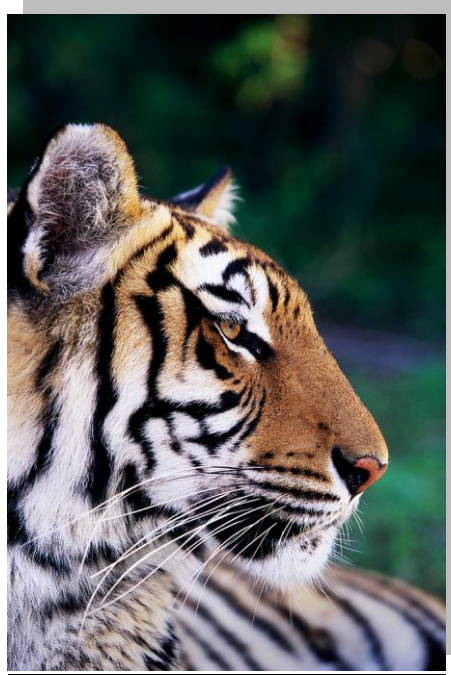


Forest Hills School

Extra-Curricular Handbook 2011-2012

It's All About Attitude!

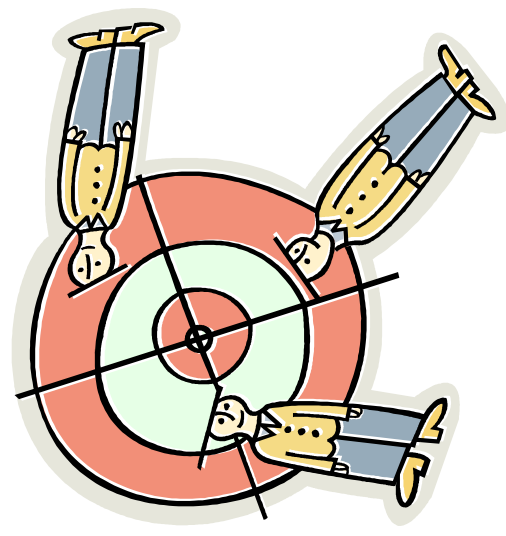


Excellence is not a skill. It is an attitude. ~Ralph Marston

*Please visit www.sad12.com for
announcements, policy handbook, sports schedules and
more!*

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EXTRA-CURRICULAR/ATHLETIC CODE

It is suggested that all students who wish to take advantage of the extra-curricular/athletic program at Forest Hills School should carefully scrutinize this handbook before deciding to become a member.

Each member must realize that the school is granting him/her the privilege of representing his/her self and school. It is implicit in this responsibility that each team member abides religiously to each and every provision in this Athletic Handbook.

ATHLETIC CODE OF ETHICS

The athlete 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. The player must also realize that it is a privilege to participate in his/her school's athletic program and he/she must remember that they are representing their family, school and community both on and off athletic courts and fields. The player should:

- (1) Treat officials and opponents with the respect due any guest.
- (2) Accept victory modestly, defeat gracefully, and never quit.
- (3) Control his/her emotions at all times and never argue with the officials.
- (4) Accept decisions as they are made and abide by them.
- (5) Never swear, cheat, gamble, or "grandstand".
- (6) Keep physically fit and observe all training rules.
- (7) Use his/her influence on and off the court to help develop good spectator sportsmanship.

FOREST HILLS SCHOOL Extracurricular/ATHLETIC GUIDELINES

1. Participation is voluntary. Students in grades 9-12 are limited to high school activities and students in grades 5-8 are limited to programs within those grade levels. Eighth graders may participate in high school activities according to Maine Principals Association guidelines and/or school guidelines and at the discretion of the athletic director and/or principal.
2. The extra-curricular/interscholastic program is an integral part of the school program and is under the direct supervision of the athletic director.
3. All athletic teams/clubs shall adhere to the policies and rules of the Maine Principals Association, the M.S.A.D. #12 policies and regulations that exceed those of the M.P.A., eight semester and age 20 rules. **Each student must pass all subjects per ranking period.** Fourth quarter grades for extra—curricular eligibility will not carry over to September of the next school year (students must still meet M.P.A. guidelines for fourth quarter grades). **Eligibility or ineligibility begins at 2:04 p.m. of the day that report cards are issued. Waivers may be granted with the approval of the teacher, athletic director and principal for honors/accelerated/Advanced Placement courses and incompletes.**
4. In addition to the M.P.A. eligibility rules, and to be eligible for the first day of practice/meeting and competition, a student shall:
 - a) complete and return to the coach, a school eligibility form including emergency information forms.

- b) obtain and return certification of a registered physician indicating approval to participate in athletics on a school physical examination form (athletics only).
 - c) provide evidence of coverage by an insurance policy.
5. If a participant will not be in school on the day of an event, practice, scrimmage or game, he/she must receive prior verbal or written approval from the principal or athletic director provided a written excuse has been written by the parent/guardian, before he/she will be allowed to participate in an event, practice, scrimmage or game.
 6. A student is ineligible for participation when:
 - (a) a student is under in or out-of-school suspension
 - (b) a student fails to account for and return, or provide financial reimbursement for uniforms or equipment loaned during an activity.
 - (c) a student has exhibited behavior that is detrimental to the concept of sportsmanship and, in the judgment of the advisor, coach, athletic director and/or principal, will reflect discredit upon the school.
 7. A student may participate in dual varsity sports during the same sports season under the following guidelines:
 - (a) a player must choose a primary sport which will be his/her first obligation.
 - (b) a player has received approval from both coaches and the athletic director.
 8. Holiday practice session/meetings are voluntary. Varsity teams may participate on Sunday in an approved interschool championship and/or tournament games, postponed because of severe weather and poor playing conditions.
 9. In the event of an injury to a student athlete, the doctor shall determine if and when he/she can return to practice or playing. A student athlete in the care of a registered physician may participate only when released by the physician for participation.
 10. It is the intent of the school district to allow student athletes the opportunity to participate in interschool sports based on their demonstrated skill and behavior during the approved M.P.A. season for each sport. Therefore, student athletes shall not be pressured nor unduly encouraged to participate in off-season activities related to the sport.
 11. No jewelry of any type will be worn by male or female athletes during practices, scrimmages or games.
 12. Athletes and managers 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.
 13. Male players may wear mustaches/beards that are trimmed and neat in appearance.
 14. A player will be removed from a squad for three unexcused absences during any sports season. The coach and athletic director will determine whether or not an excuse is valid in accordance with the Forest Hills High School attendance policy in the student handbook.
 15. A player is responsible for notifying the coach or athletic director in writing if he/she must miss or be late for a practice, scrimmage or game. This will be done before 2:00 p.m. on the day he/she will be absent or late. Repeated offenses will result in a reprimand, suspension or dismissal from a team.
 16. A player/club member will travel to and from an away trip 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 or advisor/coach's discretion.
 17. Repeated bus misbehavior will result in a reprimand, suspension or dismissal from a team/club.
 18. 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.

19. 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.
20. 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 19 and 20 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 19 and 20 will not be eligible for participation in other non-athletic, extra curricular activities.
21. 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.
22. All athletic participants will abide by the written eligibility requirements as established by the Maine Principals Association and M.S.A.D. #12.
23. Any rule not specifically covered in these written rules will be determined at the discretion of the advisor, coach, athletic director and/or principal.

TRAINING RULES AND REGULATIONS--ATHLETICS

1. The school will equip each player with the best possible equipment within its financial means.
2. No athletic equipment will be taken without the verbal or written consent of the coach.
3. No athletic department equipment will be worn except when participating in his/her individual sport during practices, scrimmages or games.
4. No athletic department equipment will be worn while participating in physical education classes during the school day.
5. Each player must fill out and sign an equipment slip prior to the issuance of school equipment for each sport in which he/she participates.
6. Each player will assume responsibility for his/her issued athletic equipment.
7. Any lost or damaged athletic equipment must be replaced at the player's personal expense.
8. No squad member will compete on or play any outside non-sponsored school team during regularly scheduled sports season without the coach's and athletic director's verbal or written permission.
9. On all school sponsored trips, players will be informed in advance of appropriate dress, behavior, and related responsibilities. Repeated failure to abide by the athletic dress code will result in a reprimand, suspension or dismissal from the team.
10. Repeated use of vulgar or profane language will not be tolerated and is just cause for a reprimand, suspension or dismissal from the team.
11. 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. Repeated violations will result in a reprimand, suspension or dismissal from the team.
12. Team managers will be considered as team members and will meet the same requirements as

the players.

13. Players suspended from school will not be allowed to practice, scrimmage, or participate in games while under school suspension.
14. Your first responsibility is school. Make-up work or additional help comes before practices, scrimmages or games.
15. Excessive absences from school without a written doctor's excuse and parental excuse will be just cause for a reprimand, suspension or dismissal from a team.
16. In order for a team member to participate in a practice, scrimmage or game on a day he/she is absent from school they must have a professional appointment (doctors, dentist, etc.) and bring a note to the coach from the office of the appointment. Players should check with coach prior to the day they will be absent unless it is an emergency.
17. A player must be in attendance for ½ of the academic day in order to participate in a practice, scrimmage or game unless excused for an appointment with a written note. Students are expected to attend school at all times. Coaches may set guidelines for their individual teams to follow.
18. Three unexcused absences of players to attend practices, scrimmages or games, because of detention or other disciplinary actions, may result in dismissal from a team.
19. 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.

MAINE PRINCIPALS ASSOCIATION
PUPIL ELIGIBILITY

A pupil shall be eligible to participate in any interscholastic secondary school athletic contest who:

- A. meets the eligibility rules established by the local school authorities.
- B. is regularly enrolled in the school which he/she represents.
 1. To be considered regularly enrolled, a student must be in attendance and academically active in the school which he/she represents. An academically active student must be pursuing a program of studies approved by the principal and superintendent of schools.
 2. Pupils in grade 9 in separately organized junior high schools are eligible to participate in the varsity athletics program of the senior high school in their school administrative unit. This rule does not prevent schools from limiting pupil participation in varsity athletics to the programs of the schools in which the pupils are enrolled.
 3. In order to make possible the formation of all interscholastic athletic teams in smaller secondary schools, a pupil may be drafted from grade eight (8) of the same school system provided that such pupil is in satisfactory physical condition and provided that the secondary school using the pupil does not have an enrollment of greater than forty (40) girls or forty (40) boys. It is further understood that this extra year of athletic competition does not penalize such pupils under the eight semester rule.
 4. Home schooled students will be exempt from the enrollment rule (Article III, Section 2, Paragraph B) if their equivalent instruction program has been approved by the Commissioner of Education as outlined in Chapter 130 (05-071). Home schooled students must meet all other eligibility rules in Article

Ill, Section 2, of the MPA By-Laws.

5 Out-of-district placement students shall be exempt from the regular enrollment provisions of Article III (B)(1) and may participate in the interscholastic program of the school in which they are placed if the following provisions are met: (1) the school accepting the out-of-district placement student requests a waiver from the Committee on Eligibility; (2) the waiver request is accompanied by a written consent from the principal of the sending school that a waiver should be granted; and (3) the Committee on Eligibility determines that it is in the best interest of the student to participate in the interscholastic program of the receiving school unless there is a change in placement of a waiver is granted under Article III, Section 6. For purposes of this paragraph, “out-of-district placement students” shall be defined as students placed by the IEP process in a private special purpose school. A private special purpose school is defined in 05-071, Chapter 101, Special Education Regulations, Section 2.17.

- C. competes using his/her own name, substantiated by a birth certificate. Otherwise, a pupil is ineligible for nine weeks from the time it is discovered a false name was used.
- D. has refrained from participating on an outside team to which objection is made by local school authorities. A violator shall be ineligible for nine weeks after the date of discovery of participation.
- E. is under twenty years of age at the time of participation.
- F. Who has maintained undergraduate status in a four-year course in a Maine secondary school or its equivalent as outlined in the MPA Constitution, Article II, Section 1.
- G. Who has yet to fulfill eight full semesters at an approved secondary school or its equivalent.
 - 1. A pupil is only eligible to compete for the first eight consecutive semesters after he or she first enrolls as a freshman in a four-year senior high school, or in the ninth grade in a junior high school.
 - 2. Upon application by a pupil’s principal, the Committee on Eligibility of the Maine Principals’ Association may grant no more than eighteen consecutive weeks of additional eligibility upon a satisfactory showing that:
 - a. A pupil has failed one or more semesters because of absence due to illness.
 - b. A pupil has been absent one or more semesters because of required military service.
 - c. A pupil withdrew from school in order to assume full financial responsibility for the support of the family because of illness or incapacity of a parent.
 - d. Special circumstances warrant an exception. Such cases will be reviewed on an individual basis.

EXPLANATION: The eight semester rule refers to eight consecutive semesters in time; it does not necessarily refer to eight semesters of attendance or competition. For example, a pupil who registers as a freshman in September 1998, is eligible to compete in interscholastic athletics insofar as this rule is concerned until the close of the school year 2002. The pupil is not eligible to compete after that date unless the pupil is granted added eligibility by the Committee on Eligibility.

If a pupil who enrolls as a freshman in September 1998 is forced to be absent from school to work to support his/her family during the school year of 1999-2002 and returns in September 2000 as a sophomore, he/she would then be a senior in September 2002 and would be ineligible, since the date of the termination of his/her eligibility is set the day he/she enrolls as a freshman. This date is eight semesters from his/her enrollment as a freshman.

3. If a pupil is granted an additional semester of eligibility, such eligibility may be given for any eighteen consecutive weeks, not necessarily concurrent with a semester, during the pupil's fifth year of attendance at the specific request of the school.
4. No student who has been enrolled in grades 9, 10, 11, 12 inclusive, in any approved school, shall participate in the same athletic activity for more than four seasons except that this does not apply to the eligibility rule affecting small schools who are permitted to use eighth grade pupils when there are not more than forty boys or girls in grades 9-12.
5. It is the responsibility of each school principal to verify the eligibility of each pupil at the beginning of each semester.

H. has completed and passed work in the equivalent of four (4) full-time subjects with credit toward graduation in the most recently completed quarter.

1. Failure to earn passing grades in four full-time subjects (or the equivalent) shall render a pupil ineligible for a period of time determined by the local school.
2. The record at the end of the marking period shall be final and scholastic deficiencies may not be removed for the purpose of meeting minimum eligibility requirements except:
 - a. For those grades/credits earned in a regular accredited summer school program accepted by the school district
 - b. Incomplete grades which may be made up for credit during the first five (5) weeks of the subsequent quarter.
3. It is understood that home schooled students will have completed and passed the equivalent of four (4) full-time subjects which meet the requirements of the approved home school program of instruction in the most recently completed quarter.
4. It is understood that a special education student will not be denied participation in interscholastic activities solely because the student is enrolled in a reduced course load when the reduced course load is due to the student's exceptionalities, provided that the student is satisfactorily completing the requirements of the educational component of an individual education plan and is otherwise in compliance with the plan. It is further understood that the special education student not satisfactorily completing the educational components of an individualized plan or is not otherwise in compliance with the plan shall have his/her eligibility status determined in the same manner as the eligibility of a non-special education student who is not satisfying the applicable academic standards.

- I. A pupil who is otherwise eligible, but who was not enrolled in a given secondary school during the preceding semester, shall be considered eligible provided the pupil:
1. Carried successfully during the preceding semester of attendance at another approved secondary school or its equivalent, the minimum scholastic requirement for eligibility of the receiving school.
 2. Completed successfully the work of an elementary or junior high school during the preceding semester.
- J. A pupil who fails to qualify, comply, or conform with the eligibility provisions, or who violates these eligibility provisions shall be ineligible to compete in any interscholastic secondary school athletic contest.

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 guest 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' judgement, 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.

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 1/2 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 in May or June of 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 Cheerleading
 - 6) Varsity Baseball
 - 7) Varsity Softball
 - 8) Varsity Golf

**GUIDELINES FOR ACADEMIC ELIGIBILITY FOR STUDENTS FROM
EQUIVALENT INSTRUCTION PROGRAMS
(HOME SCHOOLING PROGRAMS)**

The purpose of the MPA Athletic Eligibility Rule is to ensure that the athletic program is subordinate to the academic program. Students are allowed to participate in the athletic program only if they are successfully meeting the academic standards of their school.

Since students who are regularly enrolled in the public school must meet certain academic eligibility rules in order to participate, it is only fair that home schooled students should also meet basic academic standards in order to be considered eligible. This may be accomplished through the following steps which we believe are consistent with 20-A MRS Ac.211, sub-c, I-A, part 5021:

1. Prior to the sport season in which a student wishes to participate, the home school parents and student should contact the local high school principal in writing to determine the policy of the local school board regarding academic eligibility. The principal must determine that all MPA eligibility rules are met.
2. The parent must understand that the academic eligibility rules that apply to public school youngsters also apply to home schooled youngsters. The principal will develop standards by which the equivalency” of previous work can be determined. The principal may require that the student demonstrate mastery of specific skills in order to make an informed judgment.
3. The principal must determine to his/her satisfaction that the student is following the home school course of study approved by the Maine Department of Education and meeting the academic eligibility standards set by the local school board of education.
4. The principal, in accordance with appropriate school board policy, shall determine the academic standards and degree of rigor that will be maintained in order for all students to maintain academic eligibility. Just as public school students may lose their eligibility if their grades drop, so home schooled youngsters may lose their eligibility if they fail to perform to these same standards. The principal may require that the home schooled student demonstrate continued academic progress in order to maintain eligibility. Such demonstration may take the form of essays, written or oral tests, performances, exhibitions, portfolios, or other assessment vehicles.

Forest Hills School Song

**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!**

NEPN/NSBA CODE: JICH

M.S.A.D. #12 Policy

DRUG AND ALCOHOL USE BY STUDENTS

The School Board and staff of the M. S. A. D. #12 School Department supports a safe and healthy learning environment for students which are free of the detrimental effects of drugs and alcohol. This applies to regular users, nonusers, those considering use, and those affected by drugs and alcohol through family or friends. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth.

In order to promote the safety, health and well-being of students, the School Board endorses a three-pronged approach to address the issue of drug and alcohol use; prevention/education; intervention and discipline.

Prohibited Conduct:

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.

These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

Disciplinary Action:

Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law enforcement authorities for investigation and/or prosecution, and/or be referred for prevention education, and/or rehabilitative treatment services.

Prevention/Education:

The school unit will provide students with appropriate information and activities focused on educating students about tobacco, drugs and alcohol and preventing their use. Programs shall teach students that the use of drugs and alcohol is harmful and illegal; how to resist peer pressure; and address the legal, social and health consequences of drug and alcohol use/abuse.

Intervention:

Students will be assisted in addressing their tobacco/drug/alcohol use and/or abuse. Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. During the intervention phase, students will continue to receive assistance in their educational programming. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

Policy Communication:

The school unit shall distribute this policy and appropriate related information to staff, students and parents/guardians on an annual basis through handbooks and/or other means selected by the Superintendent and building administrators. The school unit shall also review this policy with students on an annual basis.

Legal References:

21 USC ss 812 (Controlled Substances Act)

21 CFR Part 1300. 11-15

Pub. L. No. 101-226 (Drug-Free Schools and Communities Act Amendments of 1989)

17-A MRSA ss 1101

42 USC ss 290dd-2

42 CRF ss 2.1 et seq.

20-A MRSA ss 1001 (9); 4008

Cross Reference:

GBEC – Drug Free Workplace

JICH-R – Drug and Alcohol use by Students Administrative Procedure

JICIA – Weapons, Violence and School Safety

JKD – Suspension of students

JKE – Expulsion of students

JLCD – Administering Medication to Students

JRA – Student Records

First Reading: June 8, 2010

Second Reading: August 10, 2010

Adopted: August 10, 2010

NEPN/NSBA CODE: JICH-R

M. S. A. D. #12 POLICY**DRUG AND ALCOHOL USE BY STUDENTS****ADMINISTRATIVE PROCEDURE****Education Prevention Programs:**

The Board supports a comprehensive K-12 tobacco/drug/alcohol prevention health education and prevention program.

- A. A tobacco/drug/alcohol prevention education and awareness program will be instituted for all students, focusing on chemical-free alternatives, self-esteem, decision making and coping skills.
- B. Administrative procedures shall be implemented to address student violations of policy throughout MSAD 12
- C. Early intervention, referral and follow-up will be offered to students who may have tobacco/drug/alcohol dependency problems or be affected by such problems. Strategies may include referral to the guidance counselor, the school social worker or the school nurse.

K-12 Administrative Procedure

I. Disciplinary Action

A. Type One: Possession/Use

- 1. First offense:
 - a. Verification of student use/possession by administrator and/or his/her designee;
 - b. Administrator and/or his/her designee meets with student;
 - c. Notify parents/guardians and Superintendent; request meeting with parents/guardians;
 - d. Notify police, if appropriate;
 - e. Disciplinary action suspension of 1-10 days at discretion of administrators and/or possible referral to the Board for a disciplinary hearing; and,
 - f. Student will be ineligible to participate in any school activity for which a grade is not received or to represent MSAD 12 for the remainder of the current activity period, or from 1 to 6 months at the discretion of the administrator and/or his/her designee.
- 2. Additional Offenses:
 - a. Verification of student use/possession by administrator and/or his/her designee;
 - b. Administrator and/or his/her designee meets with student;
 - c. Notify parents/guardians and Superintendent; request meeting with parents/guardians;
 - d. Notify police, if appropriate;
 - e. Refer to Department of Human Services, Child Protective Services, if appropriate.
 - f. Disciplinary action suspension of 1-10 days at discretion of administrators and referral to the Board for a disciplinary hearing; and,
 - g. Student will be ineligible to participate in any school activity for which a grade is not received or to represent MSAD 12 for the remainder of the current activity period, or 6 months, whichever is greater.

B. Type Two: Furnishing and/or Selling:

- 1. Offenses
 - a. Any employee of MSAD 12 will confiscate any substance and will immediately notify the appropriate administrator and/or his/her designee;

- b. Verification of student use/possession by administrator and/or his/her designee;
- c. Administrator and/or his/her designee meets with the student;
- d. Notify parents/guardians and Superintendent; request meeting with parents/guardians;
- e. Notify police, (if appropriate);
- f. Refer to Department of Human Services, Child Protective Services, if appropriate;
- g. Disciplinary action-suspension of 1-10 days at discretion of administrators and referral to the Board for a disciplinary hearing; and,
- h. Student will be ineligible to participate in any school activity for which a grade is not received or to represent MSAD 12 for the remainder of the current activity period, or 6 months, whichever is greater.

II. K-12 Voluntary Referral

The School Board encourages students who are concerned about tobacco/drug/alcohol use to seek assistance for education and prevention and/or treatment.

Appeal Process

If a student and the parents/guardians are dissatisfied with the disciplinary action, they may appeal as follows:

1. Level One – School Principal or Designee
 - a. If the complainants are not satisfied with the disciplinary action, they may, within 30 days of the disciplinary action, present their claim as a formal appeal in writing to the principal or his/her designee.
 - b. The administrator or his/her designee shall, within five (5) working days after receipt of the written appeal, render his/her decision and the reasons in writing to the complainants.
2. Level Two – Superintendent of Schools
 - a. If the complainants are not satisfied with the disposition of their appeal at Level one, they may, within three (e) working days after the decision or within eight (8) working days after their formal appeal to the principal or his/her designee, file their written appeal with the Superintendent of Schools.
 - b. The Superintendent shall, within ten (10) working days after receipt of the appeal, meet with the complainant person (s) for the purpose of resolving the appeal.
 - c. The Superintendent shall, within ten (10) working days after this meeting, render his/her decision and the reasons therefore in writing to the complainant.
3. Level Three – School Board
 - a. If the complainant is not satisfied with the disposition of their appeal at Level Two, they may, within five (5) working days after the decision or within ten (10) working days after the meeting with the Superintendent, appeal to the School Board.
 - b. The hearing shall be held before the local School Board at its next regular meeting or at a special Board meeting at the discretion of the Superintendent within ten (10) working days.
 - c. This hearing will be in private (executive session).
 - d. After hearing all available evidence, the School Board will meet to deliberate. The Superintendent of Schools will notify the party involved of the final action

taken by the School Board in writing within five (5) working days of the School Board meeting considering the appeal.

First Reading: June 8, 2010

Second Reading: August 10, 2010

Adopted: August 10, 2010

NEPN/NSBA Code: JJIB-R

M.S.A.D. #12/RSU 82 POLICY
FOREST HILLS HIGH SCHOOL ATHLETIC/EXTRACURRICULAR CODE
& AWARD CRITERIA

In order to continue the fine tradition in athletics that M.S.A.D. #12 has built over the years, the following Athletic/Extracurricular Code has been adopted. Parents, too, should be familiar with the code.

A. GENERAL RULES

1. Before any athlete can participate in any 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 other than those given by the school physician at the scheduled time will be at the individual's own expense.

b. a written statement from the parent indicating the medical coverage in force for the student athlete 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.

2. 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 athletes 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.

3. Regular school attendance is a requirement for all athletes. All participants are required to be in attendance the at least half day (high school: a.m. or p.m. session) in order to participate in a game, event or practice. If absence occurs on Friday, the athlete 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.

4. Participants should, by some method, notify the coach/advisor by the end of the school day if lateness or justified absence is anticipated the next day.

5. Athletes will assume responsibility for equipment and uniforms and will be assessed for any lost or damaged item(s).

6. Vulgar language cannot be tolerated and is just cause for reprimand.

7. On school sponsored trips and game-days, participants are to dress appropriately (such as travel suit, coat, sweater, tie, etc.). They will be briefed on behavior and related responsibilities by the advisor of each activity. Also, all participants are expected to live up to any written grooming codes set up by the coach/advisor.

8. Student support personnel shall be considered as active participants and shall meet the same requirements as the participants.

9. Athletes suspended from school shall not be allowed to practice or participate in contests while on suspension.

10. Individual coaches/advisors have the responsibility to take disciplinary action regarding any problem not previously mentioned. These recommendations should be submitted to the athletic director and the principal for review and approval.

11. All squad members will abide by any additional training regulations set forth by the coach. These rules must first be submitted and approved by the principal and athletic director.

12. Participation is strictly on a voluntary basis. Therefore, membership in any group implies understanding of, and adherence to, all sections of this code.

B. SPECIAL GUIDELINES FOR THE STUDENT ATHLETES

1. 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 athletes, and the student body.

2. Any violation that justifies dismissal from an extracurricular activity will be referred to the Athletic Director and/or Principal for action. The decision of the Athletic Director will be made known to the parents by letter. Appeals, in writing, should be directed to the Principal. Referrals regarding disciplinary actions will be acted upon promptly.

3. Team members are expected to go and return on a team bus. Students will follow all M.S.A.D. #12 Rules and Regulations for pupils in regard to bus transportation. Any change in transportation arrangements must be approved by the athletic director 24 hours in advance. Emergency situations will be handled on an individual basis by the athletic director and/or coach.

PUPIL ELIGIBILITY – FOREST HILLS SCHOOL

A. To be eligible to participate in extracurricular 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 this school they represent.

B. To establish a student's athletic eligibility, checks will be made at the end of the four ranking quarters of the school year (eligibility or ineligibility begins at 2:04 of the day that report cards are issued). A student must not be failing any subject during any check point. Waivers may be granted with the approval of the teacher, athletic director and principal for honors/accelerated/Advanced Placement courses and incompletes.

C. 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.

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 guest 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.

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:

3. Any player, who participated in a sport and completes the season in good standing with the coach, will receive a certificate for participation.
4. Any player who plays in 1/2 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 in May or June of 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 student interest, 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 Cheerleading
 - 6) Varsity Baseball
 - 7) Varsity Softball
 - 8) Varsity Golf

MAINE PRINCIPALS' ASSOCIATION
PUPIL ELIGIBILITY

A pupil shall be eligible to participate in any interscholastic secondary school athletic contest who:

- A. meets the eligibility rules established by the local school authorities.
- B. is regularly enrolled in the school which he/she represents.
 1. To be considered regularly enrolled, a student must be in attendance and academically active in the school which he/she represents. An academically active student must be pursuing a program of studies approved by the principal and superintendent of schools.
 2. Pupils in grade 9 in separately organized junior high schools are eligible to participate in the varsity athletics program of the senior high school in their school administrative unit. This rule does not prevent schools from limiting pupil participation in varsity athletics to the programs of the schools in which the pupils are enrolled.
 3. In order to make possible the formation of all interscholastic athletic teams in smaller secondary schools, a pupil may be drafted from grade eight (8) of the same school system provided that such pupil is in satisfactory physical condition and provided that the secondary school using the pupil does not have an enrollment of greater than forty (40) girls or forty (40) boys. It is further understood that this extra year of athletic competition does not penalize such pupils under the eight semester rule.
 4. Home schooled students will be exempt from the enrollment rule (Article III, Section 2, Paragraph B) if their equivalent instruction program has been approved by the Commissioner of Education as outlined in Chapter 130 (05-071). Home schooled students must meet all other eligibility rules in Article III, Section 2, of the MPA By-Laws.
 6. Out-of-district placement students shall be exempt from the regular enrollment provisions of Article III (B)(1) and may participate in the interscholastic program of the school in which they are placed if the following provisions are met: (1) the school accepting the out-of-district placement student requests a waiver from the Committee on Eligibility; (2)

the waiver request is accompanied by a written consent from the principal of the sending school that a waiver should be granted; and (3) the Committee on Eligibility determines that it is in the best interest of the student to participate in the interscholastic program of the receiving school unless there is a change in placement of a waiver is granted under Article III, Section 6. For purposes of this paragraph, “out-of-district placement students” shall be defined as students placed by the PET process in a private special purpose school. A private special purpose school is defined in 05-071, Chapter 101, Special Education Regulations, Section 2.17.

- C. competes using his/her own name, substantiated by a birth certificate. Otherwise, a pupil is ineligible for nine weeks from the time it is discovered a false name was used.
- D. has refrained from participating on an outside team to which objection is made by local school authorities. A violator shall be ineligible for nine weeks after the date of discovery of participation.
- E. is under twenty years of age at the time of participation.
- F. Who has maintained undergraduate status in a four-year course in a Maine secondary school or its equivalent as outlined in the MPA Constitution, Article II, Section 1.
- G. Who has yet to fulfill eight full semesters at an approved secondary school or its equivalent.
 - 1. A pupil is only eligible to compete for the first eight consecutive semesters after he or she first enrolls as a freshman in a four-year senior high school, or in the ninth grade in a junior high school.
 - 2. Upon application by a pupil’s principal, the Committee on Eligibility of the Maine Principals’ Association may grant no more than eighteen consecutive weeks of additional eligibility upon a satisfactory showing that:
 - a. A pupil has failed one or more semesters because of absence due to illness.
 - b. A pupil has been absent one or more semesters because of required military service.
 - c. A pupil withdrew from school in order to assume full financial responsibility for the support of the family because of illness or incapacity of a parent.
 - d. Special circumstances warrant an exception. Such cases will be reviewed on an individual basis.

EXPLANATION: The eight semester rule refers to eight consecutive semesters in time; it does not necessarily refer to eight semesters of attendance or competition. For example, a pupil who registers as a freshman in September 1998, is eligible to compete in interscholastic athletics insofar as this rule is concerned until the close of the school year 2002. The pupil is not eligible to compete after that date unless the pupil is granted added eligibility by the Committee on Eligibility.

If a pupil who enrolls as a freshman in September 1998 is forced to be absent from school to work to support his/her family during the school year of 1999-2002 and returns in September 2000 as a sophomore, he/she would then be a senior in September 2002 and would be ineligible, since the date of the termination of his/her eligibility is set the day he/she enrolls as a freshman. This date is eight semesters from his/her enrollment as a freshman.

- 3. If a pupil is granted an additional semester of eligibility, such eligibility may be given for any eighteen consecutive weeks, not necessarily concurrent with a semester, during the pupil’s fifth year of attendance at the specific request of the school.
- 4. No student who has been enrolled in grades 9, 10, 11, 12 inclusive, in any approved school, shall participate in the same athletic activity for more than four seasons except that this does not apply to the eligibility rule affecting small schools who are permitted to use eighth grade pupils when there are

- not more than forty boys or girls in grades 9-12.
5. It is the responsibility of each school principal to verify the eligibility of each pupil at the beginning of each semester.
- H. has completed and passed work in the equivalent of four (4) full-time subjects with credit toward graduation in the most recently completed quarter.
1. Failure to earn passing grades in four full-time subjects (or the equivalent) shall render a pupil ineligible for a period of time determined by the local school.
 2. The record at the end of the marking period shall be final and scholastic deficiencies may not be removed for the purpose of meeting minimum eligibility requirements except:
 - a. For those grades/credits earned in a regular accredited summer school program accepted by the school district
 - b. Incomplete grades which may be made up for credit during the first five (5) weeks of the subsequent quarter.
 3. It is understood that home schooled students will have completed and passed the equivalent of four (4) full-time subjects which meet the requirements of the approved home school program of instruction in the most recently completed quarter.
 4. It is understood that a special education student will not be denied participation in interscholastic activities solely because the student is enrolled in a reduced course load when the reduced course load is due to the student's exceptionalities, provided that the student is satisfactorily completing the requirements of the educational component of an individual education plan and is otherwise in compliance with the plan. It is further understood that the special education student not satisfactorily completing the educational components of an individualized plan or is not otherwise in compliance with the plan shall have his/her eligibility status determined in the same manner as the eligibility of a non-special education student who is not satisfying the applicable academic standards.
- I. A pupil who is otherwise eligible, but who was not enrolled in a given secondary school during the preceding semester, shall be considered eligible provided the pupil:
1. Carried successfully during the preceding semester of attendance at another approved secondary school or its equivalent, the minimum scholastic requirement for eligibility of the receiving school.
 2. Completed successfully the work of an elementary or junior high school during the preceding semester.
- J. A pupil who fails to qualify, comply, or conform with the eligibility provisions, or who violates these eligibility provisions shall be ineligible to compete in any interscholastic secondary school athletic contest.

GUIDELINES FOR ACADEMIC ELIGIBILITY FOR STUDENTS FROM
EQUIVALENT INSTRUCTION PROGRAMS
(HOME SCHOOLING PROGRAMS)

The purpose of the MPA Athletic Eligibility Rule is to ensure that the athletic program is subordinate to the academic program. Students are allowed to participate in the athletic program only if they are successfully meeting the academic standards of their school.

Since students who are regularly enrolled in the public school must meet certain academic eligibility rules in order to participate, it is only fair that home schooled students should also meet basic

academic standards in order to be considered eligible. This may be accomplished through the following steps which we believe are consistent with 20-A MRSAc.211, sub-c, I-A, part 5021:

1. Prior to the sport season in which a student wishes to participate, the home school parents and student should contact the local high school principal in writing to determine the policy of the local school board regarding academic eligibility. The principal must determine that all MPA eligibility rules are met.
2. The parent must understand that the academic eligibility rules that apply to public school youngsters also apply to home schooled youngsters. The principal will develop standards by which the equivalency” of previous work can be determined. The principal may require that the student demonstrate mastery of specific skills in order to make an informed judgment.
3. The principal must determine to his/her satisfaction that the student is following the home school course of study approved by the Maine Department of Education and meeting the academic eligibility standards set by the local school board of education.
4. The principal, in accordance with appropriate school board policy, shall determine the academic standards and degree of rigor that will be maintained in order for all students to maintain academic eligibility. Just as public school students may lose their eligibility if their grades drop, so home schooled youngsters may lose their eligibility if they fail to perform to these same standards. The principal may require that the home schooled student demonstrate continued academic progress in order to maintain eligibility. Such demonstration may take the form of essays, written or oral tests, performances, exhibitions, portfolios, or other assessment vehicles.

Approved: August 13, 2002

Revised: September 11, 2007

Revised: August 10, 2010

CLOSING STATEMENT

The preceding code of ethics for athletics, and general statements of policy have been compiled for the purpose of clarifying the responsibilities and duties of all parties concerned in conducting a program of school athletics under satisfactory conditions.

It is also the intent of the school board for student athletes and their families to have the option of participating in school activities or a family activity during school vacations and holidays without penalty. That is, they may lose a starting position and need to earn it back, but they are not to be made ineligible.

At no time is a student’s academic grade to be affected by performance or by attendance at athletic programs.

The board encourages the maximum number of players on any squad in scheduled contests and has a high expectation that all players on the middle school teams will play a reasonable period of time in all contests.

M.S.A.D. #12/RSU 82 POLICY
ATHLETIC PERMISSION FORM

PLAYER’S ACKNOWLEDGEMENT

I, the undersigned, have read and understand fully the Athletic Code/Awards Criteria and the Drug and Alcohol Use by Students Policy/Procedure (JICH and JICH-R) and agree to abide by them.

Player’s Signature: _____ Date: _____

SPORT: _____

PARENT/GUARDIAN’S CONSENT AND ACKNOWLEDGEMENT

I give my consent for _____ to participate in interscholastic athletics. I authorize the school and its employees to act in my place in all respects. This permission shall include, but not be limited to obtaining emergency medical care. I acknowledge the fact that any athlete can be seriously injured while participating in interscholastic athletics. I furthermore release and indemnify the school and the district from any claim or damage arising from participation in this activity or from related travel.

We/I the undersigned have read and agree to the Athletic Code, the Drug and Alcohol Use by Students Policy/Procedure (JICH and JICH-R) and the information above and agree to abide by all of them.

We have medical insurance with _____(company). The policy number is:

Parent’s Signature: _____ Date: _____

PLEASE RETURN THIS FORM WITH A COPY OF YOUR SCHOOL SPORTS PHYSICAL TO YOUR COACH OR ATHLETIC DIRECTOR.

Approved: August 13, 2002
Revised: August 10, 2010

Physical Examination Name: _____ DOB: _____

Height: _____ Weight: _____ B/P: _____ / _____ Pulse: @rest _____
After exercise _____

Urine dip: Protein Neg. _____ Pos. _____ Glucose Neg. _____ Pos. _____

| Examined | Normal | Abnormal Findings |
|-----------------|--------|-------------------|
| EENT | | |
| Cardiopulmonary | | |
| Pulses | | |
| Heart | | |
| Lungs | | |
| Tanner Stage | | |
| Skin | | |
| Abdominal | | |
| Genitalia | | |
| Musculoskeletal | | |
| Neck | | |
| Shoulder | | |
| Elbow | | |
| Wrist | | |
| Hand | | |
| Back | | |
| Knee | | |
| Ankle | | |
| Foot | | |
| Other | | |

Clearance:

- A. Cleared
- B. Cleared after completing evaluation/ rehabilitation for: _____
- C. Restrictions: _____
Due to: _____

Anticipatory Guidance Discussed Yes ___ No ___

Recommendations/ Comments:

Name of Examiner: _____ Date of examination: _____

I certify that I have on this date examined this student and that, on the basis of the examination requested by the school authorities and the student's medical history furnished to me, I have found no reason which would make it medically inadvisable for this student to participate in supervised athletic activities.

Examiner's signature: _____

Jackman Region Health Center 376 Main Street Jackman, Maine 04945 ph. 668-7755 fax 668-7605

Medical Evaluation for Extra-Curricular Participation

Name: _____ **Date:** _____

DOB: _____ **Age:** _____ **Grade:** _____

Extra Curricular Activity(ies): _____

| Health Questionnaire: (ask your parents to help) Please answer the following questions as best you can before coming to the Health Center for your exam. (explain any “yes” answers down below on lines provided) | YES | NO |
|--|------------|-----------|
| 1. Do you smoke? | | |
| 2. Do you drink? | | |
| 3. Do you take any medication? List: | | |
| 4. Do you have allergies? List: | | |
| 5. Have you ever been hospitalized? | | |
| 6. Have you ever had surgery? | | |
| 7. Have you ever passed out during or after exercise? | | |
| 8. Have you ever been dizzy during or after exercise? | | |
| 9. Have you ever had chest pain during or after exercise? | | |
| 10. Do you tire more quickly than your friends during exercise? | | |
| 11. Have you ever had high blood pressure? | | |
| 12. Have you ever been told that you have a heart murmur? | | |
| 13. Have you ever had racing of your heart or skipped heartbeats? | | |
| 14. Has anyone in your family died of heart problems or a sudden death before age 50? | | |
| 15. Do you have any skin problems (itching, rashes, acne)? | | |
| 16. Have you ever had a head injury? | | |
| 17. Have you ever been knocked out or unconscious? | | |
| 18. Have you ever had a seizure? | | |
| 19. Have you ever had a stinger, burner, or pinched nerve? | | |
| 20. Have you ever had heat or muscle cramps? | | |
| 21. Have you ever been dizzy or passed out in the heat? | | |
| 22. Do you have trouble breathing or do you cough during or after activity? | | |
| 23. Do you use any special equipment (Pads, braces, neck rolls, mouth/eye guards, etc.)? | | |
| 24. Have you had any problems with your eyes or vision? | | |
| 25. Do you wear glasses or contacts or protective eyewear? | | |
| 26. Have you ever sprained/strained, dislocated fractured, broken or had repeated swelling of any bones or joints? Circle all that apply: Head Shoulder Thigh Neck Elbow Knee Chest Foot Forearm Shin/calf Back Wrist Ankle Hip Hand | | |
| 27. Do you see a doctor for any chronic medical problem? | | |
| 28. Have you had any other medical problem or injury since you last evaluation? | | |
| 29. When was your last tetanus shot? | | |
| 30. When was your last measles immunization? | | |
| **Females answer the next 3 questions** | | |
| 31. When was your first menstrual period? | | |
| 32. When was your last menstrual period? | | |
| 33. What was the longest time between your periods last year? | | |

Explain and “Yes” answers: _____

I hereby state, to the best of my knowledge, my answers to the above questions are correct.
 Signature of Athlete: _____ Date: _____

Signature of Parent/guardian: _____ Date: _____
Jackman Region Health Center **Patricia Doyle, MD**