



# Hampden Academy Athletics

Parent  
&  
Student-Athlete

Handbook



2020-2021

# HAMPDEN ACADEMY

## PARENT & STUDENT ATHLETE HANDBOOK

### ATHLETIC PHILOSOPHY

The athletic programs at Hampden Academy are an integral part of the total educational program. They are extra-curricular only in the sense that they are assigned time outside of the student's academic class schedule. Competitive athletics foster pride in achievement; appreciation of team effort, hard work, and fair play; and respect for rules, the game, abilities of others, and how to win and lose gracefully. Learning in these areas broadens a student's base of experience.

The interscholastic program at Hampden Academy will give all eligible students an opportunity to try out for positions on teams. Students must maintain high academic standards and exhibit exemplary behavior. Thus, an athlete gains respect for self and others and an appreciation of diligence, achievement and excellence.

The school and the community should cooperate in promoting wholesome athletic programs which foster a sense of fair play and demonstrate a concern for the the student's emotional well-being as well as the development of life skills.

It is the view of the Athletic department that a crucial factor in developing the well-rounded individual is the cooperative effort of the administration, athletic department, and parents to guide students in recognizing their responsibilities to understand and to meet the rules governing competitive sports and the obligations involved in being a team member. To participate in athletics at Hampden Academy is a privilege; a student's privilege to participate is dependent upon recognition and fulfillment of his/her responsibilities.

### THE HIGH SCHOOL STUDENT-ATHLETE WILL:

1. Treat officials, teammates, and opponents with respect and keep sportsmanship as a priority.
2. Accept victory modestly and defeat gracefully.
3. Control his or her emotions at all times.
4. Accept team decisions and abide by them.
5. Never swear, cheat, or "showboat".
6. Keep physically and mentally fit and observe proper training rules.
7. Use one's influence in a positive manner both on and off the field and always work towards promoting good citizenship and sportsmanship.

### PROGRAM GOALS

Principle goals at all levels are teaching the meaning of team concept, practicing fair play, demonstrating good sportsmanship, educating the athlete to become a total person and playing all contests within the bounds of rules.

- A major goal of the **varsity level** is to develop highly competitive athletes and teams. The varsity athlete's role is determined by the nature of the sport, the situation, and the coach's judgment. Every team member cannot expect to play in every contest.
- A major goal of **junior varsity** and **freshman levels** is to develop competitive teams while providing a training ground for individual skill development. Although coaches should strive to play everyone, it must be recognized that situations may prevent every team member from participating in every contest.

## **SENIOR RECOGNITION**

Our goal is to recognize the devotion and commitment the senior student/athlete and the family has shown as they complete their final season of competition for HA. The form of the recognition will vary from sport to sport and from coach to coach. For instance those sports that do not have a “home” may choose to have the senior/family recognition at the team banquet. For those sports that do have a formal home and away schedule, we expect the senior recognition to allow for announcing the seniors to the crowd in attendance, and that the seniors will have a chance to perform in front of their peers and parents. We will expect the seniors will get some playing time, but the team concept and the notion of earned playing time will factor into the amount of time. We do not wish to create an hierarchy of playing time, but do wish to honor the overall commitment a senior has made. In the event a senior will not be playing in the date set aside for recognition that limitation will only be made with the coach consulting with the athletic administrator and by also giving ample notice to the player and her/his family.

## **PARENT/COACH COMMUNICATION**

Involvement requires commitment from students, parents, coaches, and advisors. To be successful communication must happen.

“It is natural for a parent to attempt to steer their child through the rough spots in life in order to enhance the child’s enjoyment of the athletic experience. But, athletics offers an excellent opportunity for students to solve their own problems” (from Sports Done Right, page 28). To that end we have our guidelines of communication that will assist the parents and the student-athletes as they develop the confidence to self-advocate and reap the educational benefit of learning how to help themselves or the team.

## **WHAT COMMUNICATION SHOULD YOU EXPECT FROM YOUR STUDENT’S COACH?**

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

## **WHAT ARE APPROPRIATE CONCERNS TO DISCUSS WITH COACHES?**

1. The treatment of your child, mentally, and physically.
2. Skill improvement and development.
3. Concerns about your child’s behavior.
4. School-related conflicts.

## **WHAT THINGS ARE NOT APPROPRIATE TO DISCUSS WITH COACHES?**

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other students or athletes.

**IF YOU HAVE A CONCERN TO DISCUSS WITH A COACH, WHAT PROCEDURE SHOULD BE FOLLOWED?**

- 1.The Student-Athlete should meet and discuss the issue with the Coach or Coaching Staff.
- 2.The Parent(s) make an appointment with the coach.
- 3.If the coach cannot be reached, call the Athletic Director, Mr. Fred Lower to set up a meeting.
- 4.Please do not attempt to confront a coach before, during, or following a contest or practice. These are emotional times for both the parent and the coach and this period does not promote objective analysis of the situation.

**WHAT CAN A PARENT DO IF THE MEETING WITH THE COACH DID NOT PROVIDE A SATISFACTORY RESOLUTION?**

- 1.Call and set up an appointment with the Athletic Director, Mr. Fred Lower.
- 2.If resolution to the situation is not reached with Mr. Lower, an appointment should be made with our Principal, Mr. Bill Tracy.
- 3.If the situation is still unresolved, the matter should be brought to the Superintendent of Schools, Regan Nickels.
- 4.If all prior avenues have been pursued without resolution, the final attempt at resolution would be to contact the Board of Directors.

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

***FOR ALL GAME TIMES, PRACTICES, AND MEETINGS, please see:***  
**[ScheduleStar.com](http://ScheduleStar.com) or [ha.rsu22.us](http://ha.rsu22.us) and go to the Athletics tab**

*Athletic Director, Fred Lower - E-mail: [flower@rsu22.us](mailto:flower@rsu22.us)  
Hampden Academy website: [ha.rsu22.us](http://ha.rsu22.us)*

**MPA Code of Ethics**

The code of ethics pertaining to high school athletics is to be regarded not as recommendations, but as rules governing the conduct of schools, the coach, officials, athletic directors, and the public.

**Section 1** - The school should:

- 1.Conduct itself in a sportsmanship manner.

**Section 2** - The coach should:

- 1.Have a fair, unprejudiced relationship to players.
- 2.Teach athletes to win through legitimate means only; striving to win at any cost is unethical.
- 3.Give opponents full credit when they win.
- 4.Control temper at all times.
- 5.Discourage profanity and obscene language at all times.

- 6.Recommend the use of competent officials and support their decisions. Should not criticize the actions or decision of the school concerned.
- 7.Counteract unfounded rumors of questionable practices by opponents. To establish the truth or falsity of these rumors he/she should refer them directly to the authorities of the school concerned.
- 8.Not solicit players from other schools.

**Section 3** - The athletic director should:

- 1.Arrange only schedules which are educationally and physically sound for the athlete.
- 2.Have a definite and mutual understanding with other athletic directors regarding officials.
- 3.Treat visiting teams and officials as guests.
- 4.The athletic director and the community should cooperate in promoting wholesome athletic programs.

**Section 4** - The principal should:

- 1.Be honest in certification of players, refusing certification of any player where a lack of thoroughly reliable information makes possible ineligibility.
- 2.Endeavor to foresee possible misunderstandings with other schools and, as far as possible, settle them before they materialize.
- 3.Pass on to another school support of its teams, but never at the expense of friendly relations.

**Section 5** - The public should:

- 1.Realize that gambling, drinking and vulgar language in connection with athletic contests is not in the best interests of athletes and the standards which the MPA is endeavoring to foster.
- 2.Fan behavior shall always reflect the highest ideals of sportsmanship. Cheering for the Broncos while recognizing the efforts of our opponents is an expectation of our fans.

## Athletic Eligibility

1. Athletic eligibility at Hampden Academy is determined on a ranking period (9-10 weeks) basis to begin a sports season. Once the season has begun, eligibility will be checked on a bi-weekly basis. Grades will be checked every other Monday, beginning on September 28th and does not include vacation weeks.
2. An eligible student must have carried successfully for the preceding ranking period at least six (6) full-time academic subjects and successfully passed six (6) full-time subjects. Successfully means with a grade of 70 or above. If a student is on an alternative educational plan approved by the principal and is carrying less than 6 classes, the student must pass all of the classes that they are taking.
3. All in-completes will be treated as failures. Reinstatement for athletes with an incomplete will be determined by review of the principal and athletic director on an individual basis.
4. Students who are ineligible at the end of the ranking period will be able to participate in a sport during the next ranking period under the following conditions:

Note: Condition “B” starts at the beginning of the next ranking period regardless of when the sport actually starts.

- A. Will be required to miss 10% of his/her regular and/or post-season games. The athlete will be permitted to practice with the team during this time. The student will be placed in a guided study hall and
  - B. Two weeks after the grades are posted from previous grading period, or at the start of the new sports season the athletic director will review the athlete’s grades. If the sport season has started the athlete will be permitted to practice during this time. At this time if the athlete is passing the required six (6) full-time courses he/she will be permitted to stay on or go out for a team. If, on the other hand he/she is not passing six (6) full-time courses he/she will be removed from the team for the remainder of the quarter or will not be permitted to go out for the team.
  - C. For students (in B above), two weeks after the eligibility check, the athletic director will again review the athlete’s grades via our PowerSchool program. If the athlete is passing the required six (6) full-time courses he/she will be permitted to stay on the team. If he/she is not passing six (6) full-time courses he/she will be removed from the team for the remainder of the quarter.
5. Initial eligibility for each season will be based on the previous quarter’s grades. After the season begins grades will be checked by the athletic director on Monday, on a bi-weekly basis. If a student began the season in good standing, but is not passing six (6) at a bi-weekly check, then the student will be placed on academic probation. The student will receive a warning from the athletic director and will have 2 weeks to be passing six (6) classes. If at the end of the two weeks they are, they will return to full athletic eligibility with no penalty. If they are not passing six (6) at the end of the 2 weeks, they will progress to condition “B”, part A, listed above. At the conclusion of the 2 weeks following condition “B”, part A, grades will be checked again and will follow either part B or part C of condition “B”. Dates of grade checks for each season are listed below.

<b>Fall Sports Season</b>			
09/17/20	Fall Sports begin	Grades checked	9/28
		Recheck Progress (Monday Bi-weekly)	10/13, 10/26, 11/09
<b>Winter Sports Season</b>			
11/23/20	Winter Sports begin	Grades checked	11/23,
		Recheck Progress (Monday Bi-weekly)	12/07, 12/21, 01/11, 01/25, 02/08, 02/22, 3/8
<b>Spring Sports Season</b>			
03/22/20	Spring Sports begin	Grades checked	04/05, (2nd Q grades determines initial eligibility)
		Recheck Progress (Monday Bi-weekly)	04/26,05/10, 05/24. 06/07

1. Summer school credit or a diploma course through an approved adult ed program (Student Handbook pg. 5) for subjects failed during the regular school year may be used to meet eligibility requirements. The athlete will also be required to miss 10% of his/her regular season games. He/she will be permitted to practice with the team during this time.
2. Exclusion or suspension from school for disciplinary reasons shall constitute automatic ineligibility for the exclusion or suspension period.
3. Students are eligible for eight (8) consecutive semesters from the date which they entered grade 9.
4. Students are eligible until age twenty (20). Students are ineligible as of their 20th birthday.
5. Students are ineligible if they have competed under an assumed name.
6. The athletic season starts with the first practice or tryout and ends with the team banquet or the state championship game in the given sport, whichever comes first.

### **Attendance Policy**

Team members are to be in school **by 8:30 am and remain in school all day** in order to participate in practice or a game.

#### **Exceptions to the policy:**

- Doctor's appointment - written note required from doctor upon return
- College visitation - notification of visit approved in advance by athletic director or principal
- School related function/field trip

- If you are not in school on Friday and do not practice on that day prior to a Saturday competition, it is at the discretion of the Coach - authorized by the Athletic Director - to determine if you will compete in Saturday's contest
- Emergency, authorized by the Athletic Director or principal

### **Sickness Policy**

Students absent from school that has required a doctor's care due to illness must have written permission from the doctor and a parent or guardian stating that they are fit to participate in practice or contests.

### **Injury Policy**

If athletes have been out due to an injury that has required a doctor's care, the athlete must have a release from the doctor and parent before he/she can resume playing.

### **Injury Protocol**

All athletes are expected to notify the coach if they are injured. The student should be seen first by the HA Athletics Trainer for an evaluation. After being evaluated by the trainer an appropriate rehabilitation plan will be made.

The HA trainer should be notified of any medical treatment needed or rendered by an outside medical professional to coordinate treatment.

### **Hazing**

#### **THE COMMON SENSE HAZING TEST**

1. Is the activity one in which all members gain a benefit and it helps make the team better?
2. Will current members refuse to participate with the new members?
3. Does the activity risk emotional or physical abuse?
4. Is there risk of injury or a question of safety?
5. Would you have any reservations describing the activity to your parents, to a teacher, or to a school official?
6. Would you object to the activity being photographed for the school newspaper or local TV news?

#### **HOW TO PREVENT HAZING**

1. Be true to yourself. Take individual responsibility.
2. Get commitment of team or group leaders.
3. Expect resistance.
4. Document your commitment to a hazing-free environment and communicate that commitment to potential new group members.
5. Develop alternative activities to foster unity and to instill a sense of membership.
6. Utilize available school resources.



## REPORTING HAZING

1.If you have concerns or questions about team activities that may be hazing you should contact one of the following: Head Coach, Athletic Director, Principal, or Guidance Counselor.

### **Athletic Rules**

All students who participate in interscholastic athletics at Hampden Academy must adhere to the Athletic Code. Parents or guardians must also acknowledge receipt of and knowledge of this Code. Participation in interscholastic athletics at Hampden Academy is a privilege and not a right.

1.A team member may compete on an outside team provided that it does not interfere with the school-sponsored athletic activity. In the event that it does, the athlete will have to make a choice as to which team he/she will participate on. The athlete must notify the coach at the start of the sport season that he/she is on an outside team. Note: It is strongly recommended that an athlete compete on only one team during a sport season.

2.Attendance at all practices or games is mandatory. Failure to obtain the coach's permission to miss a game or practice will result in disciplinary action including possible suspension or dismissal from the team.

3.Athletes suspended from school are not allowed to practice or participate in contests while on suspension and must be in school prior to participation.

4.A student may not participate in two school-sponsored sports during the same season. A student may change sports during the season only when both coaches and the athletic director consent.

5.Before a student may try out, practice, or participate in athletics, he/she must have the following completed forms: RSU #22 Interscholastic Sports Physical, Consent and Risk Warning Acknowledgement, Hampden Academy's Drug and Alcohol Rules and Procedures, RSU #22 Student Emergency Medical Care Card, RSU #22 Participation Form and have evidence of medical insurance.

6.Because the school does not provide accident insurance, a student must be covered by insurance before he/she will be allowed to try out for a team or participate in practice. This requirement may be fulfilled through the student insurance program available through the school office or through parents' insurance. The required insurance must remain in force during the student's participation in any interscholastic sport.

7.All team members, managers, and cheerleaders must ride to away games with the team in authorized vehicles (usually school buses.) A team member may return home with his/her parents provided the parents have spoken with the coach following the game. The athlete should notify the coach the day before that he/she will be riding home with his/her parents. Students wishing to drive themselves or to be driven by an adult (other than their parent or legal guardian) must have a signed note from the parent. Notes must be approved by the administration in advance and notes are to be given to the coach by the athlete before the athlete leaves the contest. No student will be allowed to ride with another student. Failure to follow this rule will result in suspension or dismissal from the team.

8.All athletes are expected to be neatly dressed when traveling to out-of-town contests. Since the athletes are representing the school, their parents and the community, appearance on trips is important.

9. All equipment issued must be returned or the athlete must pay for it. No athletic award will be given to an athlete who has not returned equipment issued, nor will he/she be allowed to participate in another sport.

10. Players' conduct on the floor, field, or bench is the direct responsibility of the coach.

11. Freshmen may be brought up from a freshman team to the varsity or junior varsity on an individual basis when agreed upon by the head coach, the athletic director and the parent.

12. Athletes and parents should understand that circumstances may later arise which require additional training regulations by team coaches or school officials. Should this occur, parents and participants will be notified of the change in writing.

13. Any violation that justifies dismissal from an interscholastic school sport will be the responsibility of the coach of that sport and the athletic director.

14. Administrative or teacher-issued detention must be made up within the required time. This takes priority over a practice or a game.

15. A student must go out for a team when the first call is issued for preseason or tryouts. Any exception to this must be approved by the coach.

Sports with limited participation (cutting) - students who are cut or drop out during tryouts for a team are eligible for participation in another sport. However, if the first call for preseason or tryouts in the new sport has been issued, the student must obtain permission from both coaches. (The athletic director or principal will determine the outcome if the coaches cannot agree.)

Sports with unlimited participation (non cutting) - students who drop out during the preseason practice for a team are eligible for participation in another sport. However, if the first call for preseason or tryouts in the new sport has been issued, the student must obtain permission from both coaches. (The athletic director or principal will determine the outcome if the coaches cannot agree.)

1. Sports with limited participation (cutting) - after becoming a team member, a student who quits the squad without first consulting the head coach and securing permission, forfeits the privilege to participate in interscholastic sports until the squad has completed its season, or five weeks whichever is longer.

2. Athletes who are dismissed from a squad for disciplinary reasons cannot participate in interscholastic sports until members of that original squad have completed their season, or for five school weeks whichever is longer.

3. The theft or willful destruction of school equipment or facilities or the theft of the personal property of another person, will result in suspension or dismissal from the team.

4. Vulgar language will not be tolerated and is just cause for a reprimand, suspension, or dismissal.

5. No gambling shall be permitted while the student is under school supervision. This applies to locker room, field or court, travel, or in a hotel/motel room.

6. An athlete whose behavior outside of school reflects poorly on the school or community, or who violates the law, will be subject to suspension or dismissal from a team.

7. Individual coaches shall have the right to take disciplinary action pertaining to any problem which may arise that is not covered by specific rules in this Code. However, any major disciplinary action will require approval by the athletic director.

8. Each *team* has the right to establish curfew training hours **at the teams' discretion**. The coach has the discretion to discipline a player who violates the established curfew.

9. Vacations: Most interscholastic teams compete during a school vacation and attendance at all games and practices is expected of all team members. In the event a student will miss games and or practices, the PLAYER must meet with the coach prior to the dates missed. Before the player may return to competition, there may be a time frame established whereby the student must practice first before competing in a contest.

10. The terms of this agreement are for the entire time the student is enrolled at Hampden Academy.

## **Athletic Rules-Team Functions**

### **TEAM DINNERS AND TEAM FUNCTION EXPECTATIONS**

All team events other than practices conducted by the coach and games are optional attendance for all players.

#### **Hosting a team:**

#### **Parents**- Helpful Hints:

- If you are generous enough to host one of our teams in your home please be aware of the following:
- Check with the Head Coach to be certain the timing of the event is appropriate.
- Be certain that all players have been invited.
- Be present throughout the event.
- Set a time frame (usually 1-2 hours) and insist that team members stay under your supervision and not come and go from the place of the team function during the event.
- Realize that all school rules are in effect during the event

#### **Coaches**

All non game/practice activities are optional for all players. Nonetheless, off field activities can bolster team cohesion and enhance the team experience.

- Hosting-organizing
- If the head coach has organized the event the coach shall be present throughout.
- Always be mindful of the academic and family commitments of your team members.

## **Tobacco Products, Drug and Alcohol Use By Students REGULATIONS**

In order to ensure the highest possible standards of learning, as well as the safety, health, and well-being of students, visitors, and staff, the Board endorses a substance abuse policy which will:

- aid students to abstain from prohibited conduct and substances by providing prevention education,
- provide intervention when use is detected,
- give corrective and progressive discipline, and
- provide aftercare support as appropriate.

Compliance with the District's policy and regulations related to tobacco products, drugs, and alcohol is mandatory and the administration will be provided with the tools necessary to investigate any allegations or information concerning violations of this policy. Failure of parents/guardians to work in partnership with the school in addressing violations may result in a referral to the Department of Health and Human Services.

### **Covered Activities**

These regulations shall apply to all students on school property, who are in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

Additionally, these regulations are built on the recognition that participation in school extracurricular activities, holding leadership positions in school activities and school government, and receiving school recognitions are privileges, not rights. In each case, students are held out by the school or perceived by the public to represent RSU #22. Accordingly, these regulations shall apply to:

- All students involved in student government and leadership positions.
- All students involved in interscholastic competitions of any sort including, but not limited to athletics, Mock Trial, Chess Club, Math Team, etc.
- All students involved in extra curricular activities involving public performances, including but not limited to Voices Unlimited, drama, and jazz band.
- Each year the administration shall list in the student handbook those activities, in addition to athletics, to which these regulations apply based on the activities available to students during that given year.

### **Prohibited Conduct and Substances**

No student will manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, or performance enhancing substances.

No student will use, sell, furnish, or be in possession of any product containing tobacco.

No student will manufacture, sell, furnish, possess, use, or be under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, anabolic steroid, inhalant, any other controlled substance defined in federal/state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance.

No student will manufacture, sell, furnish, possess, use, or be under the influence of any prescription or non-prescription drug unless the student has a lawful prescription for that drug, is using it in the manner prescribed or directed by the manufacturer, and is consistent with RSU #22 medication policy.

No student will be in possession of any paraphernalia verified to be associated with the use of such substances.

### **Prevention Education**

The District will provide students with appropriate information and activities focused on educating students about tobacco, drugs, and alcohol and preventing their use, possession, furnishing and trafficking. Programs shall teach students that the use of tobacco, drugs, and alcohol can be harmful. Students will be taught how to resist peer pressure, and the legal, social, and health consequences of tobacco, drug, and alcohol abuse.

The District will collaborate regularly with local law enforcement to improve understanding of tobacco, drug, and alcohol laws and in partnership provide educational opportunities within the school and the communities. As part of the prevention education program policies and regulations will be disseminated to coaches and advisors with the expectation that the policies and regulations will be reviewed with the students/athletes. Coaches and advisors will review the policies and regulations as outlined through a handbook and/or protocol. In order to participate in interscholastic activities, public performance events, and student government and leadership positions students must review and discuss the policy and regulations and sign a card. Their parents/guardians must also review the policies and regulations and sign the card. This card acknowledges parent and student awareness of an agreement to abide by the tobacco products, drug, and alcohol policy and regulations. Parents/guardians of athletes must attend, *at a minimum*, one preseason meeting a year with the coach and review the policies and regulations. If parents/guardians are unable to attend a preseason meeting, the principal may waive the attendance requirement, however parents/guardians will still need to review the policies and regulations and sign the card.

The effectiveness of the RSU #22 prevention/education program will be reviewed as per the District's curriculum evaluation cycle.

### **Intervention**

Regardless of whether a student has violated school rules, the District will provide assistance, using a team approach, to students who are using tobacco products, drugs, and/or alcohol. The Student Assistance Team of each building, in conjunction with administration, will periodically review data associated with this policy and work to set up systemic intervention responses.

1. Upon being notified of a violation of this regulation or receiving a referral from another source the principal shall appoint individuals to an individual student team: typically a guidance counselor, the school nurse, and another educator.
2. The student must first meet with the substance abuse counselor within 10 days of the referral for an evaluation.
3. After the required student meeting with the substance abuse counselor the student team will meet with the student, substance abuse counselor, and parents/guardians to develop a plan.
4. If the substance abuse counselor recommends interventions that are not available at the school level referral information will be provided to students and parents/guardians to aid them in connecting to community agencies for access to treatment programs. Student records concerning such interventions shall be kept confidential as required by state and federal laws.
5. The school team will meet with the student (with parents/guardians being invited) a minimum of two times to review progress on the plan.

### **Corrective and Progressive Discipline**

#### **K - 8 Administrative Procedure**

The following outline represents what may normally be the appropriate progression of action. However, the administrator may deviate from the sequence as is appropriate for each case, for example an elementary administrator will take into account developmental issues when developing a plan of a second grader compared to a fifth grader.

**Possession/Use Violations (including tobacco offense)**

1. The administrator meets with student and verifies the violation.
2. The administrator notifies parents/guardians and superintendent.
3. The administrator notifies law enforcement agencies, if appropriate
4. The student and parents/guardians meet with administrator or designee to develop a plan
5. The administrator takes disciplinary action, as appropriate.
6. The parents/guardians are encouraged to attend educational session(s) with a community agency.
7. Multiple violations of possession/use at the middle school level can be used in determining if a student will participate in extra-/co- curricular activities upon entry into high school.

**Providing Substances to Others (excluding tobacco offenses)**

1. The administrator meets with student and verifies the violation.
2. The administrator confiscates the substance.
3. The administrator notifies parents/guardians and superintendent
4. The administrator notifies law enforcement agencies, if appropriate.
5. The administrator takes disciplinary action. K - 3 students' consequence will be based on administrator's judgement, students in grades 4 - 8 will be suspended for a period of time.
6. The student and parents/guardians will meet with administrator within a timely manner to develop a plan which includes a recommendation for a clinical evaluation.
7. The parents/guardians and student meet with superintendent before returning to school.
8. Documentation of any offense in this category carries forward into the high school.

**High School Administrative Procedure**

The following outline represents what may normally be the appropriate progression of action. However, the administrator may deviate from the sequence as is appropriate for each case, for example the high school administrator may take into consideration offenses at the middle school or may take into consideration student self-referral.

**Possession/Use Violations (including tobacco offense)**

First Offense

1. The administrator meets with student and verifies the violation.
2. The administrator notifies parents/guardians and superintendent.
3. The administrator notifies law enforcement agencies, if appropriate.
4. The student is suspended from school.
5. Upon return to school the student must meet with the substance abuse counselor.
6. The student must follow recommendations of substance abuse counselor, failure to follow the recommendations of the counselor may result in further disciplinary action
7. Parents/guardians will be encouraged to attend an educational program on substance abuse/use.

In the case that a student also participates in interscholastic activities, public performance events, and/or student government or leadership positions there will be a 10 day restriction (Saturdays with competitions count towards the 10 days) from all school activities, including games and competitions. Ability to practice will be at coaches'/advisors' discretion with the approval of the administration.

## Second Offense

1. The administrator meets with the student and verifies the violation.
2. The administrator notifies parents/guardians and superintendent.
3. The administrator notifies law enforcement agencies if appropriate.
4. The student is suspended from school.
5. The student and parents/guardians meet with the superintendent before returning to school.
6. Upon return to school the student must meet with the substance abuse counselor.
7. The parents/guardians must meet with the administrator and the substance abuse counselor to develop a contract and determine a follow-up plan.
8. The student must follow the recommendations of substance abuse counselor; failure to follow the recommendations of the counselor may result in further disciplinary action.
9. The parents/guardians will be encouraged to attend an educational program on substance abuse/use.

In the case that a student also participates in interscholastic activities, public performance events, and/or student government or leadership positions there will be an 8 week restriction from all school activities, including games and competitions. Ability to continue with practices will be at the coaches'/advisors' discretion with approval of the administration. This will carry in to the next school year if there are not 8 weeks left in the current school year.

## Third Offense

1. The administrator meets with the student and verifies the violation.
2. The administrator notifies parent/guardian and superintendent.
3. The administrator notifies law enforcement agencies, if appropriate.
4. The student is suspended from school.
5. The student and parents/guardian must meet with the superintendent.
6. The superintendent may bring the student to the school board for their consideration regarding continued attendance at Hampden Academy.
7. Upon return to school the student will meet with substance abuse counselor.
8. The parents/guardians must meet with the administrator and the substance abuse counselor to develop a contract and determine a follow-up plan which may include a clinical evaluation and an educational program for the student and parents/guardians.
9. The student must follow recommendations of substance abuse counselor; failure to follow the recommendations of the counselor may result in further disciplinary action.

In the case that a student also participates in interscholastic activities, public performance events, and/or student government or leadership positions there will be a 1 calendar year (365 days) restriction from all school activities, including practices, games, and competitions from the date of the offense.

## **Providing Substances to Others (excluding tobacco offenses)**

### First Offense

1. The administrator meets with the student and verifies the violation.
2. The administrator confiscates the substance.
3. The administrator notifies parents/guardians and superintendent.
4. The administrator notifies law enforcement agencies.
5. The student is suspended from school.
6. The student and parents/guardians must meet with superintendent before the student is allowed to return to school.

In the case that a student also participates in interscholastic activities, public performance events, and/or student government or leadership positions there will be an 8 week restriction from all

school activities, including practices, games and competitions. This will carry in to the next school year if there are not 8 weeks left in the current year.

### **Second Offense**

1. The administrator meets with the student and verifies the violation.
2. The administrator confiscates the substance.
3. The administrator notifies parents/guardians and superintendent.
4. The administrator notifies law enforcement agencies.
5. The student and parents/guardians must meet with superintendent and will meet with the Board of Directors.
6. The Board of Directors will consider long-term suspension or expulsion.  
In the case that a student also participates in interscholastic activities, public performance events, and/or student government or leadership positions there will be a 1 calendar year (365 days) restriction from all school activities, including practices, games and competitions.

### **Detecting Substance Use**

1. Students who are suspected of being under the influence of some substance will be evaluated by a trained individual. The evaluation may include field sobriety tests, breathalyzer and drug tests.
2. Students who refuse the evaluation will be subject to discipline in keeping with the suspected violation.
3. Students attending dances or participating in overnight school sponsored trips may be subject to a random breathalyzer test and random searches of their personal belongings.
4. School administration will consult with the superintendent prior to conducting random searches carried out with the assistance of law enforcement officials.