

FOREST HILLS SCHOOL

Co-Curricular/Athletic Handbook

2026-2027



*Come, come old orange and black
Let's all show them what their teams lack
Watch those TIGERS raise that score
Ole Forest Hills forever more
We'll send the banners soaring sky high
We'll win the game
We'll TRY, TRY, TRY!
For you know we'll never look back on Jackman,
the orange and black.
RAH! RAH! RAH!*

Forest Hills School Song



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MSAD 12/RSU82

Co-Curricular Activities

The purpose of co-curricular activities is to promote the physical, mental, moral, social, and emotional well-being of the individuals. Participants in M.S.A.D. #12/RSU 82 programs will be expected to display the proper ideals of sportsmanship, ethical conduct, and fair play. They will also be expected to show and encourage respect to opposing teams, fellow players, coaches, and sports officials. Finally, students are expected to encourage a winning spirit while not losing sight of the above ideals.

Participants are afforded this privilege of representing themselves and their school as long as they are willing to accept the responsibility of adhering to each and every provision therein. The M.S.A.D. #12/RSU 82 Board believes that participation in co-curricular activities is a privilege. All young men and women who wish to take advantage of the programs should make certain that they are well aware of the code of conduct, Board policy, and other obligations that they are assuming before deciding to become a participant. It is also the parents' responsibility to understand the student's obligations and to do their part to assure compliance.

Co-Curricular/Athletic Code of Conduct

The participant must always keep in mind that an athletic contest is only a game designed and conducted to promote the physical, mental, moral, social, and emotional well-being of the individual player. Members of a team/club shall recognize that they have the following responsibilities:

- a. They are official representatives of Forest Hills School.
- b. They represent their families, friends, and town.
- c. They are expected to be leaders in promoting good school citizenship.
- d. Their actions in and out of school build student respect and contribute to school spirit. This responsibility implies that proper respect be given to the administration, teachers, coaches, officials, fellow participants, and the student body.
- e. Accept victory modestly, defeat gracefully, and never quit.
- f. Control his/her emotions at all times and never argue with the officials.
- g. Keep physically fit and observe all training rules.
- h. Use his/her influence on and off the court to help develop good spectator sportsmanship.

SPECTATORS

The spectators of any school athletic contest are divided into two groups - students and general public. The student body must understand that they are either hosts of a visiting team or guests of another school, and their attitudes and actions at all times must be of the same nature found in much smaller social settings. Acts of respecting the officials' judgment, supporting the cheerleaders, and appreciating good play by both sides should be second nature to the student body. Booing, jeering, applauding errors, using profane language, throwing things will not be tolerated by school officials. Offenders may be asked to leave the contest and may be denied

future attendance at events.

The general public must assume the responsibility of setting the proper example for the youth of their community and country.

Parents who wish to be a positive part of their child's athletic team can visit www.nfhslearn.com to take the free, online course called "Positive Sport Parenting."

Co-Curricular/Athletic Guidelines

Prior to Participation in Athletics

1. Before any student can participate in any Forest Hills Co-Curricular/Athletics, they must have returned to the coach or advisor:

- a. A written statement confirming the student is physically fit to participate in athletics. This statement must be signed by the doctor completing the physical examination within one year and one month from the date of the last physical. This physical will be adequate for all sports unless there are restrictions placed on it. Any physical conducted will be at the individual's own expense.
- b. A written statement from the parents indicating that their athlete has medical insurance during each particular sport season.
- c. A signed parental permission slip to acknowledge the athletic code and the risk of injury involved while participating in interscholastic athletics.
- d. The district could require a second physician's note if the child is injured or suffers an illness or condition which could further endanger the athlete's well-being. If the district has a factual basis to believe that the child's continuation/ participation in a sport would jeopardize the safety of that child or the safety of the other children involved in the sport, it could require a second physician's opinion, at the district's expense, by a physician mutually chosen by the district and the parents.
- e. An up-to-date emergency card
- f. Any extra forms required for a specific activity
- g. MPA waiver for foreign exchange students

Pupil Eligibility for Co-Curricular/Athletics

1. To be eligible to participate in co-curricular activities a student must meet all requirements of the Maine Principals Association which include passing four major subjects or its equivalent. In addition, they must meet any special requirements of Forest Hills School they represent. For a complete list of MPA guidelines please visit page 25 of the following link to learn more:
<https://rst6livesite.rschoolday.com/sites/mpa.cc/files/files/Handbook%20-%20Constitution%20&%20Bylaws/handbook2425.pdf>

2. To establish a student's eligibility, verification will be made at the end of each of the four ranking quarters of the school year (eligibility/ineligibility begins at 2:04 of the day that report cards are issued). Students must not be failing any subject at the end of the quarter.

Waivers may be granted with the approval of the teacher, Athletic Director and Principal for honors/accelerated/Advanced Placement courses and Incompletes. Waivers will only be approved if, through no fault of their own, the student is unable to complete class expectations prior to the quarter ending and has demonstrated proficiency in their Habits of Mind/Habits of Work as prescribed by the teacher.

3. Fourth quarter grades will not carry over to September of the next school year (Students must still meet MPA guidelines for fourth quarter grades).
4. A student is ineligible for further athletic participation if they fail to account for and return or provide financial reimbursement for uniforms or equipment loaned during a prior athletic activity.
5. In addition to academically qualifying, students must conduct themselves in and out of school in a manner that is a credit to Forest Hills School. Unsportsmanlike behavior will not be tolerated. Poise and self-control are marks of an athlete/club member. Offenses will result in a reprimand, suspension or dismissal from the team/club.
6. Fifth and eighth grade participation on middle school and varsity sports teams
 - a. Eighth graders may be asked to join the varsity basketball or baseball/softball teams at the coach's discretion. This inclusion is intended to increase participation numbers so we can field teams, not to displace high school students.
 - b. Fifth graders may be asked to join the middle school basketball teams at the coach's discretion. This inclusion is intended to increase participation numbers, not to displace middle school students.
 - c. All fifth and eighth grade students must meet the aforementioned eligibility requirements before joining a team.
 - d. Eighth graders may play both varsity and middle school basketball at the family's discretion.

Extra-Curricular and Athletic Attendance Guidelines

1. It is expected that all participants have a good attendance record, as well as good overall standing as school citizens. Student athletes are expected to be in attendance and on time the morning following a week night activity. All participants are responsible for

completing any work missed because of travel to any athletic contests. Arrangements are to be made with the teacher prior to departure.

2. Regular school attendance is a requirement for all participants. All participants are required to be in attendance at least half a day (half day is 7:45-11:05, or 11:05-2:04. Approval is required for any late arrival or early dismissal, excusal due to illness prevents participation on that day or until symptoms resolve) to participate in a game, event or practice. If absence occurs on Friday, the participant cannot participate in a game on Saturday unless approved by the Principal or the Athletic Director. A note from the parent and/or physician will be required before the student is allowed to resume active participation.
 - a. Exceptions--approved appointments. The student must present a doctor's appointment card to the office. It is advisable to receive prior approval for appointments through the Athletic Director whenever possible.
 - b. Other extenuating circumstances will be addressed by the Principal and/or Athletic Director.
3. If a participant will not be in school on the day of an event, practice, scrimmage or game, he/she must receive prior written or verbal approval from the Principal or Athletic Director.
4. A player is responsible for notifying the coach and/or Athletic Director if he/she will miss or be late for a practice, scrimmage or game. Repeated offenses will result in a reprimand, suspension or dismissal from a team.
5. Participants suspended from school shall not be allowed to practice or participate in contests while on suspension. A student is ineligible for participation when a student is under in-school or out-of-school suspension.
6. School vacation practice sessions/meetings are voluntary. Teams may participate on Sunday in an approved interschool championship and/or tournament games, if they were postponed because of severe weather and/or poor playing conditions (and/or practices related to that activity with prior approval of the Athletic Director and/or Principal).
7. A player will be removed from a team for three unexcused absences from a practice and/or game during any sports season. The coach and Athletic Director will determine whether or not an excuse is valid in accordance with the Forest Hills School attendance policy in the student handbook.

*Please note: If a student is eligible for participation and does not start the activity on the scheduled starting date, they will begin earning unexcused absences. Students will not be able to join activities after the scheduled starting date unless approved by the Principal/and or Athletic Director. Special consideration will be given when adding members to complete team season and/or activities due to lack of participants.

Alcohol, Drug and Tobacco Rules and Regulations

1. No student shall distribute, dispense, possess, use or be under the influence of an alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any tobacco, narcotic drug/substance, hallucinogenic drug/substance, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance.
2. Any verifiable proof of drinking or possession of alcoholic beverages or drugs will mean automatic removal from the team/club for the remainder of the season in which he/she is currently involved.
3. Any verifiable proof of smoking or possession of cigarettes or other tobacco products will mean automatic removal from the team/club for the remainder of the season the athlete/club member is currently involved.
 - a. Penalties for violations of items 1, 2 & 3 will include loss of individual awards earned in a particular sport/club.
 - b. Students will be ineligible from the date of due process and the final decision by the advisor, coach, Athletic Director and Principal.
 - c. Repeat offenders may be required to show evidence of professional counseling before becoming eligible for future participation on athletic teams/clubs.
 - d. Students found in violation of items 1, 2 & 3 will not be eligible for participation in other non-athletic, co-curricular activities.
4. To be removed from a team/club for use or possession of drugs or alcohol, a student must be presented with the evidence by the advisor, coach, Athletic Director or Principal who has verified the alleged charges. The player will be entitled to due process before the final decision is rendered by the advisor, coach, Athletic Director, and Principal.
5. In addition to the above stated athletic penalties students will also face penalties, punishments and procedures as outlined in the MSAD #12 Drug and Alcohol Policies (NEPN/NSBA CODE: JICH, NEPN/NSBA CODE: JICH-R)

CONCUSSION INFORMATION SHEET

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your student-athlete reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment
- Amnesia

Signs observed by teammates, parents or coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

This document is adapted from the CDC and the 3rd International Conference on Concussion in Sport Consensus Statement (2009)

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries, and concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. Forest Hills requires the consistent and uniform implementation of well-established return to play concussion guidelines that have been recommended for several years and reflected in Board policy:

Any student suspected of having sustained a concussion or other head injury during a school-sponsored athletic activity including but not limited to competition, practice or scrimmage, must be removed from the activity immediately.

No student will be permitted to return to the activity or to participate in any other school-sponsored athletic activity on the day of the suspected concussion.

Any student who is suspected of having sustained a concussion or other head injury shall be prohibited from further participation in school-sponsored athletic activities until he/she has been evaluated and received written medical clearance to do so from a licensed health care provider who is qualified and trained in concussion management.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/Concussion>

Maine statute defines injurious hazing as, "any action or situation which recklessly or intentionally endangers the mental or physical health of 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 students 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 full School Board. The ruling of the Board, with respect to the provisions of this policy, shall be final.

It is the intent of the M.S.A.D. #12/RSU 82 Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly and respectful school environment that is conducive to teaching and learning.

Bullying is detrimental to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets, but also those who participate and witness such behavior.

The Board also believes that promoting ethical and responsible behavior is an essential part of the school unit's educational purpose. Ethics, responsible behavior and "character" are important if a student is to leave school as a "responsible and involved citizen" as described in the Guiding Principles of Maine's system of Learning Results. Bullying interferes with the accomplishment of this goal.

Finally, the Board recognizes the well-publicized incidents of violence and threatened violence that have occurred nationally in the past several years. As research suggests a link between bullying and school violence, the Board seeks to avoid such incidents and instead take a systematic approach to bullying prevention and intervention.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of the M.S.A.D.# 12/RSU 82 school, and the operation of the school.

Bullying Prohibited

Bullying, as defined in this policy, is not acceptable conduct in M.S.A.D. # 12/RSU 82 schools and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

Bullying Defined

For the purpose of this policy, "bullying" means any physical act and/or gesture and/or any verbally, written, or electronically communicated expression that:

- A. A reasonable person should expect will have the effect of:
 - 1. Physically harming a student or damaging a student's property
 - 2. Placing a student in reasonable fear of physical harm or damage to his/her property or

3. Substantially disrupting the instructional program or the orderly operations of the school or is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

Application of Policy

This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs at any other time or place that substantially disrupts the instructional program, operations of the school, or welfare of students.

Examples of conduct that may constitute bullying include, but are not limited to:

- A. Physical contact or injury to another person or his/her property;
- B. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace;
- C. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
- D. Non-verbal threats and/or intimidations such as use of aggressive or menacing gestures;
- E. Stalking;
- F. Blocking access to school property or facilities
- G. Stealing or hiding books, backpacks, or other possessions;
- H. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of the instructional program or operations of the schools, or that results in a hostile educational environment for the student.

For the purpose of this policy, bullying does not mean mere teasing, put-downs, "talking trash," trading of insults, or similar interactions among friends, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane, or does not interfere with students' opportunity to learn, the instructional program, or the operations of the schools. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy,

and/or responsible behavior in the classroom and the school environment.

The determination whether particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

Delegation of Responsibility

The Superintendent/designee will be responsible for developing and implementing procedures for:

- A. Student and parent reporting of bullying to staff and school administrators;
- B. Staff reporting of bullying to school administrators;
- C. Review of reports and investigation of bullying incidents;
- D. Intervention with and/or discipline of students who engage in bullying;
- E. Support for students who are victims of bullying;
- F. Training staff and students in bullying prevention; and
- G. Periodic evaluation of bullying prevention, intervention, and training efforts in M.S.A.D. #12 schools and reporting to the Board upon request.

Reporting

Students who have been bullied or who observe incidents of bullying are encouraged to report this behavior to a staff member or school administrator. Staff should report bullying to the building principal.

Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

Responding to Bullying: In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the ages and maturity of the students involved, the type of behaviors, the frequency and/or pattern of behaviors, the context in which the incident occurred, and other relevant circumstances. Consequences may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement officials.

MSAD #12/RSU 82 Medication Administration Policy NEPN/NSBA Code: JLCD

The Board discourages the administration of medication to students during the school day when other options exist, but recognizes that in some instances it may be necessary for a student to have medication administered to him/her while the student is in attendance at school. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine autoinjectors.

This policy does not apply to medical marijuana, which is addressed in the Board's policy JLCDA, Medical Marijuana in Schools.

The Board encourages collaboration between parents/guardians and the schools in matters involving student medication.

The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication.

I. DEFINITIONS

“Administration” means the provision of prescribed medication to a student according to the orders of a health care provider.

“Collaborative practice agreement” means a written and signed agreement between a physician licensed in Maine or a school health advisor, as defined in 20-A MRSA §6402-A, and a school nurse that provides for the prescription of epinephrine autoinjectors by the physician or school health advisor and administration of epinephrine injectors by the school nurse or designated school personnel to students during school or a school-sponsored activity under emergency circumstances involving anaphylaxis.

“Health care provider” means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

“Indirect supervision” means the supervision of an unlicensed school staff member when the school nurse or other health care provider is not physically available on site but immediately available by telephone.

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student’s health care provider. For the purpose of this policy, “medication” does not include medical marijuana.

“Parent” means a natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility for the child’s welfare.

“School nurse” means a registered professional nurse with Maine Department of Education certification for school nursing.

“Self-administration” is when the student administers medication independently to him/herself under indirect supervision of the school nurse or designated unlicensed school personnel..

“Unlicensed school personnel” are persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

II. ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

A. Parental Request

In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider’s instructions. In addition, the request shall indicate that information regarding the student’s medication may be shared with appropriate school personnel. Parents may provide the reason (diagnosis) requiring the administration of medication.

Requests shall be valid for the current school year only.

B. Health Care Provider’s Order

All parental requests must be accompanied by a written order from the student’s health care provider substantiating the fact that the administration of a particular medication during the school day is necessary for the student’s health and attendance in school. Such order must include:

1. The student’s name;
2. The name of the medication;

3. The dose;
4. The route of administration (e.g., tablets, liquid, drops); and
5. Time intervals for administration (e.g., every four hours, before meals);
6. Any special instructions; and
7. The name of the prescribing health care provider.

It is the responsibility of the school nurse to clarify any medication order that he/she believes to be inappropriate or ambiguous. In accordance with Department of Education Rule Chapter 40 § 2(B), the school nurse may decline to administer a medication if he/she believes such administration would jeopardize student safety. In this case, the school nurse must notify the parent, the student's health care provider and the school administrator (i.e., building principal or designated administrator).

C. Renewal of Parent Permission Requests/Forms and Health Care Provider Orders

Written parental permission requests/forms and health care provider orders must be renewed at least annually. Health care provider orders must be renewed whenever there are changes in the order.

D. Delivery and Storage of Medication

The student's parents shall deliver any medication to be administered by school personnel to the school in its original container and properly labelled. In the event that this is not practical, the parent must contact the school to make alternate arrangements.

No more than a 20-day (one month) supply of medication shall be kept at school, excluding inhalers and epinephrine autoinjectors. The parent is responsible for the replenishment of medication kept at school.

If the health care provider's order/prescription is for a medication regulated by Schedule II of the Controlled Substances Act (21 USC §812) (e.g., Ritalin and Adderall) no more than a **one week** supply shall be kept at school.

The parent is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. The parent must remove any medication no longer required or that remains at the end of the school year.

The school secretary under the direction of the school nurse shall be responsible for developing and implementing procedures for the appropriate and secure storage of medications kept at school, and all medications shall be stored in accordance with this procedure.

E. Recordkeeping

School personnel and the student's parent shall account for all medication brought to school. The number of capsules, pills or tablets, and/or the volume of other medications brought to school shall be recorded.

School staff administering medication shall document each instance the medication is administered including the date, time, and dosage given.

The secretary shall maintain a record including the parent's request, physician's order, details of the specific medications (including dosage and timing of medication), and documentation of each instance the medication is administered.

Records shall be retained according to the current State schedules pertaining to student health records.

F. Confidentiality

To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student.

G. Administration of Medication

Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses.

The school nurse, under the administrative supervision of the Superintendent, will provide direction and oversight for the administration of medication to students.

All unlicensed personnel (principals, teachers, education technicians, school secretaries, coaches, bus drivers, etc.) who administer medication must receive training before being authorized to do so.

Based upon the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of unlicensed persons to administer medication. Training that shall be acceptable for the purpose of

authorization of unlicensed personnel is addressed under the section of this policy titled “Required Training of Unlicensed Personnel to Administer Medication.”

H. Administration of Medication During Off-Campus Field Trips and School-Sponsored Events

The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows:

The school nurse, principal, and, as appropriate, the school unit’s Section 504 Coordinator and/or IEP, will determine whether an individual student’s participation is contraindicated due to the unstable/fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student’s parent and primary care provider will be consulted in making this determination. The decision will be made in compliance with applicable laws, including the IDEA, § 504 and the Americans with Disabilities Act (ADA).

The parent must provide the appropriate number of doses needed for the duration of the field trip or school-sponsored event.

When there are no contraindications to student participation, an appropriately trained staff member will be assigned to administer medication. The parent will be encouraged to accompany the student, if possible, to care for the student and administer medication.

All provisions of this policy shall apply to medications to be administered during off-campus field trips and school-sponsored events. As practicable, the DOE’s “Procedure for Medication Administration on School Field Trips” will be followed.

I. Student Self-Administration of Asthma Inhalers and Epinephrine Autoinjectors

Students with allergies or asthma may be authorized by the building principal, in consultation with the school nurse, to possess and self-administer emergency medication from an epinephrine autoinjector or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine autoinjector or asthma inhaler if the following conditions have been met.

1. The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine autoinjector or asthma inhaler.

2. The student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written approval of his/her parent/guardian. The written notice from the student's primary care provider must specify the name and dosage of the medication, frequency with which it may be administered, and the circumstances that may warrant its use.
3. The student's parent/guardian must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine autoinjector or asthma inhaler.
4. The school nurse shall evaluate the student's technique to ensure proper and effective use of an epinephrine autoinjector or asthma inhaler taking into account the maturity and capability of the student and the circumstances under which the student will or may have to self-administer the medication.
5. The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the school unit will not be responsible for any injury arising from the student's self-medication.

Authorization granted to a student to possess and self-administer medication from an epinephrine autoinjector or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an epinephrine autoinjector or asthma inhaler may be limited or revoked by the building principal after consultation with the school nurse and the student's parents if the student demonstrates inability to responsibly possess and self-administer such medication.

To the extent legally permissible, staff members may be provided with such information regarding the student's medication and the student's self-administration as may be in the best interest of the student.

Sharing, borrowing, or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

J. Dispensation of Over-the-Counter Medications

With prior written parent permission, students may receive certain over the counter medications at school, e.g., Tylenol, Ibuprofen, Tums, cough drops, etc. pursuant to a standing order from the school physician/school health advisor.

[NOTE: A standing order is an order written by the school physician for the entire population of students.]

K. Required Training of Unlicensed Personnel to Administer Medication

Unlicensed school personnel who administer medication to students in a school setting (at school, on school transportation to or from school, on field trips, or during school-sponsored events) must be trained in the administration of medication before being authorized to carry out this responsibility. Such training must be provided by a registered professional nurse or physician and include the components specified in Department of Education Rules Chapter 40 and other applicable Department of Education standards, recommendations, programs, and/or methodologies.

The trainer shall document the training and competency of unlicensed school personnel to administer medication. Based upon a review of the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of such unlicensed personnel pertaining to authorization to administer medication.

Following the initial training, a training review and information update must be held at least annually for those unlicensed school personnel authorized to administer medication.

L. Delegation and Implementation

The Superintendent/designee shall be responsible for developing administrative procedures and/or protocols to implement or supplement this policy.

Such procedures/protocols shall include direction regarding:

1. Safe transport of medication to and from school;
2. Administration of medication during field trips and school-sponsored events;
3. Accountability for medications, particularly those regulated by Schedule II of the Controlled Substances Act;
4. Proper storage of medication at school;
5. Training of appropriate staff on administration of emergency medications including the standards for the signs and symptoms of anaphylaxis and the use of epinephrine autoinjectors for previously unknown severe allergies;

6. The procedure to follow in the event of a medication reaction;
7. Access to medications in case of a disaster;
8. The process for documenting medications given and medication errors;
and
9. The proper disposal of medications not retrieved by parents.

Attire, Personal Appearance, Personal Behavior, Proper Uniform and Equipment Use

1. Participants will wear their hair in a neat appearance. The guidelines for male hair appearance will be as follows:
 - a. Hair will be kept out of the eyes in front of the head.
 - b. Hair will come down no further than the tips of the ears on the side of the head.
2. Participants may wear mustaches/beards that are trimmed and neat in appearance.
3. No jewelry of any type will be worn by male or female athletes during practices, scrimmages or games.
4. No athletic department equipment will be worn or used except when participating in his/her individual sport during practices, scrimmages or games unless verbal or written permission is granted by the Athletic Director.
5. Each player will assume responsibility for his/her issued athletic equipment. Any lost or damaged athletic equipment must be replaced at the player's personal expense.
6. On all school sponsored trips, participants will be informed in advance of appropriate dress. Failure to comply with the dress code will result in a reprimand, suspension or dismissal from the team.
7. No gambling will be permitted while under school supervision. This applies to locker room, field, court, school building, school grounds, or traveling on school-sponsored activities.
8. Repeated use of vulgar or profane language will not be tolerated and is just cause for a reprimand, suspension or dismissal from the team.

Transportation

1. A participant will travel to and from an event with the team/club. He/she will only be allowed to travel home from an away event, athletic contest or game if the

parent/guardian fills out a disclaimer form 24 hours in advance of an event or regularly scheduled contest giving their child permission to travel home separately from the team. The final decision will be made at the Athletic Director's and/or Principal's discretion.

2. Participants may request a disclaimer to "meet" the team/club at the event for extenuating circumstances. This must be requested in writing 24 hours in advance of an event or regularly scheduled contest giving their child permission to travel to the an event separately from the team. The final decision will be made at the Athletic Director's and/or Principal's discretion.
3. Bus (or other transportation) misbehavior will result in a reprimand, suspension, or dismissal from a team/club.

Dual Participation and Non-School Teams

1. A student may participate in dual varsity sports during the same sports season under the following guidelines:
 - a. A participant must choose a primary sport which will be his/her first obligation.
 - b. A participant has received approval from both coaches and the Athletic Director
2. No squad member will compete or play on any outside non-sponsored school team during regularly scheduled sports season without the coach's and Athletic Director's written permission.

Athletic Awards System

Any player who participates and completes a season in a sports program at Forest Hills School will be able to earn a certificate, insignia, bar, varsity letter, or individual athletic award.

REQUIREMENTS FOR AWARDS:

1. Any player, who participated in a sport and completes the season in good standing with the coach, will receive a certificate for participation.
2. Any player who plays in half or more of the periods, quarters, or innings in a varsity sport and completes the season in good standing with the coach, will receive a Varsity letter and insignia. ONLY ONE VARSITY LETTER MAY BE EARNED PER STUDENT.
3. Any player who finishes in the top five of their respective varsity boys/girls cross country

and/or golf team will receive a Varsity letter and insignia.

4. A manager must manage three years in the same sport to receive a varsity letter and manager insignia in that sport.

5. A junior who has participated for three years in a varsity sport; but has not earned a varsity letter and insignia by fulfilling the letter requirements listed above, may be awarded a varsity letter their senior year at the discretion of the coach and Athletic Director.

6. A player may only receive one varsity letter and only one insignia per sport.

7. Any player who has previously earned a letter and insignia in a particular sport and fulfills the requirements for earning a varsity letter will receive a bar in that sport.

8. Individual awards may be presented in varsity and middle school sports. The individual awards may be presented at the annual Athletic Banquet that is sponsored by the Sports Boosters Club each year.

9. All athletic participants and coaches will be recognized at the Athletic Banquet.

10. A boy/girl athlete will be chosen by the coaching staff, to have his/her name placed on the sportsmanship plaque annually.

11. The following is a list of individual team sports that are offered at Forest Hills School (provided appropriate funding and coaches are available):

- 1) Varsity Boys & Girls Cross Country
- 2) Varsity Boys & Girls Basketball
- 3) Varsity Cheerleading
- 4) Middle School Boys & Girls Basketball
- 5) Middle School Cross Country
- 6) Varsity Baseball
- 7) Varsity Softball
- 8) Varsity Golf

Maine Principals' Association

What is the Maine Principals' Association?

The Maine Principals' Association (MPA) is a private, educational, nonprofit corporation with voluntary membership that is comprised of two distinct divisions:

(1) Division of Professional Activities

Active membership in this division is open to elementary, middle/junior high and high school principals, assistant principals, technical education center directors, assistant directors and other administrators who function primarily as building principals or assistant principals. Associate membership is open to former administrators, graduate students enrolled in administrative certification programs, and other individuals interested in school administration. The Professional Division has over 800 members.

(2) Division of Interscholastic Activities

Public and private high schools statewide are eligible for membership in the MPA. These schools come together to promote, organize, and regulate interscholastic activities in the state of Maine. The MPA currently sponsors invitational championship competition in 19 different interscholastic activities for the young men and 15 different interscholastic activities for young women in Maine's high schools. All public high schools and a number of private schools are MPA members; they currently total 151.

For more information on the Maine Principals' Association please visit their website <http://www.mpa.cc/>

Other General Athletic Participation Guidelines

1. All players and managers will abide by the training rules as written down in this sports handbook. Failure to adhere to these training rules will result in a reprimand, suspension or dismissal from a team.
2. Any rule not specifically covered in these written rules will be determined at the discretion of the advisor, coach, Athletic Director and/or Principal.
3. All athletic participants will abide by the written eligibility requirements as established by the Maine Principals Association and M.S.A.D. #12/RSU 82.