



Pembroke High School Athletic Handbook

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The Pembroke High School athletic program is available to all students in grades 9-12 that are enrolled at Pembroke High School. Pembroke High School is a member of the Patriot League and the Massachusetts Interscholastic Athletic Association. Therefore, we support and endorse the MIAA Mission Statement. The staff of our athletic department strives to provide a positive and worthwhile experience for all students/athletes.

MIAA Mission Statement

The ideals of good sportsmanship, ethical behavior, and integrity should permeate all interscholastic athletics in our community. In perception and practices, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and concern for others. Our athletic fields should be a laboratory to produce good sports reflecting "fair play" in every aspect of life.

Philosophy

Participation in athletics is a privilege that carries with it a responsibility to teammates, the school, and the

community. The program provides experiences to help students acquire confidence, self-esteem, and self-discipline. Through competition, the qualities of sportsmanship, leadership, pride, respect and maturity are fostered. The athletic program is an extension of the classroom and reflects the philosophy of Pembroke High School.

When students wear a Pembroke High athletic uniform, they commit themselves to the responsibilities of the program. Student-athletes automatically assume a leadership role as a team member since they are highly visible throughout the community. They are judged by their attitude and conduct both on and off the field. If the Principal, Athletic Director, or coaching staff determine that the student-athletes behavior, either in or out of school, is inappropriate thus violating the philosophy of Pembroke High School athletics, then the student-athlete may be dismissed from the team.

Rules of Good Sportsmanship

Student-athletes on a Pembroke High School athletic team are expected to show good sportsmanship at all times. In order to practice good sportsmanship, students must adhere to the following guidelines:

- Be respectful and humble in winning
- Be gracious in losing
- Be fair at all times
- Follow the rules of the game
- Accept respectfully all the decisions of game officials
- Respect your opponent at all times
- Conduct yourself at all times with honor and dignity
- Recognize the efforts of your teammates and opponents in a positive way

The Roles of Parent/Caregivers and Coaches

By establishing communication and an understanding of the roles of parent/caregivers and coaches, both are better able to accept the actions of the other and provide greater benefit to our student-athletes. It is understood at times that situations may not turn out the way parent/caregivers or student athlete's desire. Some parent/caregivers may overrate their children's athletic ability. Parent/caregivers should be realistic as to their children's skill and ability level. Coaches make decisions based on what they believe is best for the team and all of the athletes involved. If there are concerns, a discussion with the coach is encouraged.

Areas of concern that should be discussed with a coach are:

- Ways to help the children improve
- Concerns about the children's behavior
- Treatment of the children

Areas of concern that are not appropriate to discuss with the coach are:

- Playing time Team strategy
- Play calling
- Other student/athletes and team members

If student-athletes and/or parent/caregivers have a concern with a coach then they should: call or see the coach to set up an appointment.

1. If the coach cannot be reached, call the Athletic Director. The Athletic Director will arrange a meeting

with the coach.

2. Parents/caregivers should not discuss a concern during or after a practice or game.

3. If after meeting with a coach, student/athletes and/or parents/caregivers feel that the issue has not been satisfactorily resolved, then the student/athletes and/or parents/caregivers should contact the Athletic Director.

4. If the student/athletes and/or parents/caregivers still do not feel that the issue has been resolved, then the student/athletes and/or parents/caregivers should contact the Principal. A meeting will be arranged with the student/athletes, parents/caregivers, coach, Athletic Director and the Principal.

Expectations of Parents/caregivers and Fans

Any parents/caregivers or fans deemed by any Pembroke High School representative to be acting in an inappropriate or in an unsportsmanlike manner may be asked to leave the event and may be prohibited from attending any further athletic events.

1. The use of noisemakers will not be tolerated.

2. Taunting, calling a player by name or number will not be tolerated. The Principal or any other administrator may also decide on any further disciplinary action that may be deemed appropriate.

Parents/caregivers and fans are expected to:

- Respect all fans, all coaches, and all participants
- Respect the decisions made by game officials
- Respect the entire playing of the National Anthem
- Keep winning and losing in proper perspective

Absence from a Team Due to Involvement in Other School Activities or During a School Vacation

1. Even though it is the hope that students experience a variety of activities while attending high school, student-athletes should realize that the commitment and the responsibility as a team member might limit their availability to participate in some other co-curricular activities.

2. If student-athletes miss a game or practice as the result of participating in another co-curricular activity, they may be given limited playing time or excluded from participating in the next contest at the discretion of the coach.

3. During the course of a sports season, some families decide to go on vacation during the school vacation period. Although the right of a family to go on a vacation is respected, being a member of a Pembroke High School athletic team carries a commitment. Due to this commitment, all student-athletes are expected to attend all practices and games that are held during a school vacation period.

Make-Up School Work/After School Help

Afternoon practices do not start until 2:45 PM. Making up schoolwork and getting after school help will take priority over participating in a practice or game. Pembroke High School encourages all students to seek the academic help that they need and ask that they bring a note from the teacher to the coach if they are going to be late for a practice or game. **Our coaches are fully aware of this expectation, as it is reviewed with them each season.**

M.I.A.A. Bona Fide Team Member Rule (Rule # 45)

A bona fide member of the school team is a student who is consistently present for and actively participates in all high school team practices and competitions. Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. Any student that violates this standard is ineligible for the contest. A second offense will result in 25% loss of season and ineligible to participate in the MIAA state tournament.

Awards

Student/athletes must complete the sports season in good standing in order to be awarded a certificate of participation from the coach. All student-athletes that attain honor roll status during their sports season will be awarded a scholar-athlete certificate from the coach at the end of the season based on the first term for fall sports, the second term for winter sports, and the fourth term for spring sports.

Potential College Scholarship Athletes

The NCAA offers athletic scholarships for Division I and II colleges and universities. There are no athletic scholarships given at the Division III level of colleges and universities. The college recruiting process starts in earnest at the end of a student's junior year in high school. We are fortunate to have a strong coaching staff with tremendous expertise in dealing with the collegiate recruiting process. The athletic department strongly discourages student-athletes from paying a fee for a collegiate recruiting company. The coaching staff, athletic department, and guidance staff are very capable of facilitating any recruiting process. If student athletes have any questions regarding athletics and college, they should contact their coaches at the end of their junior year.

NCAA Clearinghouse Information

If students are fortunate enough to be a college scholarship athlete, they will need to submit a clearinghouse form to the NCAA during their senior year of high school to verify their academic record. Failure to submit the clearinghouse form will make athletes ineligible to participate in college until it is complete. Students should see their guidance counselor in their senior year for additional information.

GENERAL RULES OF PARTICIPATION

A student may not participate in any athletic event/practice/meeting on a day when ~~he/she~~ **they has have** been absent from school unless exception is made by the principal or designee.

A student must be recorded as present by the start of second block, and he or she must remain in school for the day in order to participate in any athletic event/practice/meeting unless excused by the principal or designee.

In the event that a team conducts a practice or other team activity in the morning before the starting time of school **in lieu of a traditional afternoon or evening practice**, all team members must be present for that entire school day or be deemed ineligible for the next sanctioned MIAA contest, **even if that next MIAA contest is on a weekend.**

Participation in athletics is governed by Policy JJIB in the Pembroke Public Schools School Committee Policy Manual. No student-athlete or coach shall be penalized by the district in any manner for forfeiting an athletic contest against an opposing team for safety reasons. Safety reasons may include, but are not limited to, issues with the facility, playing field/surface, athletes of the opposite sex on the opposing team, injury, illness or egregious conduct by athletes or fans.

Squad Selection

Choosing members of athletic teams is the sole responsibility of the coach. All coaches are encouraged to keep as many athletes as possible without jeopardizing the integrity of their sport. Some sports involve cutting and others do not.

Cutting Procedure

When cuts become necessary, the following procedure will be followed:

- All candidates will be given 3 days (or the equivalent of three practices) to try out.
- Candidates that are cut will be informed personally by the coach and will be given reason for the decision.
- For candidates that are cut, coaches will discuss alternative possibilities for participation in another sport or another extra-curricular or co-curricular activity.

Changing Sports

Once student-athletes have played in an official contest, they are not allowed to change sports. This is also an MIAA and Patriot League Rule.

Selection of Captains

Captains can be selected by the coach or through an election by returning team members. If an election is used, the criteria for selection and the obligations of the position will be discussed prior to the election. All team members are eligible to be captain and thus a member of the captain's council.

Chemical Health Violation & Captaincy:

A student who has a chemical health violation is ineligible to be elected or serve as captain for one full calendar year from the date of the violation. A student who is ineligible on day one of a season to serve as captain due to a chemical health violation will remain ineligible to serve in that capacity for the entire season. (Patriot League Rule)

Physicals

Athletic candidates must have a current physical on file with the school nurse prior to participation. The physical exam must be within 13 months of the start of the season. Physical examinations must be performed by a duly registered physician, physicians' assistant or nurse practitioner. If student-athletes do not renew their physical in accordance with the rule, they will be ineligible to participate. Student-athletes are encouraged to have their annual physical during the summer months.

Permission Slips

All student-athletes must have a signed permission slip on file with the athletic office at the first practice in order to participate.

Playing Time

Playing time for all sports and all levels is to be left up to the discretion of the coach. The athletic program at Pembroke High School is an Interscholastic Program and not an intramural or recreational program. Payment of a user fee does not guarantee playing time.

Liability Release Form

All student-athletes must have a signed liability release form on file with the athletic office at their first practice.

User Fees

All student-athletes must turn in a check or cash for ~~\$275.00~~ **\$300** payable to Pembroke High School to the athletic office. There is a family cap of ~~\$435.00~~ **\$550**. This is a one-time payment and covers the athletes for all three seasons. In addition, a ~~\$50~~ **\$100** premium fee is added for football and boys' /girls'

hockey, bringing the user fee total to ~~\$325~~ \$400 (individual) ~~\$485~~ \$650 (family cap) for athletes playing those sports. This payment must be received prior to tryouts. However, students and families with extenuating circumstances should contact the athletic director for his/her review.

Pembroke High School charges fees for various programs and activities. In all instances, reduced fees and waivers are available. If a student/family is unable to pay the participation fees, they should reach out directly to the athletic director to discuss the available options.

Transportation

All student-athletes must travel to and from away contests by using school transportation. Part of being a member of a team is developing team camaraderie and unity. However, if there are extenuating circumstances in which athletes need to be driven to or from away contests, the Athletic Director must give prior approval. In this case, parents/caregivers should send a written note to the Athletic Director for approval.

Equipment

Student-athletes are responsible for any equipment issued to them. All student-athletes must return all equipment at the conclusion of their season. Student-athletes that fail to return equipment become ineligible to participate in athletics or any co-curricular activities until restitution is made or the equipment is returned.

Injuries

All injuries must be reported to the coach and athletic trainer immediately. Student/athletes sent to a doctor or hospital due to an injury will not be allowed to resume participation unless they have written approval by a doctor and are cleared by the school's Athletic Trainer. During games and practices, the Athletic Trainer will determine if student-athletes can continue to participate.

Insurance

All athletes must be covered with an adequate level of health insurance. Pembroke High School has insurance coverage for athletes that are not covered by insurance and will cover any claims that are not specifically covered by a student-athletes' own health insurance. Any insurance claim must be given to the school nurse for an athletic related injury.

ATHLETIC ELIGIBILITY DETERMINATION

Academic Eligibility

For the purpose of eligibility determination, all PHS courses are valuable and are considered to be core academic courses that count toward eligibility. For a student to be academically eligible to participate in PHS athletics ~~he/she~~ the student must:

- carry a minimum of 24 credits for the year
- have passing grades in all courses during the last term preceding/during the participation period

A student failing two or more classes during the last term preceding/during the participation period is ineligible for participation and no longer a member of the team. In keeping with MIAA rule 58.1.1, academic eligibility of all students shall be considered official and determined on the published date when the report cards for that ranking marking period are to be issued to the parents of all students within a

particular class.

Eligibility determination for the fall athletic season is based on the final grades on the report card for the previous academic year (June). All freshmen entering Pembroke High School in the fall semester will be considered eligible, as 8th-grade report cards do not determine high school eligibility.

However, any student participating in a fall sport can lose eligibility after the published date of the Term 1 report cards if there are still athletic contests remaining in the student's fall sports schedule (i.e. the football season extends until Thanksgiving and other fall sports could be competing in playoff games that may occur after first term report cards are published). There is no opportunity for an ineligible fall athlete to gain eligibility for the fall season with the publication of Term 1 report cards.

Eligibility for the winter season is initially determined by the Term 1 report card. However, an eligible student can lose eligibility after the Term 2 report cards are published if there are still athletic contests remaining on the student's winter sports schedule. There is no opportunity for an ineligible winter athlete to gain eligibility for the winter season with the publication of Term 2 report cards.

Eligibility determination for the spring season is initially determined by the Term 2 report card. However, an eligible student can lose eligibility after the Term 3 report cards are published if there are still athletic contests remaining on the student's spring sports schedule. There is no opportunity for an ineligible spring athlete to gain eligibility for the spring season with the publication of Term 3 report cards.

In keeping with MIAA rule 58.5, incomplete grades may not be counted towards eligibility until they are made up following school policy. As defined in this handbook, all work resulting in the issuance of an incomplete grade must be completed within ten (10) school days. A new grade will be issued within two (2) weeks of the date that the completed work is given to the teacher. For any coursework not completed during the allotted time, the grade will become zero (0). The building principal will determine the process and timelines for the completion of incomplete course grades.

Academic Probation

A student that earns a failing grade in one course during the last marking period preceding/during the participation period shall be placed on academic probation. A student on academic probation remains eligible for all practices, games, and other team events provided that the student meets the following weekly conditions.

Students that fail to meet these conditions twice in one season will lose the privilege of probation and be deemed immediately ineligible.

Student-athletes must meet all of the following conditions to remain on academic probation and maintain their eligibility:

1. Students must receive one (1) hour of extra help each week with the teacher in the subject area of the failing grade. This extra help can occur before or after school, during Titan Time, or any combination thereof.
2. Students must meet with the Director of Athletics each Friday by the end of 3rd lunch to submit the appropriate form that verifies that the hour of extra help has occurred during the week. These forms must be obtained by the student from the Director of Athletics at the beginning of each week for the duration of the participation period and must be signed by the classroom teacher of the subject area of the failing grade, confirming the student's active participation in the extra help session(s).
3. Students that are unable to verify the extra help by submitting this form are ineligible to participate in or attend all activities, including practices and games, until the student demonstrates that the requirement has been met at the check-in meeting by the Friday of the following week. There is

no opportunity for a check-in meeting before the Friday of the next week. Students that fail to meet this obligation for a second time during the season will have the privilege of probation revoked and become immediately ineligible for the remainder of the participation period.

4. If the subject area is no longer in the student's schedule, all courses will be monitored, but students must still verify that they are receiving one hour of extra help each week in the class with the lowest grade in which they are currently enrolled.

Medical Eligibility

According to the Massachusetts Interscholastic Athletic Association (MIAA), athletes must have a current physical on file with the Pembroke Athletic Department. This requirement is defined as a documented physical examination issued by a duly registered physician, physician's assistant, or nurse practitioner that clears the athlete for participation in athletics. The physical must have been completed within the last 13 months from the date of participation, not just from the start of a particular season.

For example, if a student has a physical that expires on October 1st (when it becomes 13 months old), and they are a member of a fall sports team, they will be immediately ineligible on October 2nd, regardless of the fact that they have been on the team since the start of the fall season.

While the Pembroke Athletic Department will make every effort to provide timely reminders to parents about their athlete's physical expiration date, it is the responsibility of the athlete and his/her family to provide the department with a current physical. Student-athletes are encouraged to have their annual physical during the summer months.

ATHLETIC CODE OF CONDUCT

Suspension from School

Students who are suspended from school may not practice or play while serving the suspension. The suspension ends on the day the students return to school. Suspensions occurring prior to a vacation period may be reviewed by the administration. **This includes in-school suspension as well as out of school suspension.**

Chemical Health Rule

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (**including e-cigarettes, VAP pens and all similar devices**); marijuana (including synthetic); steroids; or any controlled substance. This policy includes products such as "NA or near beer," inhalants (defined as any substance that produces a mind-altering effect when inhaled), and misuse of over-the-counter medications and substances used for the purposes of altering one's mental state. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

This MIAA statewide minimum standard is not intended to render "guilt by association", e.g. many student-athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, **suspension, or any other reason**, the penalty will not take effect until that student is able to

participate again.

First Violation:

When the Principal confirms, following an opportunity for students to be heard, that a violation has occurred, the students shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. During the suspension, the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal. All decimal parts of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 25% of the season. No exception is permitted for a student who becomes a participant in a treatment program.

Second Violation:

When the Principal confirms, following an opportunity for the students to be heard, that a violation occurred, students shall lose eligibility for the next consecutive interscholastic contest totaling 60% of all interscholastic contests in that sport. All decimal parts of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 60% of the season. If the second or subsequent violations the students of his/her own volition become participants in an approved chemical dependency program or treatment program, students may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that the student is attending or issue a certificate of completion. If the student does not complete a program, penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season. Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g. A student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty(ies) during the fall season of the next academic year).

If a student is not an athletic participant for one full year after affirmation of a violation, then the penalty period would close and the student would face no consequence.

Prior to any chemical health violation a student's request for and enrollment in a substance abuse treatment shall not in and of itself constitute a violation of the chemical health/alcohol/drugs/tobacco.

Insubordination to a Coach

Student-athletes that are insubordinate to a coach will be penalized accordingly. When the Athletic Director confirms, and both the student-athlete and coach have been heard, the following penalties will be enforced by the Athletic Director or Assistant Principals for insubordination to a coach.

- **First Offense:**
 - Suspension from the next scheduled athletic contest.
- **Second Offense:**
 - Dismissal from the team.

Inappropriate Behavior as Student/Athletes

1. Any use of foul language or obscene gestures directed towards an official, opponent, or spectators will result in a suspension from the next athletic contest. A second offense during the season of play will result in dismissal from the team.
2. Any student-athletes that use a slur or other dehumanizing language based on race, ethnicity, disability, religion, or sexual orientation, sex or gender identity at any time before, during, or after an event, will be removed from that team and may be disqualified from participation in any other sport in that season for a period of one calendar year from the date of the infraction. A second offense could result in the students being disqualified from participating in any competitive co-curricular activity for one calendar year from the date of the infraction. All student-athletes are subject to the same Pembroke School Policies upheld during the school day when engaged in PHS Athletics, whether on or off campus for an event, practice, or other athletic activities
3. Theft of personal or athletic department property will result in disciplinary action up to and including dismissal from the team.
4. Deliberate destruction of any property before, during, or after an athletic event or practice may result in dismissal from the team.
5. Student/athletes will be subject to discipline up to dismissal from the team for any other acts either in school or out of school deemed inappropriate by the coaching staff or the administration.
6. If student/athletes miss an athletic practice and have not made arrangements with the coach to have it excused, the student/athletes will be suspended from the next contest. A second offense will result in dismissal from the team.
7. Student-athletes that miss an athletic contest and have not made arrangements with the coach to get it excused shall be suspended from the next two athletic contests. A second offense will result in dismissal from the team.
8. Student-athletes that are ejected from a contest by a game official will be suspended from the next contest. Ice hockey and soccer mandate a two-game suspension after a game ejection. Student/athletes that are ejected from a contest twice in the same season are disqualified from further participation in that particular sport and in all sports during that season for a year from the date of their disqualification. (MIAA rule)
9. Student-athletes that physically assault an official shall be expelled from that activity immediately and banned from further participation in all sports for one year from the date of the offense. (MIAA rule)
10. Student-athletes in any sport that willfully, flagrantly, or maliciously attempt to injure an opponent shall be removed from the contest immediately and shall be ineligible in all sports for one year from the date of the incident. (MIAA rule)
11. If student-athletes are ruled out of the last contest of the season, the penalty carries over to the following year in that same sport's athletic season. However, if a team is playing in tournament competition, it is considered an extension of the sport season. Seniors and/or students in their last year of eligibility that are disqualified from the last contest of the season will be penalized at the start of the next season on which they are participants. (MIAA rule)

All circumstances must be reviewed by the Athletic Director and may be reviewed by the administration with additional consequences imposed under the PHS Code of Conduct.

Coaches' Code Of Ethics

The function of a coach is to help develop and mentor student-athletes through participation in interscholastic competitions. The mission of Pembroke Athletics is to educate and empower through athletics, a mission that is built upon three core values: educational-based athletics, competitive excellence, and transformational coaches. To help achieve this mission, all coaches employed by Pembroke are expected to abide by the Coaches' Code of Ethics.

- Coaches shall be aware that they have a tremendous influence, for either good or ill, on the student's educational experience, and shall never place the value of winning above the value of instilling the highest ideals of character.
- Coaches shall refrain from the use of profanity and vulgar language.
- Coaches shall promote the values of sportsmanship in both practice and game situations.
- Coaches shall seek to maximize the potential of all student-athletes.
- Coaches shall communicate appropriately with all stakeholders, both in mode and in manner. Feedback to players should be delivered constructively, and all other communications should set an example of the highest ethical and moral conduct.
- Coaches shall uphold the honor and dignity of the profession.
- Coaches shall take an active role in the prevention of drug, alcohol, and tobacco abuse.
- Coaches shall promote the entire interscholastic program of the school and direct their program in alignment with the total school program.
- Coaches shall master the contest rules and shall teach them to their team members.
- Coaches shall respect and support contest officials. They shall not engage in conduct that would incite players or spectators against the officials. Public criticism of officials or players is unethical.