

ATHLETIC POLICY HANDBOOK

For Students and Parents

I. Introductions

A. To the parent

Welcome to Haslett Middle School Athletics. This material is presented to you because your son or daughter has indicated a desire to participate in interscholastic athletics and you have expressed your willingness to permit him/her to compete. Your family's interest in this phase of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences that assist students in personal adjustments.

We, who are concerned with the educational development of students through athletics, feel that a properly controlled, well-organized sports program meets the students' needs for self-expression, mental alertness and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity.

When your daughter/son joined our sports program, he/she committed our staff to certain responsibilities and obligations. They are:

1. To provide adequate equipment and facilities;
2. To provide well trained coaches, and
3. To provide equalized contests with skilled officials.

Likewise, we feel that you have committed yourselves to certain responsibilities and obligations. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics. The following information is not meant simply as a list of rules, but is offered as a guide for successful participation in athletics at Haslett Middle School.

We believe athletics are an integral part of the middle school educational experience. We look forward to working with you and to watching your student-athlete participate on the playing field.

B. To the athlete

Being a member of a Haslett Middle School athletic team is both an honor and a privilege. We hope you will enjoy your time on the playing field and take the lessons you learn with you when you leave Haslett Middle School.

The rules outlined in this handbook are not designed solely to describe punishment; rather, they are intended as a guide to successful participation. As a student-athlete, you will be expected to understand and abide by these rules. It is your responsibility to follow them to the fullest.

1. **RESPONSIBILITIES TO YOURSELF:** The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible benefit from your high school experiences.

Your academic studies, your participation in other extracurricular activities, as well as in sports, help to prepare you for your life as an adult.

2. **RESPONSIBILITIES TO YOUR SCHOOL:** Another responsibility you assume as a team member is to your school. You assume a leadership role when you are on an athletic team. The student body and citizens of the community know you. You are on stage with the spotlight on you. The student body, the community and other communities judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Haslett Middle School cannot maintain its reputation as an outstanding school unless you do your best in whatever activity you wish to engage in. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school.

3. **RESPONSIBILITIES TO OTHERS:** As a team member you also bear a heavy responsibility to your family. When you know that you have lived up to all of your commitments, that you have practiced with great enthusiasm, and that you have played the game to the best of your ability, you can keep your self-respect and your family can be justly proud of you.

II. Mission Statement

The role of interscholastic athletics in the Haslett Public Schools is to **provide educational experiences in the framework of competitive athletics.**

III. Educational Outcomes of Participation in Athletics

A. Physical Growth -

1. Achieving personal fitness
2. Learning to deal with stress
3. Learning skills for participation
4. Learning good health habits

B. Emotional Growth -

1. Gaining self-confidence, self-worth, and self-discipline
2. Learning to accept criticism
3. Learning to accept success and failure

C. Social Growth

1. Developing interpersonal relationship skills
2. Developing loyalty to a group

3. Learning to win/lose graciously
4. Learning to work in a group - teamwork
5. Learning sportsmanship - fair play
6. Learning respect for teammates, opponents, coaches, and officials
7. Representing yourself, your team, and your school in a positive manner

D. Intellectual Growth -

1. Learning a sense of pride in achievement
2. Learning commitment to a goal
3. Learning time-management skills

IV. Athletic Philosophy

Athletics are a part of the extra curricular educational process of Haslett Public Schools, serving as an arena for learning. We strive to have each student-athlete enjoy a positive experience while developing competitive teams. Within this framework, the participation of all student-athletes is encouraged, without compromising that competitive nature.

V. Governance

A. The Board of Education - The Board of Education, responsible to the people, is the ruling agency for the Haslett Public Schools.

The Board of Education is responsible for the following areas:

1. Interpreting the needs of the community.
2. Developing policies in accordance with state statutes and mandates and in accordance with the educational needs and wishes of the people of the Haslett School District.
3. Approving means by which professional staff may make these policies effective.
4. Evaluating the interscholastic athletic program in terms of its value to the community.

VI. Eligibility

Haslett Middle School Requirements for Middle School Participation - The following are requirements that shall be completed prior to participation on any Haslett athletic team. The first time a student tries out for any athletic team, he/she will be presented with the Athletic Policy handbook containing all the information for participating in athletics at Haslett Middle School.

A. Athletic Participation Form – this is four forms in one. Included are the Student and Parent Consent form (pg. 1), the Physical Examination form (pg. 2), the Preparticipation Physical Evaluation form (pg. 3) and the Medical Treatment Consent form (pg. 4). ***These forms must be completed and returned to the athletic office before a student will be able to tryout/participate in athletics.***

Page 1 – The Student and Parent Consent form must be signed by a parent and the athlete twice and insurance coverage indicated. These signatures verify your knowledge of the M.H.S.A.A. Catastrophic Insurance coverage, amateurism, knowledge of our Athletic Code of Conduct, and parental consent for participation.

Page 2 – The top portion of the Physical Examination form should be completed by a parent, with the physician completing and signing the remainder.

Page 3 – The Preparticipation Evaluation form must be completed and signed before the physical is given.

Page 4 – The Medical Treatment Consent form is to be completed and signed by a parent.

****All forms must be completed in full before permission for participation will be granted.****

B. Scholastic eligibility - In order to participate on a Haslett athletic team, each athlete must have satisfied all of the scholastic eligibility requirements of the MHSAA prior to participation. Grades are checked at mid-term, term and semester. When grades are checked a student must be passing at least "66 percent of credit load potential for a full-time student".

C. Haslett Athletic Code of Conduct - Each parent or guardian shall read all of the above-mentioned material and certify that they understand the athletic eligibility rules, code of conduct and policies of the school district.

D. Financial obligations and equipment

1. School issued uniforms, warm-ups and equipment - All athletes are responsible for the proper care and security of equipment issued to them. School-furnished equipment is to be worn only for contests and practice. Equipment not returned in good condition at the end of the season may be subject to a financial penalty.
2. Athlete purchased uniforms - In some cases, athletes will be required to purchase a portion of the game uniform, which will become their property.
(Example: swimsuits, hats, socks, turtle necks)
3. Athletes may be required to purchase various pieces of sport specific equipment. Examples include, but are not limited to: shoes, cleats, various gloves, practice jerseys, etc. All athlete-supplied equipment will remain the property of the athlete.
4. If an athlete wishes to purchase any part of the high school issued uniform at the end of the season, approval must be granted by the head coach of that sport as well as the athletic director.

NOTE: Haslett athletics are for everyone. If financial conditions exist that make it difficult for a team member to purchase mandatory equipment or uniforms, please contact the athletic office so that confidential arrangements can be made to supply such equipment or uniforms.

- E. LIMITED TEAM MEMBERSHIP – after practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport during the same season.

Exceptions include ice hockey and all individual sports, which apply the rule from the point of a student's first participation in a contest or scrimmage, rather than practice.

Students in individual sports may practice, but not compete, in more than two non-school individual meets or contests during the school season while not representing their school.

- F. ALL-STAR COMPETITION – Students shall not compete at any time in any sport under M.H.S.A.A. jurisdiction in all-star contests or national championships regardless of the method of selection. Participation in such a contest shall cause that student to become ineligible for a maximum period of one year of school enrollment.

- G. AWARDS AND AMATEURISM – Students cannot receive money or other valuable consideration for participating in M.H.S.A.A. sponsored sports or officiating in interscholastic athletic contests, except as allowed by the M.H.S.A.A. Handbook.

Students may accept, for participation in M.H.S.A.A. sponsored sports, a symbolic or merchandise award, which does not have a value over \$25.

Banquets, luncheons, dinners, trips and admissions to camps or events, are permitted if accepted "in kind." Awards in the form of cash, merchandise, certificates, or any other negotiable document are never allowed.

Note: Consult the M.H.S.A.A. Handbook for detailed regulations and/or interpretations.

VII. Code of Conduct

Representing Haslett Middle School in interscholastic athletic competition is regarded as a privilege and not a right. Students who participate in interscholastic athletics while attending Haslett Middle School are expected to represent the highest ideals of character by exemplifying good conduct, good sportsmanship, good citizenship and good training, which includes abstaining from the use of tobacco, alcohol and drugs. If students are not following the Code of Conduct, athletes will be given the chance to fix the issue, if the problem continues, athletes may be removed from the team.

Separate and apart from a student's performance as an athlete, the student's conduct, sportsmanship, citizenship and training reflect at all times on the student athlete, his or her team, our school, and our community. Accordingly, this Athletic Code has been established for all students who aspire to participate in interscholastic athletics while attending Haslett Middle School.

A. Application of the Athletic Code

When a student voluntarily participates in interscholastic athletics, he/she agrees to abide by the Haslett Middle Schools Athletic Code throughout his/her high school athletic career. A student may neither attend tryouts nor practice with a team until he/she has submitted a signed acknowledgment form agreeing to abide by the Athletic Code (this is done on the front page of the physical form). This Athletic Code applies to candidates, members, and managers of all athletic teams.

B. Calendar Application of the Athletic Code

Students shall be regarded to be under the rules of the School Athletic Code beginning with their first day of participation in interscholastic athletics and continuing through to their date of graduation or the last date of participation, whichever is later.

C. Time/Place Application of the Athletic Code

This includes vacation breaks, summer recess, and off-season times. The participant is always under the student activity code from the beginning to the end of their athletic career.

D. Standards of Conduct

The following behaviors constitute a violation of the Haslett Public Schools Athletic Code and subject the athlete to discipline as outlined in the "Penalties" section of the Athletic Code:

1. Use, possession, concealment, distribution, sale, or being under the influence of those substances listed in Items 1-7 below. For purposes of this section of the Athletic Code, the term "distribution" includes the "hosting" of a party at which any of the substances listed in Items 1-7 are provided:
 1. Tobacco or tobacco products in any form;
 2. Alcohol or alcoholic beverages in any form;
 3. Illegal drugs, including but not limited to those substances defined as "controlled substances" pursuant to federal and/or state statute;
 4. Steroids, human growth hormones or other performance-enhancing drugs;
 5. Substances purported to be illegal, abusive or performance enhancing, i.e., "look-alike" drugs;
 6. Misused prescription drugs (misuse of prescription drugs may lead to disciplinary action);
 7. Misused non-prescription drugs or inhalants (misuse of non prescription drugs or inhalants may lead to disciplinary action).

Note: It shall not be a violation of the Athletic Code for an athlete to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed practitioner for which permission to use in school has been granted pursuant to Board Policy. An athlete shall notify his or her coach if he or she is taking a prescription medicine that could alter the athlete's behavior or affect the athlete's ability to participate in physical activity.

- 2.. Use, possession, concealment, distribution, manufacture or sale of devices designed for and/or associated with the use of controlled substances, e.g., to include but not be limited to a marijuana pipe, "roach" clip, rolling papers, or devices used to smoke, inhale, inject, or otherwise consume controlled substances.
3. Violation of federal, state or local law/ordinance, including felony or misdemeanor acts other than minor traffic offenses. Conviction of said act is not necessary to establish a violation of Athletic Code, but will be determined through an

independent school investigation and may result in a penalty as provided in **III., A. #3 below**.

4. Cumulative or gross misconduct, including behavior which school officials consider conduct unbecoming to an athlete and a representative of the Haslett Public Schools (example: profanity, gross gestures), may result in a penalty as provided in **E., A., #C below**.
 5. Violation of the Student Conduct Code as set forth in the Haslett High School Handbook, which results in a school suspension.
 6. Violation of any team conduct, grooming or training rule as may be established by the coach and approved by the Athletic Director.
- E.. Penalties- ****NOTE: Violations will be cumulative during a student's middle school athletic career. Accumulation will begin the first day an athlete begins tryouts for ANY team and will continue throughout their entire middle school career.**
- A. Conduct Offenses: Violation of Conduct Standards 3-6 above and the venue is off the athletic field or court.
1. First Conduct Offense: Violations will be addressed as set forth in the Haslett Athletic Handbook and by team rules established by the coach and approved by the Athletic Director.
 2. Second and Subsequent Conduct Offenses: Violations will result in disciplinary actions as determined by the coach and the Athletic Director.
 3. In the event that the Athletic Code or other school policies or procedures do not cover situations that arise, the administration reserves the right to establish such rules, conditions, and penalties to respond effectively to unanticipated or unique circumstances.
- Substance Abuse Offenses: Violation of Conduct Standard #1 & #2 above.
1. First Violation - Suspension of 25% of the current season's contests. If the violation occurs when less than 25% of the contests remain, the suspension will be prorated into the next sport in which the athlete participates, even though it may carry over into the next year. The athlete may be allowed to participate in practice for conditioning purposes during the suspension (suspension to be computed from time of the violation).
 2. Second Violation - Termination of participation for one full calendar year from all athletics. If a student voluntarily seeks an appropriate, approved program of substance abuse, tobacco cessation, or behavior modification and provides written proof of satisfactory completion of that agency's requirements, suspension will be reduced by 50%. The student will be allowed to compete in practice for conditioning purposes during the suspension (suspension to be computed from the time of the violation). Any expenses incurred for the assessment and/or treatment program will be the responsibility of the student and not Haslett Public Schools.
 3. Third Violation - Termination of participation in the Haslett High Schools athletic program for the remainder of the student's athletic career.
- F. Self-Disclosure:
An athlete who by himself/herself or together with his/her parent or legal guardian, voluntarily discloses to a school employee, school official, coach, or an administrator a need for assistance for alcohol or substance abuse prior to any reports, charges, or complaints under the Athletic Code shall be required to follow the chemical assessment/treatment procedures outlined in **Section III.D.** of the Athletic Code. Under such circumstances, the athlete will not be charged with a violation of the Athletic Code of Conduct, unless it is determined that the athlete has used this self-disclosure opportunity primarily to avoid a penalty under the Athletic Code. This self-disclosure exemption is available to an athlete only once during his/her high school career.
1. Satisfaction of the assessment/treatment requirements must be verified in writing by the licensed agency.
 2. Any expenses incurred for the chemical assessment/treatment program will be the responsibility of the athlete and not the Haslett Public Schools.
- G. Guideline for Reporting and Investigating Violations - All students are guaranteed the right to due process. To ensure those rights when investigating a code violation, the following procedures will be followed:
1. All reporting of violations must be submitted in writing to the athletic director.
 2. An athlete will be informed of any changes brought against him/her.
 3. An athlete will have the right to present any relevant information that will support their defense.
 4. If a possible violation has occurred, a conference may be held with the athlete, his/her parent(s) and the athletic director.
 5. If an athlete is suspended, the parent(s) will be notified and will receive a letter stating the findings of the investigation and action being taken.
 6. A written report of the investigation will be held on file in the athletic office.
 7. This report will not become part of the student's academic record and will be held confidential.
- H. Student Appeals Procedure - All athletic code violations reviewed by the athletic director will result in a recommendation to the principal. He may accept or modify the recommendation. The procedure below is to be followed in sequence:
1. Parents or guardians may request a conference with the principal or his designee. The principal shall affirm or modify the terms of the recommendation within two school days from the date of the conference.
 2. A second appeal may be made to the superintendent of schools within five days of the decision of the principal.
 3. All final appeals may be made to the Haslett Board of Education within ten days of the decision of the superintendent of schools.
- I. Student Grievance Procedure - In a situation where there has been no apparent infraction or disciplinary action applied, but a student wishes to lodge a grievance or present some other issue involving a respective sport, the procedure below is to be followed in sequence:
1. Direct communication with the coach.
 2. Direct communication with the athletic director.

3. Direct communication with the principal
4. Direct communication with the superintendent.

VII. Procedures and Guidelines

- A. Limits of Participation - Athletes will be limited to participation in one school-sponsored sport per season. Any exception to this rule must be made with the approval of the athletic director and high school principal.
- B. Transportation
 1. All athletes must go to and return from the contest via the method of transportation under the supervision of the coach. Athletes will make trips as a team unit. A feeling of being a part of the group cannot be developed without cooperation in this area. Violation of this rule will justify immediate suspension from the squad for the balance of the season or such other period of time deemed necessary and just by the athletic director.
 2. Athletes may leave an away athletic event only with a parent or legal guardian providing the parent or guardian has spoken and given a note to the coach at the event.
 3. All athletes will observe the Guidelines for Athletic Transportation set down by the school district regarding behavior on a school bus.
 - A Dropping out of a sport without a valid reason is always considered a serious matter. If an athlete wants to quit any sport, he/she should notify the coach and return all equipment. If an athlete does quit a sport, he/she will not be permitted to try out or use school facilities to work out for another sport until the conclusion of that sport season. The exception would be if the athlete would get the approval of the head coaches of both sports.
- C. Attendance - Athletes are expected to attend all classes and only miss class for legitimate reasons. Parents are expected not to excuse students from school for non-emergency situations during a student's athletic season. When an absence does occur, athletes must be in attendance for at least three classes if they are to be eligible to participate in practice or competition. The principal or athletic director must approve any exception to this rule.
- D. Grooming and dress - Appearance, expression and actions always influence person's opinions of athletes, the team and the school. Once you have volunteered to be a member of a team, you have made a choice to uphold certain standards
- E. Missing Practice - Perfect attendance for all practices is the expectation for all Haslett athletes. If it is necessary for an athlete to miss a practice, the coach of that team should be notified prior to the absence. Unexcused absences are unacceptable and can lead to consequences related to the athletes' status on the team.