substance is occurring.
 - It shall not be a violation of the rule if the Principal determines that the student's presence was completely innocent and to impose the rule would be unjust.
2. Time Period Covered
 - The standards contained in the policy shall be in place from the first day of fall practice until the last day of school.
 - In cases where a playoff game could occur after the end of the school year, standards will end when the last contest is completed.
3. Consequences for Violations

First Offense

- The Principal, Athletic Director, Social Worker/Counselor, Coach, and Parent will be notified.
- School disciplinary procedures will be followed in accordance with Board policy.
- The student shall be suspended from interscholastic competition for the remainder of the season of seasonal games and contests to include exhibitions, games and contests as established prior to the season. While suspended, the student shall not attend and participate in practices and shall only attend contests as a spectator.
- The student athlete shall meet with the social worker and/or counselor to develop a substance abuse plan that may include but is not limited to: participation in a substance abuse prevention program; outside of school counseling provided by a professional substance abuse counselor; etc.

- Failure to establish, follow, and complete the plan shall render the student athlete ineligible for any further participation in extra-curricular activities until such time as the plan is established, followed and fulfilled.
- It is the responsibility of the student athlete to make the initial contact with the social worker and/or counselor as regards developing a substance abuse prevention program.

Second Offense

- The Principal, Athletic Director, Superintendent, Coach, Parents and Social Worker/Counselor shall be notified.
- School disciplinary procedures will be followed in accordance with Board policy.
- The student athlete shall be suspended from participation in extra-curricular activities for the remainder of the season in which the violation occurs and for the next 365 consecutive days.
- The student shall meet with the Principal and the school’s social worker/counselor for the purpose of review and revision of the student athlete’s substance abuse prevention program.
 - As part of the revised substance abuse prevention program, the student athlete shall be required to attend a prevention program such as AA, NA, Smoke Enders, etc
 - It is the student athlete’s responsibility to establish the initial meeting with the Principal and social worker and/or counselor.
 - Failure to establish, follow and complete the substance abuse prevention plan shall render the student athlete ineligible until the plan is established, followed and fulfilled.

Third Offense

- The Principal, Athletic Director, Superintendent, Social Worker/Counselor, Coach and Parent shall be notified.
- School disciplinary procedures will be followed in accordance with Board policy.
- The student athlete shall be suspended for extra-curricular participation for the remainder of their school years.

4. Drug Testing

Currently, policy related to drug testing of students is under review. Refer to RLRs policy book for most current language related to this issue.

FUND RAISING

While the Rangeley Board of Education prefers that the school budget supports student activities, the Board understands that it is necessary at times for students to raise funds to support those activities that the school budget cannot provide. The following guidelines are established to ensure that student fundraising occurs in a legal and orderly fashion.

1. Approval Process

- 1.1 The faculty advisor shall submit to the Principal the “Fund Raising Request” Form (See Policy JJE-A) to the Principal a minimum of twenty (20) school days prior to the event/activity. (The form must list the specific reason for the fundraiser e.g. end-of-senior year activities, senior trip, student field trip, etc.)
- 1.2 All fund raising events/activities that impact classes, student clubs or organizations to include athletic teams whether held during the school year or during off school times, must have the approval the RLRS Student Council and Principal a minimum of ten (10) days prior to the event. The Principal shall have final approval authority.
- 1.3 The RLRS Student Council shall make every effort to avoid conflicts in scheduling fund raising activities. They will keep and post (website, school newsletter, school bulletin board, etc.) a list of events by weeks, month, and school year.

2. Guidelines and Regulations

- 2.1 The advisor or teacher in charge of the event must be present at all times during the event/activity.
- 2.2 The activity must be one in which the school and students may appropriately engage and must not subject the school or students to unnecessary risk or responsibility. In the event there is a question regarding the appropriateness of a proposed activity or the proposed fundraising activity is one that is new to the school system, the Principal shall consult with the Superintendent.
- 2.3 Participation by students shall be voluntary.
- 2.4 The activity must not be unduly demanding of student or staff time or work. Neither students nor staff shall miss instructional time to plan or implement fundraising activities; acquire, demonstrate or distribute products; distribute promotional materials; solicit sales; or to collect or record monies. Students may participate in fundraising activities during non-instructional time such as lunch periods and before and after school.
- 2.5 There shall be no mandatory quotas for product sales or donations.
- 2.6 Students may not be involved in a fund raising activity where alcohol beverages are being sold or consumed.
- 2.7 Students may not be involved in fundraisers, except for raffles, where gambling is involved.
- 2.8 Students participating in fundraising activities must conduct themselves in accordance with Board policies, school rules, and the Student Code of Conduct.
- 2.9 In the interest of student safety, activities involving door-to-door solicitation by elementary level students are prohibited.
- 2.10 The advisor or teacher in charge is responsible to ensure that clean up occurs once the event/activity is completed.
- 2.11 Groups failing to cleanup shall lose the right to conduct another fundraiser for six (6) months.(In the case of concessions, the six (6) month penalty does not apply.)
- 2.12 Fund raising activities may not interfere with The Food Service Program (See Policy EFE)
- 2.13 Any class or student group that already has a specific fundraising activity retains sole “ownership” of that fundraiser until the majority of the class vote to give up the rights to the fundraiser.
- 2.14 Any class who creates a new fundraiser keeps possession of it until the class graduates. Upon graduation, that fundraiser will be given to another group on a “first-come: first-served” basis.
- 2.15 Concession stands at soccer, basketball, or baseball games shall be rotated among the classes 6, 7, and 8 for middle school games and 9, 10, 11 and 12 for high school games. Any group failing to clean up shall lose the next rotation with that spot becoming open to the first class to ask for it. (In the case of concessions, the six (6) month penalty does not apply).
- 2.16 Fundraisers must comply with all local, state and federal laws and regulations.
- 2.17 Student fundraising may be conducted to benefit humanitarian or charitable organizations or purpose only as follows:
 - The fundraising activity or charity drive must be sponsored by a recognized school club, class or student organization and approved in advance by the Principal.
 - The activity or drive must be supervised by an administrator or teacher.

- The fundraiser must be linked to the school’s curriculum or a humanitarian emergency.
- All activities must be conducted in accordance with all guidelines listed in this policy.

3. Financial Regulations

- 3.1 The advisor or teacher charged with supervising the fundraising activity will be responsible for the collection, monitoring and disbursement of funds raised. Use of any student activity account must be in accordance with the Board’s policy JFF - Student Activities Funds.
- 3.2 Funds raised shall be placed in the RLRS Student Activities Account which shall be annually audited as monies therein are considered as taxpayer dollars and thus are considered as RLRS Revenue. Such funds may not be used for any other purpose aside from designated class activities. Funds raised by individual students as part of a class activity may be used to offset all or a portion of that student’s participation in that class activity. However, under no circumstances shall funds raised by an individual student and not used to financially assist the student in class activities be returned to the student. Such funds shall be kept in the class account in which that student is a member and may only be used to offset graduation, end-of-year activities, or to benefit the school in general once all debts of that class have been fulfilled.
- 3.3 On the school day after the event, all monies gained must be reported on the “Fund Raising Summary Report” form (See Policy JJE-B) and provided to the Office of the Principal. A receipt for such will be issued from the Office of the Principal within two school days following the event. The Principal or his/her designee shall ensure that these funds are recorded in the Student Activities Account under the proper heading and that the money is deposited within five (5) days. The bank receipt shall be kept along with a copy of the receipt provided to the advisor or teacher. Standard accounting practices are to be followed at all times.
- 3.4 Once monies from fund-raisers have been deposited, funds may only be accessed by the class or group who raised the money. To access funds, the advisor or teacher must complete a “Student Activities Funds Request Form” (See Policy JJE-C) and present such to the Principal for his/her authorization.

4. Fund Raising by School Related Organizations

- 4.1 The Board recognizes that PTO’s, Boosters or other parental groups may wish to involve students in fundraising activities. The following provisions apply to student participation in such activities:
 - Any fundraising activity sponsored by a PTO or other parent group that involves student participation must be approved in advance by the Principal and be conducted in consultation with the Principal and staff.
 - Participation should provide a positive experience for students.
 - Aside from “section 3” above, all activities must be conducted in accordance with all guidelines listed in this policy.
 - PTO’s, boosters and other parent groups are to coordinate their fundraising activities with student organization-initiated fundraisers in order to avoid burdening local businesses and the community.

Fundraisers must comply with all local, state, MPA, and federal laws and regulations. **NOTE: Interscholastic teams are limited to fundraising during the summer months and to the duration of the playing and practice season.**

GENERAL GUIDELINES FOR COACHES/ADVISORS

1. Make every attempt to keep practices to the time frame scheduled.
2. Collaborate and cooperate with other coaches, most especially in the same season.
3. Ensure sportsmanship at all times.
4. Adhere to all Board of Education policies.
5. Publish and distribute team rules to players and parents before the season begins.

6. Provide players and parents a written, tentative practice schedule for the season. (Work with the Athletic Director on this). Provide written changes in schedule (The Athletic Director will also post on the website.)
7. Never leave a student athlete at school alone. Make sure that the student athlete has left or is with another coach, teacher or parent. When arriving home late after an away game, the coach is the last one to leave. As such, coaches may be assigned keys and an access code to the alarm system. At the end of the season, all keys must be returned to the Athletic Director who will also inform the technology director about removing individual coaches' access codes from the system.
8. Coaches are "at-will" employees, and, as such, are subject to removal from the position at any time for any act of malfeasance, breach of ethical or moral conduct, unsportsmanship-like conduct, etc.
9. Uniforms – No ordering without going through Athletic Director. Special purchases have to have school involvement.
10. Collection of school uniforms:
 - A. Responsibility of coaches to collect uniforms and turn in all at once to Mr. Philbrick
 - B. All uniforms will be collected and turned in to the Athletic Director within two weeks from the end of the season. Failure to return all uniforms may result in a delay of the coach's final stipend payment.
11. All coaching staff:
 - A. Varsity coaches, assistant coaches and volunteers, shall be fingerprinted, have a coaching certificate, first aid course and CPR course to be able to coach.
 - B. Middle school, fifth and sixth grade coaches all must be fingerprinted.
 - C. Any middle school volunteers must be fingerprinted.

HAZING

Maine statute defines injurious hazing 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."

It is the policy of the Board that injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in injurious hazing activities.

Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, which may include suspension, expulsion, or other appropriate measures.

In the case of an organization affiliated with this school unit, which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action—or lack of action—on the part of the Superintendent as he/she carries out the provisions of this policy, that individual or organization may appeal to the Board. The ruling of the Board, with respect to the provisions of this policy, shall be final.

A copy of this policy shall be included in all school, parent, and employee handbooks or otherwise distributed to all school employees and students.

HIRING AND EVALUATION OF COACHES

The most essential factor in an educationally sound athletic program is a well-qualified coach. The coach is an important link between sports and the instrumental program; the principles of Maine's system of Learning Results; the principles of Sports Done Right; sports and character development; and between sports in school and long-term health and fitness. It is the intent of the Rangeley Board of Education that the school shall provide quality coaching in its athletic programs.

THE BOARD'S VIEW OF A WELL-QUALIFIED COACH

Coaching is a special kind of teaching. A coach not only teaches, refines and reinforces skills, but also serves as a role model for the student-athletes that he/she coaches. Beyond knowledge of the rules and fundamentals of his/her sport, a well-qualified coach will have organizational, communication, motivational and, especially, teaching skills. A well-qualified coach appreciates the influence that he/she has as a role model and mentor and conducts him/herself accordingly.

In addition to these fundamentals, a well-qualified coach:

1. Understands that, first and foremost, he/she is the teacher;
2. Is sensitive to the need of maturing adolescents and assists in their physical, intellectual, social and emotional development;
3. Recognizes that students are diverse in their characteristics and backgrounds including, age, maturity, gender, size and culture and adjusts his/her approach as appropriate;
4. Has a realistic sense of the level at which student athletes should be expected to perform;
5. Promotes sportsmanship, self-discipline and respect, both on and off the playing field;
6. Communicates in a positive manner rather than through intimidation;
7. Encourages competitive spirit, but not a "win at all costs" attitude;
8. Provides a fair opportunity for students to participate in competition;
9. Recognizes the difference between developmental sports programs and more intensive varsity-level sports;
10. Encourages student athletes to explore various athletic activities, both interscholastic and intramural, rather than to specialize in a single sport at an early age;
11. Recognizes the need for balance in the lives of student athletes, including academic, family and social needs; and
12. Adheres to the same standards of conduct with respect to students as classroom teachers are expected to do.

COACHING JOB DESCRIPTIONS

The Superintendent with the assistance of the Athletic Director will be responsible for developing job descriptions for coaches and others on the athletic staff (e.g., assistant coaches, trainers) that are consistent with the Board's view of coaching.

HIRING AND ASSIGNMENT OF COACHES

It is the intent of Rangeley Lakes Regional School to hire well-qualified coaches for all of its athletic programs. Because of the relationship between teaching and coaching, it will be the schools practice to secure coaches, to the extent practicable, from its teaching staff. If it is necessary to secure

individuals from outside the teaching staff, the Athletic Director shall recommend to the Superintendent only those persons deemed to have sufficient knowledge and experience to teach the fundamentals and rules of the sport, experience in working or volunteering with adolescents, and current training in sports first aid and cardio-pulmonary resuscitation (CPR).

All persons hired as coaches or assistant coaches must have successfully completed, or within three months successfully completed, the UMO/MCSC Maine Coaching Eligibility Course or its equivalent and appropriate first aid and CPR training. In addition, all persons hired as high school coaches in activities governed by the Maine Principal's Association (MPA) must meet all coaches eligibility requirements established by the MPA.

All persons hired as coaches for activities governed by the MPA must agree to follow the MPA Code of Ethics, the principles of Sports Done Right; Board policies; school and Athletic Department administrative regulations.

Consistent with the Board's policies on hiring and nondiscrimination / equal opportunity / affirmative action, the Athletic Director will be responsible for developing and implementing procedures for recruiting, selecting, recommending and assigning coaches. No applicant will be hired as a coach or assistant coach without Maine Department of Education approval, including fingerprinting and criminal background check requirements.

Hiring of coaches shall be on an annual or seasonal basis, with no expectation of following-year or following season employment in a coaching position.

Coaches may be disciplined or terminated in accordance with Board policies or administrative regulations.

EVALUATION OF COACHES

In an effort to maintain a well qualified coaching staff and the integrity of the school's athletic programming, coaches will be evaluated annually by the Athletic Director. If the Athletic Director also coaches, he/she will be annually evaluated by the Principal using the evaluation process used for all coaches.

The Athletic Director will be responsible for developing and implementing a process for evaluation of coaches. It is expected that the process will include a self-appraisal component, and that the administrative and self-appraisals will include knowledge of sports, coaching skills and techniques, organizational skills, attitudes, communication skills, behavior, and ethics.

INTERSCHOLASTIC ATHLETICS GUIDED BY "SPORTS DONE RIGHT"

The Rangeley Board of Education recognizes the value of athletics as an integral part of the educational program. Learning and personal growth form the foundation for interscholastic and intramural sports. The intrinsic qualities of sports create a strong learning dynamic that complements the academic program. On the playing field, student-athletes learn skills, strategies, leadership and responsibility. They also learn the importance of setting goals – for oneself and for the team – and how to make plans for achieving those goals. Young people who play sports make a voluntary – and often passionate – commitment to their activity, enhancing their learning opportunities. Sports provide a performance-based, real-life experience, not an abstract concept. Sports also provide students with an opportunity to shine in a different setting, and to increase their engagement with school. Authentic events improve the learning potential and offer opportunities for the personal growth of the individual athlete.

Athletic participation must be healthful, positive and safe for everyone involved, conducted in an environment that teaches values and ethics, strengthens the community, promotes competition without conflict and enriches the lives of the athletes. At their best, school sports provide an opportunity to teach good sportsmanship and other values.

The Board embraces the tenets of *Sports Done Right* – the Core Principles, Core Practices and Out of Bounds – committing to work toward these standards on a journey of continuous improvement. As a public activity with clear rules, immediate accountability and a real outcome, *Sports Done Right* creates an environment in which to instill core values such as discipline, respect, responsibility, fairness, trustworthiness and good citizenship. Positive competition and a spirit of excellence are defining values promoted through sports. Given their entrenched popularity and capacity for shaping character, effectively implemented sports programs are a positive social force in Maine’s culture. The Board pledges to support at all levels – from the student-athlete to the coach, from the school and the school district to the entire community – opportunities for young people to experience the very best of interscholastic athletics in a setting where sports are “done right.”

We support a learning environment where:

- our student-athletes who represent their school both at home and away, are expected to conduct themselves respectfully and compassionately on and off the court/field.
- our coaches, through their conduct, provide enriching sports experiences that build good habits and self-confidence in each student-athlete.
- our school board and administrative team provide quality athletic programs.
- our parents and community members, through their conduct, contribute to a positive experience for everyone at our sports events – whether at home or away.
- our school community appreciates the value of competition-without-conflict, which means handling success with grace and failure with dignity, replacing a “win-at-all-costs” attitude with the spirit of excellence.

As a school community, we will ensure the following:

- Student-athlete involvement in developing, implementing and sustaining *Sports Done Right*;
- Adoption by the Board of official policy articulating a philosophy of interscholastic sports and differentiating among the development levels of students;
- Commitment each sports season to the *Sports Done Right* compact by student-athletes, parents, coaches and the athletic administrator;
- Communication and coordination between school and community sports programs;
- Program evaluation consistent with the Core Principles and Core Practices of *Sports Done Right*.

With the approval of this resolve, the Board formally adopts *Sports Done Right* as a guiding document for the oversight of middle level and high school interscholastic athletics.

MEDICAL SITUATIONS

Injuries that are severe enough to seek medical attention will need the student’s primary care physician(s) to sign off student/athletes in order to begin participating in activities or joining teams to play in athletics. All head injuries, regardless of the severity, will require written permission to resume activity from the student’s attending physician or in case of surgery, the surgeon who tended to the injury.

OVERNIGHT OR OUT-OF-STATE TRIPS

All school sponsored educational or athletic trips that require students to spend stay overnight, travel out-of-state or both must have the approval of the Board.

A written request for approval must be provided to the Superintendent at a minimum of four weeks prior to the proposed date. (The four-week period will be waived for athletic teams qualifying for post-season tournament play. In this case, the Superintendent shall inform the Board at the first board meeting following the event.) The Superintendent shall ensure that the proposal is on the agenda for Board action at the next Board meeting.

Participation in such trips is limited to students at Rangeley Lakes Regional School, or students who have the option to attend Rangeley Lakes Regional School e.g., home-schooled students.

There shall be adequate adult supervision. At a minimum, there shall be a ratio of one adult chaperone to each eight students.

The lead chaperone, teacher or coach, shall serve as the trip leader. He/she shall also serve as the liaison between the school, parent, Principal, Superintendent and Board.

The Superintendent reserves the right to conduct a safety review and cancel the trip if conditions warrant.

Students participating in such trips are subject to all school rules, Board policies and State and Federal Laws and Statutes.

PHYSICAL EXAMINATION OF STUDENTS

The Board is aware of the relationship between student health and success in school. Recognizing that parents/guardians bear the major responsibility for attending to the health needs of their children and that the school system has an interest in the well-being of its students, the Board adopts the following policy.

A. Physical Examinations and Screenings

Parents/guardians shall be encouraged to have their children physically examined prior to entering school and again prior to entering Grades 4, 7, 9 and 11. Dental examinations shall also be encouraged.

Vision, hearing and scoliosis screenings will be conducted as required by Maine law. Parents will be notified of any suspected health problems identified through screening.

School staff are encouraged to be alert to the general well-being of students and should refer any concerns to the school nurse.

B. Participation in Athletics

Students who wish to participate in middle school or high school athletics are required to have a physical and medical approval before doing so. A student will not be allowed to participate in practice or competition without the required physical examination and medical approval. Physicals shall be required every two (2) years.

C. Parental Consent

Parent/guardian consent shall be required for physical examinations if given by the school physician or under the auspices of the school.

Parents/guardians and eligible students (students 18 years of age or older) shall be notified annually and have the opportunity to opt the student out of any non-emergency, invasive, physical examination or screening that is:

1. Required as a condition of attendance;
2. Administered by the school and scheduled by the school in advance; and
3. Not necessary to protect the immediate health and safety of the student, or of other students.

For the purpose of this policy, “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening

PRACTICES

1. Coaches should always be present. In cases where they cannot be present, approved assistants must be in attendance
2. Practices may be held a maximum of six times each week; five is preferred. In no case shall athletic practices be held on a Sunday.
3. In the event of inclement weather, coaches should bring “outside” sports teams inside for chalk talks, conditioning drills, or other activities, which will benefit the player during competitions.
4. No matter when an athlete tries out for a team, he/she must have practiced a minimum of five (5) days prior to participating in a game or scrimmage against another team.
5. Maine Principal Association Sport Season Guidelines shall be adhered to in all situations and circumstances.

PRESEASON MEETINGS AND COACHES’ RULES

Subject to review and approval by the Athletic Director, special rules for individual sports necessary to address unique circumstances will be set by the coach and discussed at preseason meetings for all parents and athletes. These meetings will take place in the fall, winter and spring prior to the beginning of each sports season. No policy set shall conflict with established Board/MPA policy.

PROTOCOLS

PROTOCOLS FOR COACHES/LEAD TEACHERS

II. Bus Accident

A. SCHOOL RESPONSIBILITIES

1. Field Trips/Sporting Activities

The school shall have a list of students that leave the building for whatever reason, whether it be on a field trip or sporting event. The school will have information sheets for all students on the trip that will include their names, birth dates, addresses, medical information, parents’ names, home phone numbers, parent work phone numbers and persons to contact if parents are not available. This way, if there is a bus accident, the school can easily contact parents of all students who were involved.

B. PRODECURES

2. Bus Accidents While Transporting Students

- 2.1 At the scene of an accident involving a school bus, the responding law enforcement agency is in charge.
- 2.2 The responsibility for the release of uninjured students rests with the Superintendent or his/her designee, but only after the police have fully investigated the incident and have issued a release.
- 2.3 The following bus emergency procedures are to be enacted when the welfare and safety of students are involved. (The severity of the accident may alter the order of events to ensure the welfare of children.)

- **Bus Driver Responsibilities***
 - Report emergency to fire, police, EMS, Superintendent’s office and Director of Transportation
 - Provide emergency first aid for the following medical conditions in order listed: restoration of breathing, severe bleeding, shock, minor injuries.

- Evacuate bus, as follow (only if required for the safety of passengers); give instructions for orderly evacuation from designated exits; take first aid kit; passenger roster; cell phone; put bus radio microphone out through the window; announce specific assembly point; after evacuation, check to be sure that all passengers have left the bus; and supervise or arrange for supervision of students at assembly point.
- Report to Superintendent and the Director of Transportation or their designee, names of students sent to the hospital, giving the name and location of the hospital.
- Complete the BUS ACCIDENT SITE SPECIFIC CHECKLIST and return it to the Director of Transportation within two school days following the accident.
- Responsibilities of lead teacher/advisor/coach other than the driver of the bus.
 - Assist in implementing direction given by the driver.
 - Assist in supervising of orderly evacuation if this becomes necessary.
 - Supervise passengers and assist with first aid.
 - To the extent qualified, assume the responsibilities of the bus driver if the bus driver is incapacitated. (Notify the following, police, fire department, if necessary; emergency medical services, if necessary.)
 - Inform the school of who is on the bus. Was anyone injured? Give detailed information regarding the emergency so the school can make the necessary phone calls to parents.
 - Provide updated information to school personnel upon request.
 - Complete the “Medical Emergency Site Specific Checklist”.
 - Complete the “Student Release Request Form” for each student leaving with a parent. If that parent/guardian does not sign, do not release the student. Call the school for assistance.
- School Attendance Responsibilities
 - Notify parents or guardians of the incident.
 - Release student(s) to parent(s), or guardian(s).
 - Complete accident reports for all students who have complaints of injury.
 - Log time of information received and actions taken.

*If the driver is incapacitated, the lead chaperone shall assume these responsibilities.

III. Field Trips

1. Complete and submit to the Principal a “Field Trip Request Form” fifteen (15) days prior to the trip. (If an overnight trip use Form EEAA-R instead of the form).
2. Once the trip has been approved, provide copies of the “Field Trip Request Form” to the bus driver and cafeteria ten (10) days prior to the trip.
3. Prepare a list of students participating.
 - Name
 - Parent/Guardian Name
 - Home phone number
 - Work phone number
 - Emergency phone number

- Medical Information (See School Nurse)
4. Ensure that a copy of the student list is provided to the office a minimum of seven (7) days prior to the trip. Teachers whose classes are impacted are also to receive copies.
 5. Have parent complete a permission slip. (You need to keep these on file. I'd suggest seven (7) years, i.e., statute of limitations for most things.)
 6. Meet with bus driver a day or so before the trip to determine route, rest stops and re-affirm departure from RLRS.
 7. On the day of the trip, ensure that all those going are ready to board the bus at least ten (10) minutes before departure time. Make sure that the departure time is met.
 8. Once on the bus, take attendance and report those absent to the office.
 9. While on the bus, teachers and chaperones are responsible for student behavior. If things get out of hand, the bus driver is to stop and not proceed until the behavioral issue is solved. Call the school for assistance if need be. Call the police in an emergency, (Err on the side of safety!) then call the parent. (At least one working cell phone must accompany each trip.)
 10. The bus driver is responsible for rules re bus safety. Ensure that all follow them.
 11. If food or drink is allowed (your call), ensure the bus is cleaned before you off load students.
 12. Ensure that the departure time back to RLRS is met. Aside from an emergency, depart on time.
 13. If a parent wishes to transport a student home, they are to complete and sign a "Student Release Request Form". You are to keep this form with the permission slips. Under no circumstances are you to release a child to a non-parent/guardian without the permission of the parent and approval by the Principal.
 14. Once on the bus to return to RLRS, take attendance. If someone is missing, several chaperones are to search. If the student cannot be found after fifteen (15) minutes, call law enforcement, parents and the school. Do not depart until the student is either located or you are given release by law enforcement for departure.
 15. Once back at RLRS, ensure that all students have been transported home or have returned to school. Never leave a child of any age unattended. If students are leaving by their own transportation, make sure they have left school property before you leave.
 16. Complete the "Bus Trip Critique Form" (teachers) and present to the Principal within two (2) school days.
 17. Report any behavioral issues that you feel need to be taken care of to the Principal on the next school day.
 18. If appropriate, have the class group, etc. write a "Thank You" note to the driver.

IV. Student Transportation in a Private Vehicle

A. Coach/Leader Teacher

1. Prior to Trip

- 1.1 Ensure that all drivers have read Policy EEAB: Student Transportation in a Private Vehicle
- 1.2 Provide to the Principal's office a minimum of four (4) school days prior to departure the following completed forms:
 - EEAB-R: Student Transportation in a Private Vehicle Checklist
 - EEAB-E: Driver/Vehicle Information Form
 - EEAB-EA: Parent/Guardian Permission for Student to be Transported by Private Vehicle

[Keep copies for your files. Permission slips are to be kept for ten (10) years]
- 1.3 If the travel includes an overnight or out-of-state experience, forms EEAA-R "Request for Overnight of Out-of-State Travel" must be completed and to the Principal no less than (4) weeks prior to departure (these trips must be Board approved).
- 1.4 At least two (2) days prior to departure, provide the Principal with:

- A detailed trip itinerary to include route(s) to be taken, planned rest or meal stops, activities, etc.
 - A list of students traveling and with whom they are traveling.
 - Telephone numbers where you can be reached at any time.
- 1.5 Have student emergency medical information (work with school nurse) with copies for all drivers and chaperones.
 - 1.6 Assign seats and ensure that students stay in the same car throughout the trip unless a dire need to switch occurs.
 - 1.7 Appoint a “second-in-command.” This person is to take over for the lead teacher/head coach if necessary. This person is not to ride in the same vehicle as the lead teacher/head coach.
 - 1.8 Children of coaches/volunteers/advisors may not be transported on the bus unless that child is a member of the team or a participant in the field trip.

2. While on Trip

- 2.1 The lead teacher/head coach is to either drive or be a passenger in the lead vehicle.
- 2.2 If more than one vehicle is being used, travel caravan style. The lead vehicle will set the pace. If the caravan becomes separated, the lead vehicle(s) is to slow down until re-connection is made.
- 2.3 If an accident occurs
 - Call 911. State name, situation and details
 - Take immediate life savings steps: breathing, serious bleeding, shock, minor injuries (in that order)
 - Call the school (The school will inform parents).
 - When the police and/or emergency services arrive, give them control.
 - Allow no one to leave the accident scene unless told to do so by the police.
 - The lead teacher/head coach (or second-in-command) is to stay at the accident site until told by the police to leave.
 - The lead teacher/head coach or second-in command is to accompany any injured to the hospital. The other vehicles are to follow. (If permitted by the police)
 - Vehicles not involved in accident are to pull over at the closest, safest area and await directions. Students must remain in the car during this time.
 - The lead teacher/head coach is to call the school re any child hospitalized. The school will then inform the parent.
 - Once the ok to leave the accident site is given by the police, call the Principal and detail the situation. The Principal will make the decision whether to continue or cancel the trip.
 - Do not release any student to a parent without having a signed “Student Release Request Form.” (You keep the signed copy).
 - Upon return, fill out an accident report form and get it to the Principal. (Call the Principal for advice at any time).
 - Remember you are the “Boss” of the trip.

B. Driver

1. Read and adhere to Policy EEAB: Student Transportation in a Private Vehicle
2. Provide copies of proof of insurance, vehicle registration and valid drivers license.
3. Ensure that all students traveling with you are seat belted at all times while the vehicle is moving, stopped in traffic or on the highway.
4. Obey all traffic and safety rules.
5. Explicitly follow the directions and requests of the lead teacher/head coach.
6. Do not allow students to switch vehicles unless told to do so by the lead teacher/head coach.

QUALIFICATION FOR A LETTER

An athlete lettering for the first time shall receive the Varsity "R" and an appropriate pin and certificate. Subsequent lettering will be recognized with a pin and a certificate. Athletes participating at the sub-varsity level for the first time will be awarded a certificate. Qualifications for sub-varsity should be consistent with qualifications for varsity.

1. Soccer- Players must participate in at least one half of the total number of halves played.
2. Baseball and Softball – Players must participate in at least one-third of the total innings played. Pitchers shall pitch in one-third of the total innings played.
3. Basketball - Players must participate in at least one half of the total quarters played.
4. Skiing - Players must participate in at least one half of the meets or qualify or place in the State Championships.
5. Golf - Players must participate in at least one half of the matches or qualify or place in the State Tournament.
6. Cheerleaders - Participants must cheer in all activities to which varsity cheerleaders are assigned, unless excused by the coach.

QUITTING A TEAM

Athletes will be allowed to leave any team they try out for during the first two weeks of the season. However, it is still an expectation that they speak directly to the coach before leaving. After this time, if any athlete leaves for other than medical reasons, he/she will sit out during the next season of sports that he/she would participate in, unless the reason for leaving has been cleared *in advance* with the coach(es) and/or athletic administrator or principal.

RAFFLES

The Superintendent will approve raffles at the Rangeley Lakes Regional School based upon the following criteria:

1. Raffles will be conducted by and for the students. Raffle proceeds may only be used to benefit students, programs or activities.
2. Raffles will be overseen by the class advisor, teacher, or coach.
3. Raffle tickets shall not exceed \$5.00.
4. Raffle activity will be conducted in such a manner that regular school operation and student educational time will not be compromised.
5. Items being raffled must be a quality product and shall not be of an illegal, immoral or indecent nature. Items dealing with drugs and alcohol shall not be approved for raffle purposes.

RELATIONSHIP WITH BOOSTERS' GROUPS

Rangeley Lakes Regional School recognizes the role of boosters' groups in assisting the schools in enriching athletic and other extracurricular activities and enabling more students to participate in such activities. For the purpose of this policy, a booster group is a parent and/or community group that is organized for the purpose of providing resources to support the sports and other student activities programs at large and to support the school in recognizing student accomplishments in athletics and other activities.

Only those booster groups that have been approved by the Board may use the name and or logo of the Rangeley Lakes Regional School. The Superintendent may make recommendations to the Board concerning the approval of groups seeking booster status.

In order to be approved as a booster group, a group must meet the following criteria:

1. The group must be operated by adults rather than students;
2. The group must provide details of the structure of the organization including its purpose and goals, the intended use of funds generated, the names of its officers, and its bylaws;
3. The booster president or designee must make application to the Principal for all uses of school facilities for fund raising projects, in accordance with the Board's facilities use policy and procedures;
4. The use of school facilities by the group will comply with all policies and regulations established by the Board and, as applicable, the Maine Principals Association;
5. No monies collected by booster groups fund raising activities will be deposited directly to student athletic/activity accounts;
6. All fundraising activities must be approved in advance following Board policy;
7. No fundraising activities will be conducted within the school by the booster group during school hours;
8. All funds raised by the booster group must be used to achieve the stated purposes of the group;
9. The booster group must maintain bank, financial and tax exempt status separate from the school. The organization will provide to the Board annually, or upon request, a complete set of financial records or detailed treasurer's report;
10. Booster groups may not lawfully use the school's sales tax exemption for purchases or sales,
11. Booster group gifts must enhance activities for both boys and girls. The Board will consider gender equity and budget implications before accepting booster group donations;
12. Any booster group plan or project that would require expansion, renovation or construction of school facilities or would increase maintenance costs for facilities shall require Board approval;
13. Any booster group plan to provide awards or recognition to teams or individual students must be approved by the Board before any public announcement is made;
14. Booster groups will not directly pay coaches or officials, purchase equipment or pay for transportation; and
15. Booster groups will not select coaches, assistant coaches or activity advisors or influence the selection of coaches, assistant coaches or activity advisors.

The Board reserves the right to revoke the approval of any booster group if it is found that the group's operations or purposes are inconsistent with Board policies.

RELEASE TO PARENTS – (AWAY GAMES)

Parents may, at the conclusion of an away game or other event, request that they transport their student. The parent is to speak to the lead teacher or head coach and make such a request. The parent will be required to complete a "Student Release Request Form" (see attachment A). This form must be signed by a parent or legal guardian or the student will not be released. Students **will not** be released to a non-parent/guardian unless the "Student Release Request Form" has been signed by the parent designating to whom the child is to be released. This form must be pre-approved by the Athletic Director or Principal

and is to be presented personally to the head coach or lead teacher by the parent/guardian before the child is transported.

RIGHT TO PARTICIPATE

The privilege of participation may be revoked by a coach/supervisor, the Athletic Director or Principal, if the student does not conduct himself or herself in a manner that reflects favorably on the school. Upon dismissal of a participant from an activity, parents will be notified both by letter and personally by the coach/supervisor, Athletic Director or Principal.

SPONSORSHIP AND EVALUATION OF ATHLETIC PROGRAMS

It is the Board's desire to offer Rangeley Lakes Regional School students athletic programming that provides diverse, developmentally appropriate opportunities and also encourages student participation. At the same time, the Board recognizes that resources may not be available to fund all of the sports in which students and the community have an interest. In order to provide students with meaningful athletic experiences while maintaining high quality, sustainable programs, the Board adopts this policy governing sponsorship and evaluation of the school's athletic programs.

Through sponsorship, the school assumes responsibility for, and control of, a particular athletic program. Sponsorship requires Board approval. The school assumes responsibility only for those interscholastic athletic programs the Board has designated as school-sponsored.

The Board will approve for sponsorship only those programs that are consistent with its philosophy and policies and with regulations established by the appropriate governing bodies, including the Maine Principal's Association (which refers to its regulations as "policies"). Sponsorship does not mean that funding will be provided in whole or in part through the school's budget. Sponsorship is required even for activities that may be funded in full by booster organizations.

Sponsorship is required before any team may represent itself using the school name, to be eligible for league play and tournament participation, or to be eligible for school athletic awards.

In order to assess the sustainability of athletic activities, each ongoing activity will be evaluated on at least a five-year cycle.

The Board establishes the following process for the approval and evaluation of athletic programs.

CRITERIA FOR APPROVAL AND EVALUATION OF ATHLETIC PROGRAMS

The Superintendent or his/her designee shall be responsible for developing a process (rubric) for evaluating potential athletic programs and assessing the viability of existing programs. The process (rubric) shall take into consideration the following factors, which shall be applied consistently to all programs:

1. Student body interest;
2. Community interest;
3. Gender equity;
4. Impact on facilities;
5. Impact on existing programs;
6. Impact on administration and staff;
7. Expenses;
8. Availability of competition;
9. Potential to field competitive teams;
10. Alignment with Board philosophy and policies; The Principles of Sports Done Right; and
11. Availability of funds, consideration of extraordinary costs (e.g., rental of facilities, transportation, specialized equipment), and other relevant data;
12. Potential for pursuit of life long activity.

The process (rubric) should include a scale for weighting and rating these criteria and for reporting a total score that may be used for comparison purposes.

APPROVAL OF NEW ATHLETIC PROGRAMS

Sponsorship of all new interscholastic athletic programs must be approved in advance. The Superintendent or his/her designee shall be responsible for making and supporting recommendations to the Board at least six months prior to the proposed starting date. Recommendations are to be made based on data from the evaluation process (rubric).

The Board may impose conditions that must be met for the program to be approved.

Following initial approval, new programs will be placed on a one-year probationary status.

Six months prior to the end of the probationary period, the Superintendent or his/her designee must submit a report to the Board including recommendations and support for continued Board approval. The Board may provide for continuing approval, deny approval, or extend the probationary status for one additional year. Probationary status shall not exceed three years.

EVALUATION OF EXISTING OR ONGOING SCHOOL-SPONSORED ATHLETIC PROGRAMS

Every athletic program will be reviewed on at least a five-year cycle.

The purpose of evaluation is to ensure that all existing or previously approved programs continue to meet the standards and criteria established by the Board.

The Board may authorize a program to be reviewed out of sequence based upon the recommendation of the Superintendent or his/her designee.

The evaluation of existing or ongoing approved programs will be done using the same process used to assess proposed programs.

Based upon the data, the Superintendent or his/her designee shall make a recommendation to the Board as to whether the program should continue or be deleted. The Board may vote to delete any program that it deems no longer sustainable or in keeping with Board philosophy, standards or criteria.

DELEGATION OF AUTHORITY

The Superintendent may appoint a program evaluation or review committee to perform evaluations of proposed and existing athletic programs. Any such committee must have balanced representation including the Superintendent, the Athletic Director, the Principal, teachers who are employed as coaches, parents, students and the community. Any such committee will use the process for program evaluation.

The committee shall be advisory to the Board.

SPORTS SEASON

It is the responsibility of the athletic department to offer a well-balanced program of sports. To prevent overlapping of seasons and excessive specialization, each sport will have a clearly defined season. This will allow a student to go from one sport season to another without any conflicts. Where possible, a week's rest between seasons should be given.

A sport season is that period of time beginning with the first day of organized practice and ending with the day of the last regularly scheduled game or tournament for any one particular sport.

Each sport shall follow the MPA guidelines when determining the duration of preseason training and the sports season (See below). The coach shall stay within the administrative regulations for lengthy scrimmages and games.

2011-2012	<i>1st Possible Practice Date</i>	<i>Opening Date</i>	<i>Closing Date</i>	<i>No. Weeks</i>
Fall	August 15	September 2	November 5	9
Winter	November 21	December 9	February 25	11
Spring	March 26	April 12	June 9	8

SPORTSMANSHIP

The Rangeley Board of Education believes that athletic competition should be a healthful, positive and safe experience for everyone involved, conducted in an environment that teaches values, and ethics, strengthens the community, promotes competition without conflict and enriches the lives of athletes. Players should learn to handle success with grace and losing with dignity. In order to promote core values such as discipline, fairness, responsibility, trustworthiness and citizenship, everyone associated with athletics, including players, coaches, parents and spectators, is expected to exhibit good sportsmanship during athletic competitions.

PARTICIPANTS

In exhibiting sportsmanship, student athletes are expected to:

1. Understand and follow the rules of the sport;
2. Recognize skilled performance of others, regardless of the player's team;
3. Display respect for teammates, opponents, coaches and officials;
4. Respect the judgment of the officials and accept their decisions;
5. Refrain from antics, taunting opponents and using insulting language or swearing;
6. Be modest when successful and gracious in defeat; and
7. Recognize that their conduct reflects on their school;
8. Abide by the Principles of Sports Done Right.

COACHES

In exhibiting sportsmanship, coaches are expected to:

1. Recognize that they are role models for students and set a good example for athletes and fans to follow;
2. Abide by the rules of the sport, in letter and in spirit;
3. Treat all participants with respect;
4. Behave with dignity and self-control;
5. Respect the judgment of the officials and accept their decisions;
6. Take corrective action toward any player who intimidates or shows disrespect toward an official or displays unsportsmanlike behavior; and
7. Be modest when successful and gracious in defeat;
8. Abide by the Principles of Sports Done Right.

SPECTATORS, INCLUDING PARENTS, STUDENTS AND COMMUNITY MEMBERS

In exhibiting sportsmanship, spectators are expected to:

1. Realize that the main purpose of the competition is the play of the game and that the role of the spectator is one of support;
2. Show positive support to the teams and players for outstanding performances;
3. Show concern for injured players, regardless of which team they are on;
4. Refrain from angry or abusive language or actions toward any player, official, coach or other spectators;
5. Refrain from endangering participants or spectators by throwing objects;
6. Refrain from heckling, taunting or berating players, officials, coaches or other spectators;

7. Follow all Board policies and rules pertaining to conduct on school property, including but not limited to those pertaining to tobacco, alcohol, drugs and weapons;
8. Understand and comply with the Principles of Sports Done Right.

Schools Athletic events are activities that are part of the education program. An athletic event is not a public forum. The public is invited to attend athletic events for the purpose of supporting the participants on both teams and the schools they represent. Appropriate behavior by spectators, especially adults, provides a positive model for students and contributes to the value and educational purposes of athletic activities. Negative comments and behavior by spectators are inconsistent with the purposes of athletic activities. School administrators and officials have the authority and discretion to remove any spectators who do not comply with rules of sportsmanship.

PENALTIES FOR INAPPROPRIATE BEHAVIOR

Student athletes who engage in unsportsmanlike behavior will be subject to penalties described in the Athletic Code or, if the conduct constitutes a violation of Board policy; school rules; or the Student Code of Conduct and/or Student Handbook, will be subject to appropriate disciplinary consequences.

Student spectators whose behavior constitutes a violation of Board policy, school rules or the Student Code of Conduct will be subject to appropriate disciplinary consequences.

Adult spectators who engage in unsportsmanlike behavior or conduct that violate Board policy will be asked to leave the premises and will be excluded from future events. The administrator in charge of the event may seek the assistance of law enforcement authorities if necessary to ensure the safety of participants, coaches, officials or other spectators or to prevent damage to school property.

NOTICE OF RULES

The Athletic Director shall be responsible for posting spectator rules at the entrance to each interscholastic competition site.

STAFF CONDUCT WITH STUDENTS (Policy GBEB)

The Board expects all staff members, including teachers, coaches, counselors, administrators and others, to maintain the highest professional, moral and ethical standards in their conduct with students. For the purpose of this policy, staff members also include school volunteers.

The intent of this policy is to ensure that the interactions and relationships between staff members and students are based upon mutual respect and trust; that staff members understand the importance of maintaining appropriate professional boundaries between adults and students in an educational setting; and that staff members conduct themselves in a manner consistent with the educational mission of the schools. It is understood that staff members may interact with and have friendships with students' families outside of school. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times.

Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected

to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;

- Sexual banter, allusions, jokes or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names or otherwise in an overly familiar manner; and
- Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner.
- "Friending" students on social networking sites outside of any school-approved activity. It is understood that staff members may interact with and have friendships with students' families outside of school. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times. ; and
- Communicating with students on non-school matters via computer, text message, phone calls, letters, notes or any other means.

Before engaging in the following activities, staff members will review the activity with their building Principal or supervisor, as appropriate:

- Being alone with individual students out of public view
- Driving students home or to other locations;
- Inviting or allowing a student to visit the staff member's home (unless the student's parent approves of the activity, such as when a student babysits or performs chores for a staff member); without other adults or students present;
- Visiting a student's home or in another location, without other adults present, unless on official school business known to the parent
- Maintaining personal contact with a student outside of school by telephone, e-mail, Instant Messenger or Internet chat rooms, or letters (beyond homework or other legitimate school business);
- Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events except as participants in organized community activities.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Reporting Violations

Students and/or their parents/guardians are strongly encouraged to notify the Principal (or other appropriate administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify promptly the appropriate building administrator or Superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Human Services, the District Attorney and/or law enforcement in accordance with the Board's policy on Reporting Child Abuse and Neglect.

STUDENTS ABSENT

Any student absent from school due to illness or unauthorized absence shall not be permitted to participate in any co-curricular activity that day.

TARDINESS

Excused tardies on the day of a scheduled event must be cleared by the athletic administrator or principal and approved by the coach/supervisor before the student is allowed to participate. Students with unexcused tardies after 9:00 AM on the day of an event will not be allowed to participate in that day's event. Legitimate reasons for absences or tardies are set by Maine Statute and are as follows:

1. Personal illness
2. Appointments with health professionals
3. Observance of recognized religious holidays
4. Emergency situations
5. Planned absence for personal or educational purposes that have been approved by the principal or his/her designee

Students are expected to be in school on the day after a game on time unless cleared in advance by the athletic administrator or the principal or his/her designee. Three tardies, be they excused or unexcused, on days after a game will render the student ineligible for the next scheduled event.

TERM OF EMPLOYMENT

Coaches and advisors are employed on a one-year contract. Having held the position in the prior year is not a guarantee of re-employment. The Athletic Director shall post all coaching positions a minimum of two months prior to the start of each season and establish a date by which all applications must be received. Coaches from the prior year who remain in good standing and who receive a "recommendation of re-employment" from the Athletic Director on their annual evaluation will receive first consideration. The Principal shall post all advisor positions prior to the end of school. Advisors who remain in good standing and receive a "recommendation for re-employment" from the Principal in their annual evaluation shall receive first consideration.

TRANSPORTATION

All participants traveling to and from school-sponsored events must travel in transportation provided by the school. In special instances, as determined by the Athletic Director or Principal, the student may travel to an event with a parent or adult authorized by a parent; however, the student must submit in advance a written request signed by the parent or guardian. The coach or supervisor must be informed.

When activities happen off school grounds, but within the district and within the school day, students may provide their own transportation to those sites with written permission from the parent/guardian and permission from the coach/advisor.

Special arrangements can be made if conflicts arise where students are at another activity and need to meet their group outside the district with parent permission and approval of the coach/advisor.

Participants will remain with their group on and off the bus and under the supervision of the coach/advisor.

All school bus rules and team bus rules will be followed.

In the case of a late return from a co-curricular activity, e.g., if the bus arrives back at the school at midnight or later, the participants must sign into school by 9:30 AM to be considered tardy excused for that day and participate in co-curricular activities.

TRANSPORTATION IN A PRIVATE VEHICLE

Whenever possible, school buses shall be used to transport students. However, when buses are not available, the Superintendent may authorize the use of private vehicles to transport students to and from approved co-curricular and extra-curricular activities when the following conditions are met. The Superintendent's decision to approve or deny the use of particular drivers and/or vehicles is final.

Driver and Vehicle Requirements

1. Any driver permitted to transport student must be the parent of a student.
2. Each prospective driver must complete the School Department's Driver Information Form and provide the following documentation:
 - a. A valid Maine driver's license;
 - b. Auto insurance coverage equal to or exceeding the Maine minimum requirements;
 - c. A valid Maine registration and current inspection sticker for the vehicle.
3. The School Department shall conduct a Maine driver record check on all prospective drivers.
4. If the vehicle is a van that provides seating for ten (10) or more occupants (including the driver), the driver must provide evidence of training in the operation of such a vehicle. Information regarding training can be gotten from the Board of Occupational Safety and Health (BOSH) or the Maine Department of Labor, Bureau of Labor Standards.

Other Conditions

1. Written permission must be obtained from the parents/guardians of all students to be transported by private vehicle.
2. Only in exceptional circumstances may a driver transport a single student unless the student is his/her own child. (In those circumstances, the parent/guardian must be made aware prior to departure).
3. All vehicle occupants are required to wear seat belts. Student under eight (8) years of age or under 80 pounds must be in a Federally approved child restraint system.
4. All Board policies and school rules are in effect while transporting students in private vehicles to and from co-curricular and extra-curricular activities.
5. Any accident during a school trip must be reported immediately to the appropriate law enforcement and school authorities.

UNIFORMS AND EQUIPMENT

School property assigned on loan to athletes is to be used only for that particular sport and season and only at practices, meets, matches and games. Students are responsible for care, maintenance and cleaning of these materials, which are to be turned in at the end of that particular season. Materials lost, stolen or damaged are still the responsibility of the athlete assigned them and payment for replacement costs will be expected. Athletes owing money will not be allowed to play in the next sports season until their bill has been paid.

FORMS

BUS ACCIDENT SITE SPECIFIC CHECKLIST

This list delineates the action taken in response to a bus accident.

1. Bus Driver's Name _____ Date _____
2. Location of Accident _____ Time _____
3. Vehicle Type and No. _____ Number of Passengers _____
4. Complete tasks as appropriate to the circumstances of the bus accident

4.1 Determine if students/staff should be kept on board or evacuated to safe location outside of bus.

Action taken: _____

4.2 Police/Fire/EMS notified by: _____

- Time _____

4.3 School notified by _____

- Time _____

- Report * his/her name and title

*problem (type of accident, specific location, action taken, names of students and adults involved)

4.4 Superintendent notified by _____

- Time _____

- Report * his/her name and title

*problem (type of accident, specific location)

Action taken _____

4.5 Indicate all actions taken, i.e., persons and equipment/vehicles dispatched. Also log time and date.

Submit two (2) copies of this form to the Director of Transportation within two (2) school days following the accident. The Director shall keep one copy, the second shall be filed with the Superintendent.

BUS DRIVER/TEACHER/CHAPERONE CHECKLIST

COMPLETE BEFORE TRIP BEGINS

1. Bus Driver's Name _____ Date _____
2. Vehicle type and license # _____ # of Passengers _____
3. Chaperone(s) _____

COMPLETE AS MUCH AS POSSIBLE AT TIME OF ACCIDENT

1. Location of accident _____
 - 1.1 Time _____
2. Number of injured people _____
3. 911 called by _____

Time _____

Report

- name and title
- school/site name and address
- problem (our school bus has been involved in an accident at [location]. There are [# people injured]. Of the people injured [# students] and [# adults].)

BUS TRIP CRITIQUE

(Lead Teacher/Head Coach)

1. Date of Trip: _____

2. **Destination:** _____

3. **Purpose of Trip:** _____

4. **Time of Departure from RLRS:** _____

5. **Time of Arrival at RLRS:** _____

6. **Did trip depart for RLRS on time?** Yes
 No If no, give reasons

7. **Did trip arrive on time?** Yes
 No If no, give reasons

8. **Did trip depart for RLRS on time?** Yes
 No If no, give reasons

9. **Was bus clean prior to departure from RLRS?** Yes
 No

10. **If food or drink was permitted, did clean-up?** Yes
 No If no, give reasons

11. **Prior to departure was a pre-trip meeting held with the driver?** Yes
 No
If yes, was this meeting satisfactory:
 Yes
 No
If no, why wasn't it held?

12. **Did the driver ensure student/passenger safety at all times?** Yes
 No If no, list examples of unsafe practice.

13. **If the bus were involved in an accident were all protocols followed?** Yes
 No If no, give examples of problems

14. **General Comment:**

THIS FORM IS TO BE FILED WITH THE DIRECTOR OF TRANSPORTATION WITHIN TWO (2) DAYS FOLLOWING THE TRIP.

FIELD TRIP REQUEST FORM

This form must be submitted a minimum of fifteen (15) days prior to the trip.

*If overnight trip, submit form EAAA-R in place of this form.

Destination: _____

Purpose of Trip: _____

Educational Justifications: What are the educational objectives? How do these relate to the Maine Learning Results, i.e., which performance indicators are being addressed?

Educational Follow-up: What post-trip activities will be employed to ensure that the trip supplements the curriculum?

Team, Subject Area ,or Grade Level: _____

Number of Student Participants: _____

Teacher Chaperones: _____

Parent Chaperones: _____

Date of Trip*: _____

Time of Departure from RLRS: _____

Time of return to RLRS: _____

Mileage to and from (approx.): _____

Number of buses needed: _____

(Over)

Lead Teacher: _____ Date submitted: _____
(Signature)

Principal: _____ Date : _____
(Signature)

- Recommend
 - Do Not Recommend {State Reasons} _____
-

Superintendent: _____ Date : _____
(Signature)

- Approved
 - Denied {State Reasons} _____
-

If approved, copies are to be provided to the bus driver and cafeteria ten (10) days prior to the event.

FUND RAISING REQUEST FORM

Club/Group/Organization: _____	
Advisor/Teacher: _____	Date submitted: _____
Description of Fund Raising Activity: _____	
Intended Use of Funds Raised: _____	

Location of Fund Raiser: _____	
*Items/Units to be Sold: _____	
Cost per unit/item:	_____
Number to be ordered:	_____
Selling Price:	_____
Estimated Profit:	_____
Date(s) of Fundraiser: _____ to _____	
Number of Students Involved: _____	
*Complete this section if applicable	

- Approved
- Not Approved

Principal

Student Council President

FUND RAISING SUMMARY REPORT

Club/Group/Organization: _____

Advisor/Teacher: _____

Fundraising Activity: _____

Date(s) Held: _____

Number of Items/Units Sold (If applicable): _____

Total Money Received: _____

Expenses: (Please itemize)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

(continue on the back of the back of this form if necessary)

Total Expenses \$ _____

Profit: \$ _____

Date Submitted: _____

Received by: _____
Principal or Designee

RETURN TO OFFICE OF THE PRINCIPAL WITHIN TWO SCHOOL DAYS

REQUEST FOR OVERNIGHT OR OUT-OF-STATE TRAVEL

Teachers or coaches submitting this request should first read Policy EEAA. Once done, the form is to be submitted no later than four (4) weeks prior to the proposed trip and must be accompanied by a proposed itinerary.

1. Destination _____

2. Purpose of Trip _____

3. Teacher Leading Trip _____

4. Teacher Chaperones* _____

5. Parent Chaperones _____

6. Team, content area or grade level _____

7. Date(s) of travel _____

8. Number of school days missed _____

9. Number of students participating _____

10. Method of Travel (check all they apply)

School Bus

Charter Bus

Parents (transporting their children only)

Airline

Other (Specify) _____

*Support staff may not chaperone if the trip extends past their normal workday.

11. Cost per student _____

12. How will funds be raised to fund trip

Student/Family Pays

Fund Raising

Donations

Other (Specify) _____

13. Consent form

Signed

In process

14. If the trip is of an educational nature, please respond to the following questions and attach to this form

What are the educational objective of the trip

How are these objectives linked to your curriculum and the Maine Learning Results

15. How will you ensure student safety while on the trip

16. If an overnight trip – what are the lodging plans

I have read Policy EEAA and this Policy EEAA-R and understand that I am responsible for the safety and well being of the students participating.

Trip Leader
(Must be teacher, coach, club advisor or
a person designated by the Superintendent)

Date

I have reviewed this application and have reviewed safety procedures with the trip leader. I recommend the trip to the Superintendent.

Principal or Athletic Director

Date

Approval of Superintendent:

Name

Date

STUDENT RELEASE REQUEST FORM*

Name of Student _____ Room No. _____

Name of Parent/Person making request _____
(Print)

Date _____ Time _____

Authorization verified: _____ Yes _____ No (If no, why?)

By: _____
(Coach/Chaperone/Advisor/Driver)

Signature of person to whom student is released

Address and phone number of person student is released to if different than student's residence:

Address City/Town Zip

Phone Number

*For use at evacuation site on or off campus.

BE SURE PERSON IS ON EMERGENCY CONTACT SHEET, i.e., KNOW THAT PERSON IS WHO THEY SAY THEY ARE. DO NOT RELEASE THE STUDENT IF YOU ARE UNSURE OF THE PERSON. DO NOT RELEASE THE STUDENT IF THE PERSON REFUSES TO SIGN. CALL THE SCHOOL FOR ADVICE, OR, IF SCHOOL CANNOT BE CONTACTED INVOLVE THE POLICE.

THE ORIGINAL COPY IS TO BE FILED WITH THE PRINCIPAL ON THE NEXT SCHOOL DAY.

DRIVER/VEHICLE INFORMATION FORM

NEPN/NSBA CODE: EEAB-E
RANGELEY SCHOOL DEPARTMENT

Driver's Name: _____

Address: _____

Telephone Number: _____

Driver's License – State, Number and Effective Dates:

[Attach copy of license to form]

NOTICE: The Rangeley School Department does a Maine driver's record check on all prospective drivers who may transport students.

Vehicle Registration – State, Number and Effective Dates: _____

[Attach copy of registration to form]

Inspection Sticker – State and Effective Dates: _____

Auto Insurance Company: _____

[Attach copy of insurance card to form]

DRIVER ACKNOWLEDGMENT:

I certify that the information I have provided on this form is accurate. I understand that if I am approved as a driver, I am required to follow the requirements of the Board's policy on Student Transportation in a Private Vehicles, all Board policies, school rules and instructions from school staff. I understand that in the event of an accident my liability insurance is the primary provider.

Driver's Signature

Date: _____

Printed Name

The Rangeley School Department reserves the right to deny or rescind approval for drivers who cannot provide the require documentation and/or who do not have a clean driving record. This form will be kept in a confidential file in the Superintendent's Office.

**PARENT/GUARDIAN PERMISSION FOR STUDENT TO BE TRANSPORTED
BY PRIVATE VEHICLE**

Activity/Date: _____

I give permission for my child, _____, to be a passenger in a private vehicle driven
by _____ **[insert name of driver]**. I understand that the Rangeley School

Department is not liable for damages arising from the operation of a private vehicle.

Parent/Guardian Signature

Date: _____

Printed Name

RLRS COACH EVALUATION

TEAM NAME:.....

Date:.....

1	2	3	4	5
Excellent	Above Average	Average	Below Average	Needs Improvement

Coach's name:

Age Group:

Practice Assessment:

Organization	1	2	3	4	5
Technical demonstration	1	2	3	4	5
Proper progression	1	2	3	4	5
Enthusiasm / Motivation / Fun	1	2	3	4	5
On time	1	2	3	4	5
Presentation	1	2	3	4	5
Safety of players	1	2	3	4	5

Game Assessment:

Sideline behavior	1	2	3	4	5
Sportsmanship	1	2	3	4	5
Enthusiasm / Motivation / Fun	1	2	3	4	5
On time	1	2	3	4	5
Presentation	1	2	3	4	5
Respect to Referees	1	2	3	4	5

Coach Management Assessment:

Organization	1	2	3	4	5
Relaying information	1	2	3	4	5
Are team goals set	1	2	3	4	5
Evaluations of players	1	2	3	4	5

Off the Field Assessment:

Proper role model	1	2	3	4	5
Language	1	2	3	4	5
Approachability	1	2	3	4	5
Respect from the players & parents	1	2	3	4	5

Psychological Assessment:

Leadership	1	2	3	4	5	Game mentality	1	2	3	4	5
Concentration / Focus	1	2	3	4	5	Training mentality	1	2	3	4	5
Handles failure	1	2	3	4	5	Respect for the players	1	2	3	4	5

EVALUATOR COMMENTS:

COACH'S COMMENTS:

Signatures _____
Educator
Date
Evaluator

By signing this document you are indicating that you have been given the opportunity to read and discuss the evaluation, not necessarily that you agree with the content. You have the right to attach a written response.

DATE ___/___/___

**SCHOOL SUPERINTENDENCY UNION NO. 37
RANGELEY LAKES REGIONAL SCHOOL
LOON LAKE ROAD, P.O. BOX 97
RANGELEY, MAINE 04970
207-864-3312**

APPLICATION FOR ATHLETIC COACHING

The Rangeley School Department does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

Name _____

Address _____ Phone _____

Position applying for: _____

EDUCATION: Starting with high school, list any schools or colleges you may have attended:

School Attended	Address/Location	No. of Years Attended	Graduated/Degree

SPECIAL SKILLS:

Do you hold a valid drivers license? State: _____ Endorsement: _____

What other special skills do you have or licenses do you hold that may be relevant to this position?

CERTIFICATION: Have you been fingerprinted by the Maine Department of Education? Yes ___ No ___

Employment cannot be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine State Statute.

EXPERIENCE: Please list all previous experience, starting with the most recent job held. (Use another sheet if necessary) Please

account for any gaps in employment during the past ten years on a separate page.

Years - from/to	Position	Duties	Employer
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____

REFERENCES: List three, two of whom are most recent supervisors, who can comment on your ability and whom we may contact.

Name	Position	Address	Telephone No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

A copy of your drivers license and either a copy of your social security card or birth certificate will be required.

BACKGROUND:

Have you ever been disciplined, discharged, or asked to resign from a prior position? Yes _____ No _____

Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review? Yes _____ No _____

Has your contract in a prior position ever been non-renewed? Yes _____ No _____

Have you ever not been nominated for re-employment in a prior position or ever had your nomination for re-employment not be approved? Yes _____ No _____

Have you ever been charged with or investigated for sexual abuse or harassment of another person? Yes _____ No _____

Have you ever been convicted of a crime (other than a minor traffic offense)? Yes _____ No _____

Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)? Yes _____ No _____

Have you ever had a professional license or certificate suspended or revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state? Yes _____ No _____

Has any court ever deferred, filed or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)? Yes _____ No _____

For BUS DRIVER applicants only: Have you ever been charged with a traffic offense or pleaded guilty or "no contest" (nolo contendere) to a traffic offense? Yes _____ No _____

If you have answered YES to any of the previous questions, provide full details on an additional sheet including, with respect to court actions, the date, offense in question, and the address of the court involved. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

SIGNATURE

My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that the Rangeley School Department contacts in connection with my employment application to fully provide the Rangeley School Department any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the Rangeley School Department, its agents and officials or against any provider of such information.

I understand that information submitted in and with this application may be disclosed to a screening and/or interviewing committee, which may include board members, administrators, other staff, and members of the community. I give my consent to this disclosure.

Signature/Date

NOTE: All application materials become the property of the Rangeley School Department. None will be returned. Providing any false or misleading information on this application or in the application or employment screening process shall be fully sufficient grounds to refuse to employ the applicant or, if the applicant has been employed, to immediately dismiss the applicant/employee.

As a coach or advisor for Rangeley Lakes Regional School, I attest that I have read and understand the rules, regulations and policies contained in the Coach/Advisor Handbook. Further, I agree to abide by these rules, regulations and policies. I understand that my position is considered to be “at-will” and is, therefore, subject to termination at any time.

Coach, Advisor, etc. Name (Print)

Date

Coach, Advisor, etc. Signature