

Maxwell Unified School District

P. O. Box 788 / 515 Oak St., Maxwell, CA 95955

Phone (530) 438-2052 Fax (530) 438-2693

Summer Shadley, Superintendent

Maxwell High School and Maxwell Jr. High School

ATHLETIC HANDBOOK

Dear Students, Parents, and Coaches,

The Maxwell Unified School District supports athletics. Team spirit, sportsmanship and competitiveness are integral aspects of the school's sports program. Athletics and competition allow our students the opportunity to cope with the emotions of winning and losing, leading and following, teamwork, commitment, and the pure enjoyment of sports.

At Maxwell we encourage participation, but there may be times when cuts have to be made so that teams are a reasonable size for instruction and playing time. We encourage sportsmanship. Students can learn a lot about themselves and how to function in life by learning how to deal with both victory and defeat. However, there may be times when poor sportsmanship will result in disciplinary measures. We also encourage development of athletic skills. Student athletes will not receive the full benefit of their talent if they practice and prepare for a sport only during the season for that sport. Students who wish to play high school level sports are encouraged to work on their conditioning and skills throughout the year.

Maxwell has academic standards that must be maintained for a student to remain eligible to participate in athletics. Part of the students' responsibilities include the completion of class work and homework if they miss class to attend a game or scrimmage. Educational activities that require a student to miss practice or a game should be cleared with the coach in advance. A student athlete unable to attend practice for any reason must notify the coach in advance. Regular unexcused absences may result in a student being removed from the team. Student athletes should consider their priorities prior to making the commitment to being on an athletic team. Please see general team rules for the absence policy.

Parents and family are, of course, encouraged to attend games. Remember parents, you are also representing Maxwell. Good discipline and behavior by all athletes, students, parents and coaches are essential to the continued success of our sports program.

Sincerely,

Summer Shadley
Superintendent/Principal

By the signatures at the end of this Athletic Handbook section, (there is a signature page that must be signed by the parent and student and returned to school before a student may participate on a Maxwell team), parents and students acknowledge that this handbook has been read and understood. We hope that you will read this handbook so you will know and understand the rules under which Maxwell's athletic program will operate.

Code of Conduct

Maxwell Unified School District has a duty to assure that their athletic programs impart important life skills and promotes the development of good character. At all practices and athletic contests, coaches, players, and parents are expected to emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.

- Be prompt to practices and games
- Be gracious in victory and accept defeat with dignity
- Be respectful to others – No profanity, obscene cheers or gestures, negative signs, artificial noisemakers, offensive remarks of a sexual nature, trash talking, taunting, boastful celebration, or other actions that would demean individuals, or the sport
- Treat game officials with respect – no complaining about calls during or after an athletic event
- Exercise self-control – no fighting or excessive displays of anger or frustration
- Promote healthy lifestyle – encourage good nutrition and rest
- Be open-minded, willing to listen and learn
- Encourage team work on and off the field
- Honor the spirit and letter of the rules of the sport – avoid improper gamesmanship techniques that violate the highest traditions of sportsmanship
- Positive cheering only. Spectators shall not shout coaching comments – leave coaching to coaches

Consequences for violations of Code of Conduct

- Players, coaches, and/or fans may be ejected from a contest for inappropriate behavior.
- For persistent violations of the code of conduct, parents and or/fans may be asked by the coach or AD not to attend future contests.
- For a student-athlete violation of the code of conduct during games or practices: playing time may be reduced or student-athlete may be referred to the Principal and disciplined according to district policy.
- In addition to the above, coaches agree to abide by the Board of Education's Code of Ethics during games and Practices. Unprofessional conduct will be addressed according to MUSD board policies and procedures.
- Parents and players are encouraged to address concerns about conduct violations through that conflict resolution process outlined below. Egregious conduct violations may be brought to the attention of the AD and school district administration immediately.

Communication Guidelines

When conflicts or issues arise, it is important that they be addressed immediately, and as directly as possible, so that they can be promptly resolved. It is important for student-athletes and parents to recognize that coaching strategy and playing time are not appropriate subjects for complaint. In addition, parents should follow any instructions from the coach about the best way/time to approach the coach with questions or concerns.

- First Step: Student–athlete contacts coach - The student-athlete should present the conflict/issue to the coach as soon as possible. It is always best for students to become their own advocates. It is expected that the majority of concerns will be resolved at this first meeting.
- Second Step: Parent contacts coach – If needed, a parent/guardian may contact the coach directly – but not just before, during, and after a practice or game. A parent should email or call the coach to set-up an appropriate time to discuss the issue. The phone and email are not appropriate channels for conflict resolution.
- Third Step: Contacting the Athletic Director – If a satisfactory solution is not reached through direct contact with the coach, the student and/or parent/guardian should contact the AD. The coach should be informed that this contact is going to be made. If needed, a meeting may be scheduled involving all concerned parties in an attempt to reach a satisfactory resolution. The AD will respond to student-athletes and parent/guardians in a timely manner as to the disposition of their concerns.
- Fourth Step: Contacting the Principal – If there is still not a satisfactory resolution the student or parent/guardian may contact the Principal. The AD should be informed this contact is going to be made.

Rules for Student Athletes

1. Grades will be maintained.

At the end of 1st quarter, 1st semester, 3rd quarter and 2nd semester grades will be checked to determine if a student is eligible or ineligible to participate in athletics. The eligibility period will begin 3 school days after the end of the quarter. The following standards apply for eligibility:

A Grade Point Average of 2.00 or above Eligible
with No grade of “F.”

A Grade Point Average of 2.00 or above Eligible
with one grade of “F”

A Grade Point Average of 2.00 or above Ineligible
with two or more grades of “F”

A Grade Point Average of 1.99 or lower Ineligible

Seniors must be on track to graduate.

There is a “one time only” Extra-Curricular/Co-Curricular Waiver Contract that can be used (Exhibit A).

2. Students must not use profanity during practice or games.
Profanity during a game will result in being removed from the game. Continued profanity will result in a game suspension and may result in removal from the team. Profanity must be witnessed by a game official, coach, or school personnel.
3. Hazing will not be tolerated.
Hazing is defined as any conduct or method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of any student or person. No student shall conspire to engage in hazing, participate in hazing, or commit any act that causes, or is likely to cause bodily danger, physical harm, or personal degradation, or disgrace, resulting in physical or mental harm to any fellow student or other person. Hazing is absolutely forbidden and will result in immediate dismissal from the team and further disciplinary action according to Board Policy.
4. Lockers are the Property of Maxwell USD.
Lockers are the property of the Maxwell Unified School District and not the property of the student assigned to the locker. All appropriate school rules apply to the locker. For example, students found with “contraband” or tobacco products in their lockers are subject to disciplinary action.
5. Student athletes are not to leave the bench to begin or join a confrontation on the field or court of play.
Student athletes identified by game officials or the Maxwell head coach will be immediately removed from the contest and will not be allowed to play in the next game. A second infraction by the same player will result in removal from the team for the remainder of the season. NSCIF has rules regarding ethics in sports which Maxwell Unified School District will follow.
6. In order to leave class early to participate in a sport, a student must be caught up on his or her school work. Work must be completed and turned in the day it is due to the teacher.
7. A student who quits a team before the season is over will not be allowed to participate in the sport that immediately follows the sport that the student quit.
An important part of the discipline of sports is finishing the job. Unless there are special circumstances, (which requires review and approval by the coach, athletic director, and principal), a student who quits before the end of the season is not eligible for the season which follows, nor is the student eligible for any letters or other awards in that sport. A student has 10 days from the commencement of practice to quit without penalty.
8. Student athletes are not to use any tobacco, nicotine, or vaping products and must follow/abide by BP 3513.
A student who is caught using any tobacco, nicotine, or vaping products on school grounds, going to or from school, or during a school sponsored activity will be

disciplined per California Education Code and Board Policy. If the student is also on an athletic team the student will be ineligible to participate for one week. On a second offense the student will be permanently removed from the team for the remainder of the season.

9. The following rule will be in effect 24 hrs/day, 7 days/week for athletes in season:
 - a. Possessing, using, having consumed, or being under the influence of alcohol, narcotics, dangerous drugs, other controlled substances, or intoxicants of any kind, including anabolic steroids at a school sponsored activity will result in disciplinary action consistent with MUSD board policy and school sanctions that range from short term suspension to removal from the team. Student athletes are subject to random drug testing as required by MUSD board policy.
 - b. Outside of school activities, these prohibited acts can also result in disciplinary action ranging from short term suspension to removal from team:
 - Possessing, using, having consumed, or being under the influence of alcohol, narcotics, dangerous drugs, other controlled substances, or intoxicants of any kind including anabolic steroids.
 - Transferring, selling, distributing, offering, arranging, or negotiating to sell, or possessing quantities sufficient to suggest the intent to purvey, give, or sell to other student's substances such as alcohol, narcotics, dangerous drugs, other controlled substances, or intoxicants of any kind including anabolic steroids.
 - Maxwell Unified School District also requires that its students involved in athletic activities conduct themselves appropriately at all times while in public. Any public behavior at any time during a season of sport that is in conflict with District or school policies or codes of law enforcement is subject to team participation sanctions. These sanctions may range from short term suspension to removal from the team.

Sportsmanship

At Maxwell we take sportsmanship seriously. All students, but especially student athletes must:

1. Seriously accept the responsibility and privilege of representing your school and community; display positive behavior at all times.
2. Respect the judgment of the contest officials, abide by the rules of the contest and display no behavior that could incite the fans.
3. Treat opponents with respect; shake their hands prior to and after the contest.
4. Cooperate with the officials, coaches and fellow participants.

Students will be held accountable and may be cut from athletic teams for displaying poor sportsmanship. Fundamentals of good sportsmanship for all participants will include:

1. Treating athletes, officials, coaches, and fans with respect regardless of race, gender, nationality or ethnic origin.
2. Understanding the game rules and recognizing that the application of such rules are necessary for a fun contest to occur.
3. Recognizing good play on the part of both teams.
4. Exercising self-control by accepting results graciously and acting in a fair and courteous manner.

Cutting Students from Athletic Teams

Students may be cut from an athletic team for the following:

1. Any student who becomes ineligible due to grades.
2. Poor Attendance
 - a. Excessive absences, even if excused, where a student is getting behind in their school work.
3. Use of illegal drugs or alcohol, per the rules established in the disciplinary Handbook. (see Drug Policy)
4. Low level of ability or skill, poor attitude, effort and poor behavior.
 - a. Students may be cut due to poor skills or ability only when a team has enough members to make a full squad. A full squad is defined as:

Volleyball	May cut to 12 players
Football	No cuts currently anticipated
Basketball	May cut to 12 players
Baseball	May cut to 14 players
Softball	May cut to 14 players
Cheerleader	May cut to 12 players
5. A student may be removed from a team for “Bully” behavior.
 - a. Any player on a Maxwell team, who verbally abuses fellow players or physically intimidates team members, may be cut from a team. The coach will give one warning to the player, which shall be documented. Upon a second incident the coach may at coach’s discretion remove the student from the team.
6. Late enrolling students may be given tryouts to make a team.
 - a. Students who enroll in the Maxwell Unified School District after a season has started may, at the coach’s discretion, be given a tryout. Should a late enrolling student make a team, no player who has already made the team be cut.

General Team Rules

1. Summer Practice

- a. When a sport requires practice to start during the summer - practice will be under CIF Guidelines (please reference www.cifns.org for CIF Guidelines). Mandatory practice will start no sooner than 2 weeks before the first day of school unless the first game is before school starts. Then it will be 2 weeks from the date of the first game.
- b. Coaches will let student athletes know when practice is scheduled to start in the fall. Practice will not be scheduled more than two weeks prior to the first day of school, with the exception of football which will follow CIF Guidelines.
- c. If there are extenuating circumstances that will not allow an athlete to start practice on the scheduled day, the athlete must inform the coach prior to that date. Attendance rules will apply from the first scheduled day of practice. Please remember that each athlete must participate in the required practices (football – 10 days, all other sports – 5 days) in before he/she will be allowed to participate in an athletic game.

2. Holiday Practice

- a. When a holiday falls during a sports season, it will be the coach's option to schedule practice.
- b. The practice will be optional to the athlete. Please keep in mind that if an athlete takes a long period of time off during a season, it will probably affect his/her playing ability and playing time.

3. Outside Competition and Summer Leagues

- a. According to CIF rules, no student-athlete may participate on a non-school team of the same sport during the same season. This includes club team, leagues, tournaments, charity games, all-star games, 3 on 3 tournaments, college classes, etc. Since participation in a non-school event of the same sport will render an athlete ineligible and force the forfeiture of any MHS contests, student-athletes must check with the AD if there is any doubt as to whether a competition is permissible according to CIF by-laws. Individual sport athletes, like swimmers, may compete in same sport, same season competition but must enter the outside competition in "unattached".

4. Three unexcused absences from practice may result in removal from the team. players must inform the coach prior to missing practice. Absences will be excused for illness, doctor or medical appointments, important family matters such as a

wedding or funeral, and any legal excuse used for computing school attendance. A vacation will not be considered as an excused absence.

5. If a student athlete is removed from a team for disciplinary reasons, he/she will not be eligible for the season which follows, nor is the student eligible for any letters or other awards in that sport. Student may petition to play by contacting the Superintendent. Superintendent may setup a hearing with the School Board President, or designee, Athletic Director, Coach and any other agency that may be involved. This panel may hold hearing to determine if player should be allowed to play sport for the next season. The decision of the panel is final.
6. Tardies to practice will result in disciplinary action, (for example running lines or laps and being benched for part or all of a game.) Players must inform the coach prior to an excused tardy.
7. Students who are not at school during the regular school day are not allowed to play in a game or practice after school.
 - a. In order to practice a student must be in attendance at least four periods of school. **To participate in a game, the student must be in attendance for the entire school day.** (Exception: approved school functions, doctor or dentist appointment, or administrative pre-approval.)
8. All players must leave from school in approved school transportation unless a written note has been approved and received by the coach prior to leaving for the game. Notes may be approved by administration, acting administration, or Athletic Director.
 - a. Students must travel to and from a school event in school approved transportation which would include their parent/legal guardian. Authorized drivers may drop players off at school or at their homes upon returning from the event.
 - b. The coach may designate a ride coordinator if needed. The designated rides coordinator must be approved and cleared through the District Office.
9. Players are responsible for their equipment and uniforms, including the condition and keeping the uniform properly cleaned. **Additional uniforms will not be issued.** Players are also responsible for personal belongings in the locker room. Locks are issued and must be used. Students are required to use lockers and maintain the confidentiality of their locker combination. If equipment or a uniformed is lost or returned in a condition so that it can not be issued to a player the following year, the athlete will be charged for the replacement cost of a new uniform. The only exception to this is the normal wear and tear of the equipment or uniforms.
10. JV players will be encouraged to attend varsity games and varsity players will be encouraged to attend JV games. JV players are encouraged to support varsity teams by sitting together in the stands during the varsity games and varsity players are encouraged to sit together in the stands during the JV game.

7th grade players are encouraged to attend and support the 8th grade team by

sitting together in the stands during the 8th grade game. 8th grade players are encouraged to attend and support the 7th grade team by sitting together in the stands during the 8th grade game.

Playing Time

At Maxwell the general rules for playing time will be the following:

1. At the 7th/8th grade and JV level coaches will generally try to see to it that all students get a chance to play. Playing time will not necessarily be divided equally, but every attempt will be made for students to have a chance to play.
2. At the Varsity level, coaches will play their best team. If game conditions permit, coaches will attempt to play all athletes.
3. For all sports and squads, (7th – 12th), playing time is earned. Playing time is earned by taking everything into consideration: ability, attendance, work ethic, practice demeanor, attitude, commitment, etc.
4. **MOVING UP PLAYERS:**
 - a) Consultation between coaches at both levels.
 - b) Prior approval of athlete's parents/guardians.
 - c) Prior approval by Athletic Director and Administration
 - d) Must guarantee playing time. Player must start or be in line for considerable playing time. Other factors taking time away from player are still intact (i.e. tardies, grades, etc.).
 - e) If a parent signs an agreement that they understand that their student may not get a lot of playing time, the agreement would supersede letter "d" above. This agreement must be on file with the Athletic Director.
5. For all sports other than football, players must have participated in at least 5 practices before being eligible to participate in a game. A scrimmage is considered a practice. Football players must participate in 10 days of practice before he/she will be eligible to participate in a contact event. An exception to this rule is when a student athlete is participating in the previous sport and that season continues through the start of the next season.

Additional Rules and Procedures Maxwell Unified School District Athletic Code

1. All students, male and female involved in athletics are subject to the provisions of the Maxwell Athletic Code and Regular School Rules.
2. All accidents and injuries need to be reported to coaches as soon as possible. Coaches have 24 hours to fill out and file the injury report in the school office. If accident or injury occurs on the weekend, then the report must be filed on the following Monday.

3. Awards will be consistent with the established requirements of C.I.F. league by-laws, individual coaches and the Athletic Director.
4. Student athlete eligibility will be determined by quarter grades.
5. All athletes must be covered by insurance as required by law (Education Code 32221) or by student accident insurance offered through the district. Insurance information must be on file in the high school's office before an athlete will be eligible to practice or play in games.
6. The number of games per season is determined by C.I.F. rules, the league, the Maxwell Athletic Director with district administrative approval.
7. Schedules and adjustments to schedules will be made by the Athletic Director with approval from district administration.
8. All 7^h -12th participants must have a current physical examination prior to participation (including practice) in a sport. Physicals will be valid from June 1st - May 31st of each year. This physical must be on file in the high school office.
9. Emergency cards are to be kept up to date. It is important that parents routinely update the emergency cards as needed.
10. Student behavior at athletic events represents our school and community. Students are expected to behave like ladies and gentlemen at all times.
11. Students will attend all classes on game day. (Exception: approved school functions, doctor or dentist appointment, or administrative pre-approval.)

Individual Sports

Starting with 1995-96 school year, Maxwell established its first "individual" sport ... golf. As Maxwell grows in enrollment, there may be options for individuals to compete in high school rodeo, swimming, wrestling, track, cross country skiing, tennis, golf and so forth. While Maxwell may be too small to field full teams, there may be options for individuals with special talents, skills or experience to compete in individual sports. This section of the athletic handbook is to explain the unique rules and requirements for individual sports. In all cases, Maxwell High School will be bound by league rules and availability of competition when considering adding individual sports.

Individual sports are different than team sports. In a team sport, students with no prior experience can often find themselves a niche on a team by practicing with the team, even without prior experience. Students with exceptional physical abilities can start or even star in a team sport because of special talents. In an individual sport the assumption is that a student has some exposure or familiarity with the sport before participating. A golf team is not the place to begin learning golf. A tennis team is not the place to begin learning tennis. Individual competitors are expected to master entry level skills in their sport before joining or creating a team. The teams we would compete against expect to face teams and individuals who can play at the high school level. Where an individual sport requires special skills, (such as in track and field), students who run fast, jump high, throw hard or enjoy running long distances can very quickly master enough of the basics to be

competitive quickly.

In general, individual sports are not the place to “try” something without prior experience or a special skill or talent. However, if there is space available, as determined by the coach and approved by the Athletic Director, a beginner may be allowed to practice with the individual sports team. In this way, a student may work their way onto a team.

Special Considerations for Individual Sports

1. Students participating in individual sports are responsible for providing their own equipment. This includes equipment needed to play or participate in the sport and clothing for the team as approved by the Athletic Director. Tennis players should have their own racquets and clothing, golfers should have their own clubs and will pay for their own golf shirts and so forth.
2. Transportation to practice areas are the responsibility of the students and their parents. Special forms to obtain permission for transportation must be filled out and signed by parents prior to students arranging their own transportation. Transportation to events or matches will be coordinated by the coach. Students who fail to show up to practices or events because of transportation problems will be dropped from the team.
3. Maxwell High School is willing to consider new individual or team sports if there is interest from the students and parents. MHS is willing to try a new team, but if interest and involvement do not grow to a level that will establish a competitive program, the team will be dropped.
4. All the behavior and discipline rules that apply to all athletics and activities apply to individual sport participants.

Minimum Number for Sports

A coach will be provided for the following sports when the minimum number of students has been met:

Sport	Minimum Number	Individual Sport Eligible
Volleyball	6	No
Basketball	5	No
Football	11	No
Cheer	5	No
Baseball/Softball	9	No
Cheer	5	No
Soccer	11	No
Track	5	Yes
Cross Country	5	Yes
Golf	5	Yes
High School Rodeo	Coach not provided	Yes
Wrestling	5	Yes
Swimming	Coach not provided	Yes
Shooting Sports	Coach not provided	Yes

Dual Sports Enrollment

Students are permitted to play dual sports.

Athletic Awards

Team Awards

Each team will recognize 3 athletes. The awards will be determined by the coaches. Individual sports will not have awards.

End of Year Awards

Senior Scholar Athletes (Male and Female)

Seniors who play 2 sports will be eligible for senior scholar athlete. Scholar athlete will be determined by the highest GPA and the highest number of sports played. The athletic director will make the final decision on the scholar athletes.

MHS Athlete of the Year (Male and Female)

This award will be given to the athlete who demonstrates the greatest athletic ability, regardless of grade.

SPORTSMANSHIP AWARD – MALE AND FEMALE

- a) Must have participated in two out of three varsity sports.
- b) Must have demonstrated good sportsmanship on the court/field, off the court/field, and with the coach, teammates, and opponents.

EXHIBIT A: Example of Extra-Curricular/Co-Curricular Waiver Contract

Maxwell High School
P.O. Box 788, Maxwell, CA 95955
(530) 438-2291 fax (530) 438-2693

EXTRA-CURRICULAR/CO-CURRICULAR WAIVER CONTRACT

Name of Student: _____

Quarter: _____ Year: _____

It is understood that participating in extra-curricular/co-curricular activities at Maxwell High School is a privilege, and not a right. It is also understood that this waiver has been granted as a “one time only” agreement between Maxwell High School and the student for the remainder of the student’s enrollment at this school. The parent/guardian, student, and Superintendent/Principal are required to conference before approval is granted by the Superintendent/Principal.

By signing this contract, the student agrees to abide by the following provisions:

1. Will arrive to class on time.
2. Will attend class on a regular basis.
3. Will not have discipline referrals.
4. Progress report will be taken home for a parent/guardian signature and returned to the school principal or counselor by Friday morning. Failure to return the signed progress report on Friday morning will result in further consequences.
5. Will attend after-school tutorial a minimum of one day/week for one hour.
6. Will complete all assignments.
7. Will not have off campus lunch privileges

Failure to abide by the provisions of this contract will result in the student being removed from participation in extra-curricular/co-curricular activities and the student will no longer have the opportunity to apply for any future extra-curricular/co-curricular waiver for the remainder of his/her high school career at Maxwell High School.

The student will still be placed on “academic probation.” Student’s grades, attendance, tardies, and discipline will be checked periodically during the “academic probation” period and throughout the grading period. Failure to meet the agreed upon standards will result in immediate removal from the team.

Student Signature

Parent/Guardian Signature

Athletic Director Signature

Superintendent/Principal Signature

Coach/Advisor Signature

Date

Summer Shadle
Superintendent/Principal

Kyle Cabral
Athletic Director

Dena Lausten
Counselor

EXHIBIT B

Signature Page

Please return this sheet to school with the required dated signatures. By signing, you acknowledge that you have received and been informed of the rules which govern Maxwell's Athletic Program. If you have any suggestions or comments, please contact the Athletic Director or Superintendent / High School Principal.

All complaints regarding student athlete issues will be handled in accordance with the Maxwell Unified School District complaint procedures. Student discipline issues will be handled in accordance with California Education Code and Maxwell School District Board Policy.

Maxwell Unified School District Board Policy:

BP 6145 Extracurricular and Cocurricular Activities

BP 6145.2 Athletic Competition

BP 5137 Positive School Climate

BP 5121 Grades/Evaluation of Student Achievement

BP 5131 Conduct

BP 5131.1 Bus Conduct

BP 5144 Discipline

BP 1312.3 Uniform Complaint Procedures

BP 0410 Nondiscrimination in District Programs and Activities

Please refer to the Maxwell Unified School District's Board Policy manual at: <http://www.gamutonline.net/district/maxwell> for comprehensive Board Policy.

I have received a copy of Maxwell's Athletic Handbook.

Student Signature

Date

Parent Signature

Date

This slip will be signed by both student and parent and turned into the office.

NO FORM - NO PRACTICE - NO PLAY