

# STUDENT-PARENT ATHLETIC HANDBOOK

HOME OF THE VIKINGS



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## STUDENT-PARENT ATHLETIC HANDBOOK

Welcome to the Alanson Public Schools Athletic Handbook! We hope that you will find the information in this handbook to be a clear guide as to the expectations and rules that our young people are required to abide by if they so choose to participate in co-curricular activities at our school. We invite your questions after you have read the material. We will do our best to clarify and explain any areas that are unclear to you.

As a school district, we believe that the opportunities afforded student/athletes, can be a rewarding and growth promoting experience. To this end, we desire to have a set of clear and consistent rules that encompass the Athletic Code that help to guide the student/athlete through their years of participation at Alanson Public Schools.

Without question, when a young person chooses to participate on an athletic team, he or she is also making a choice of self-discipline and self-denial. As representatives of our school, they are asked to live to a standard their friends who are not involved in athletics may not be. Those standards have been carefully reviewed and set forth in this document.

### Mission

*To inspire student athletes by promoting and leading with Passion, Integrity and commitment and for our students to grow into the best possible versions of themselves and future leaders!*

### Athletic Philosophy

***The Alanson Public Schools and its Athletic Department believes that athletic participation will foster academic success, physical development, skill building, and a greater sense of school pride!***

For this philosophy to become a reality, the Athletic Department, the coaches, the student/athletes and the parents must accept their roles and support the other parties involved in their responsibilities. The concept of “team” is one that involves everyone, not just the athletes who are on the field or court.

### For the Parent:

We want to thank you for your support of our athletic programs. Because your child has indicated an interest in participating in interscholastic athletics, we want to share with you most particularly, this handbook so that you can be well aware of the expectations that the athletic department and school district have for you and your son or daughter. We understand that effective communication is the key to any relationship. We again invite you to ask questions or make comments regarding the contents of this handbook and direct them to the athletic director or high school principal.

In addition to reading the Athletic Handbook, for your son or daughter to participate, you will need to read and sign the “CODE OF CONDUCT,” “CONCUSSION AWARENESS,” and

“EMERGENCY CARE PERMISSION AND RELEASE” forms, copies of which are provided for your perusal in the Appendix. The coach of your son or daughter’s team will have copies for you to fill out prior to the start of each particular sport’s season. Student/Athlete’s will not be allowed to tryout/practice/participate without all of these forms having been signed and turned in to the athletic office.

### **For the Student/Athlete:**

Congratulations for your interest and desire to participate in one of our interscholastic sports! Your intentions bring with it a need to know the contents of this handbook and a willingness to follow the rules as they are set forth. Please take the time to acquaint yourself with the expectations we have for you as you prepare to represent yourself, your family and your school as a student/athlete at Alanson Public Schools.

We hope that as you read through the handbook that you will develop an even greater desire to be a positive representative of self, family and school. Wearing a Viking uniform should mean something special. Whether you know it or not, fellow students, staff and community members see you in a different light when you put on the blue and gold. Your attitudes and actions are known to a large number of people. It is our hope that you will want to honor yourself, your family and your school by showing honesty and integrity by following the athletic code.

Just as your parent(s) will need to sign the “CODE OF CONDUCT” and “EMERGENCY CARE PERMISSION AND RELEASE” form, so too will you. You will not be allowed on the field or court until these forms are in the possession of the athletic director with the needed signatures.

### **Athletic Participation Fee:**

There will be no fee to participate in athletics.

## **MHSAA Essential Eligibility Requirements for Middle School/Senior High School Students**

To be eligible for interscholastic athletics — a high school student must meet the following state regulations:

1. **AGE** — High school students become ineligible if they reach their nineteenth (19) birthday before September 1 of a current school year. Age requirements for middle school students must coincide with Regulation III, Section 2a-d of the MHSAA Handbook.
2. **PHYSICAL EXAMINATION** — Students must have on file, in the school’s office, a physician’s statement for the current school year (on or after April 15) certifying that she/he is physically able to compete in athletic practices and contests.

3. **ENROLLMENT**— Students must be enrolled in school prior to the fourth Wednesday after Labor Day (1st semester) or the third Wednesday of February (2nd semester). A student must be enrolled in the school for which he or she competes.
4. **SEMESTERS OF ENROLLMENT**— Students cannot be eligible in high school for more than eight semesters and the seventh and eighth semesters must be consecutive. Semesters of enrollment for middle school must align with Regulation III, Section 4 of the MHSAA Handbook.
5. **SEMESTER RECORDS**— Students must have passed at least four full credit subjects in the previous semester of enrollment, and must be currently passing four full credit courses. Previous semester record for middle school must follow adopted guidelines stated in the MHSAA Handbook, Regulation III, Section 7.
6. **TRANSFER STUDENTS**— A student in grades 9 through 12 who transfers to another high school is bound by the ruling of the Michigan High School Athletic Associations “Transfer Rule”. Alanson Public School make no additional requirement for a transfer student.
7. **UNDUE INFLUENCE**— The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes, shall cause the student to become ineligible for a minimum of one semester.
8. **LIMITED TEAM MEMBERSHIP** — After practicing with or participating with high school/middle 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.
9. **ALL-STAR COMPETITION** — Students shall not compete at any time in any sport under MSHAA 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.
10. **AWARDS AND AMATEURISM** — Students cannot receive money or other valuable consideration for participating in MHSAA sponsored sports or officiating in interscholastic athletic contests, except as allowed by the **MHSAA handbook**.

Students may accept, for participation in MHSAA 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 MHSAA HANDBOOK for detailed regulations and/or interpretations.

## **Alanson Public Schools Eligibility Requirements for Participation**

The following are requirements that shall be completed prior to full participation on any Alanson Public Schools athletic team:

1. **Physical Examination**

A yearly physical examination is required. **The physical card must be completed by the physician and submitted to the coach prior to any form of participation.** The physical covers all sports for the entire school year provided the examination occurred on or after April 15 of the previous school year. The form will be kept on file in the athletic office.

2. **Emergency Care Permission and Release**

Each athlete’s parents shall complete an Emergency Care Permission and Release form giving permission for treatment by a physician or hospital when the parent(s) is not available. The form will be kept in a notebook that will be carried by the head coach of each team for each practice and contest.

3. **Alanson Public Schools Athletic Code of Conduct**

At the time a student tries out for an athletic team, he/she will be presented with this handbook containing all the necessary forms and information for participating in athletics. Each parent or guardian shall read all of the enclosed material and certify that they understand the athletic eligibility rules, code of conduct and policies of the school district. This signed consent form will be filed in the athletic director’s office.

4. **Insurance**

The school district does not carry insurance to cover student athletic injuries. Parents will need to sign the reverse side of the physical card stating they have purchased insurance or possess a family insurance plan.

5. **Scholastic Eligibility**

In order to participate on an Alanson Public Schools athletic team, each athlete must have satisfied all of the scholastic eligibility requirements of MHSAA prior to participation.

Eligibility is determined in accordance with rules and guidelines developed by the MHSAA and supplemented by the administration and teaching staff of the Alanson School District. (See MHSAA Handbook for details.) Academic eligibility checks shall be made every Monday. The eligibility will take effect the following Tuesday and will run through the following Monday.

In addition, Alanson Public Schools requires student athletes to maintain a 2.0 grade point average in their academic coursework on a cumulative basis. Also, students must be passing 100% of their courses. If a student athlete's grades fall below a 2.0 average or they are failing any course as determined by their current grade check, that athlete will be subject to the consequences as listed below.

- i. 1<sup>st</sup> offense during a season is a grace week, the student should make every attempt to find out what they can do to bring up their grade. (Missing homework, possible test re-take, etc.) If the student fails to bring their grade up in the week they will become ineligible.
- ii. 2<sup>nd</sup> offense during a season is step 2 grace week, the student athlete must do homework, work on assignments, projects, etc. during practices. Play time during games will be determined by the coach. If the student fails to bring their grade up in the week they will become ineligible.
- iii. 3<sup>rd</sup> offense during a season is a step 3 grace week, the student athlete must do homework, work on assignments, projects, etc. during practices. Play time during games will be determined by the coach. In addition the student will be required to meet with the teacher of that class to develop a plan to improve their grade to become eligible. This plan will be submitted in writing, with signatures of both student and teacher, to the Athletic Director for review and approval. This is a last chance agreement. If the student fails to abide by the plan and bring their grade during the grace week they will become ineligible.
- iv. 4<sup>th</sup> occurrence, the student will be cut from the current team and placed on a probationary period for 1 year. This means that if the student plays in other sports then they will be subject to starting that season at a 2<sup>nd</sup> offense level.

When a student falls below the GPA and / or the grade requirement ~~ineligible~~, the student, the coach, and a parent shall be notified. The notice will include the current status of the student (grace week level / ineligible status). Conferences between all parties and the athletic director shall be set as deemed necessary. This communication will be sent by email unless a written request has been received. In the event the parent does not supply an email it will be up to the student athlete to share the notice with the parent or guardian.

Students with in school or out of school suspensions will not participate in any school activity, including practices, during time of suspension. No suspensions will be rescheduled in order to work around a student athlete's practice or game schedule.

If a student is sent home early for behavior, that student may not return to participate in after school athletic activities until they have returned to school and completed one full scheduled school day.

Disciplinary action as a result of poor school conduct and participation will be cause to be deemed ineligible to compete in athletics, up to but not limited to being cut from the team. Examples of poor conduct but not limited to these: skipping school, cheating, fighting, stealing, and destruction of school property, disrespect, poor citizenship, and insubordination, refusing to participate and or refusal to complete classroom assignments.

The Athletic Director and or coaches have the discretion to handle any academic problems that arise as they deem appropriate. Students may be required to spend a portion or all of practice time working on academics.

If a student is not eligible by the current grade check, the student will not be dismissed early for practices, home games or transportation to away games. The ineligible student must stay at the school and work on their school work.

A student who becomes academically ineligible two times during the course of a single season will be cut from the team.

5b. **MHSAA Tournament Eligibility**

All MHSAA (Michigan High School Athletics) tournaments (districts, regionals, etc.) eligibility will go directly by the MHSAA (Michigan High School Athletics) current policy and not the schools outlined above.

5c. **New Quarter Grading**

Grade checks after a new quarter will only be used if a minimum of 4 grades are entered for a specific class to determine the student grade point average (GPA).

5d. **Academic Appeal Committee**

An athlete may appeal circumstances of his or her academic ineligibility to the academic appeals committee. The appeal must be submitted within five school days of the grade being issued. The appeal form must be submitted to the high school principal. The academic appeals committee is comprised of the high school principal or his/her designee, the athletic director, one board member that currently sits on the athletics committee, one classroom teacher, one head coach (selected from the off-season coaches.) Head coaches from the sport(s) in which the athlete participates shall not be eligible to hear the athletes appeal.

The academic appeals committee shall meet and issue a determination within five school days of the student's appeal. Written notice of the academic appeal committee's decision shall be presented to the athlete, parents and athletic director.

6. **Informed Consent**

By its nature, participation in interscholastic athletics includes risk of injury which may range in severity. Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk. Participants have the responsibility to help reduce the chance of injury. Players must obey all safety rules, report all physical

problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily.

7. **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 on game day, team sponsored events, such as pep sessions or parades and for practice and contests. All equipment not returned in good condition at the end of the season will 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.
3. All athletes will be required to purchase various pieces of sport specific equipment. Examples include but are not limited to: shoes, cleats, socks, various gloves, practice jerseys, etc. All athlete supplied equipment will become the property of the athlete.

**Note:** Alanson Public Schools athletics are for everyone. If financial conditions exist that make it difficult for a team member to purchase mandatory equipment, uniforms or warm-ups, please contact the athletic office so that confidential arrangements can be made to supply such equipment, uniforms or warm-ups.

**Alanson Public Schools Athletic Department**  
**Procedures and Guidelines**

A. **Parent/Coach Communication:** Both parenting and coaching are roles that adults assume in the successful functioning of the Alanson High School athletic program. By establishing an acceptance and an understanding of each role as well as a vehicle for positive communication, we are better able to create a healthy athletic environment and provide greater benefit to the student-athlete. When your children choose to become involved in the Alanson Public Schools athletic program, as parents, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's team.

1. Communication a parent can expect from the coach:
  - a. Basic philosophy of the coach.
  - b. Expectations the coach has for your child as well as all the players on the team.
  - c. Locations and times of all required practices, bus departures, scrimmages and contests.
  - d. Conditions that result in the denial of your child's participation.
2. Communication that a coach should expect from parents:
  - a. Personal notification of any schedule conflicts well in advance.
  - b. Special concerns that involve your child expressed directly to the coach at an appropriate time.
3. Appropriate concerns to discuss with coaches:



- a. Concerns about your child's educational progress as related to athletic participation.
  - b. Ways to help your child improve.
  - c. Concerns about your child's behavior, on and off the field or court.
  - d. The treatment of your child, mentally and physically.
4. Issues not appropriate to discuss with coaches:
- a. Playing time.
  - b. Team strategy.
  - c. Play calling.
  - d. Other student-athletes.
5. Procedure for parent-coach discussions:
- a. Call the coach to set up an appointment. All coaches may be reached through the athletic office by calling 548-2261 ext. 310. A message will be delivered and your phone call will be returned in a timely fashion.
  - b. Do not attempt to confront a coach just prior to, during or immediately after a contest or practice session. These may be emotional and stressful times for the parent, athlete, coach and team. Confrontations of this nature do not promote healthy resolutions.
6. Procedure for unsatisfactory parent-coach discussions:
- a. If, after meeting with the coach of your child's team, you still have unresolved concerns, call and set up an appointment with the athletic director to further discuss the situation (548-2261 ext. 310).
  - b. At this meeting the appropriate responses to all concerns can be determined.

- B. Participation:** Athletes may participate in 2 sports in one season provided the following guidelines are adhered to: Students must have parent permission in writing and must declare the primary sport five days before the 1st contest in either sport. The primary sport designation cannot be changed after it is declared. The primary sport takes precedence for all contests at all times. The student cannot drop from the designated primary sport and remain in the secondary sport.

Athletes who must serve a suspension due to Substance Abuse or Criminal Offense violations will serve the full suspension for both sports they are participating in during that season.

- C. Dropping or Transferring Sports:** Quitting is a less than desirable habit to acquire. On occasion however, an athlete may find it necessary to drop a sport for good reason. If this is the case, the athlete will be responsible for informing the coach in person with written notice from their parent / guardian and ready to check in all equipment issued. From the time an athlete's name appears on the official eligibility list for an interscholastic sport, he/she may not quit that sport to join another team or compete in another interscholastic sport until after the last game of the first sport is complete. This includes participating in off-season conditioning or open gym activities while the first sport is in progress.

A student athlete that quits a sport may forfeit their privilege to participate in that same sport the following year. The decision will be made by the Athletic Director and / or the head coach of that sport.

- D. **Equipment:** School equipment assigned to the student/athlete is her/his responsibility. She/he is expected to keep it clean and in good condition. Loss and/or the destruction of any school issued equipment are the athlete's financial obligation.
- E. **Athletic Uniforms:** Uniforms are to be collected by the coach within five days after the conclusion of the last scheduled contest. All uniforms should be returned clean and notice given of any defects that may appear within five (5) school days. The student will not be issued another uniform until either the uniform is returned or payment is received for replacement. In the case of a senior athlete, he/she can still walk at the graduation ceremony, but there will be no signature on the diploma.
- F. **Missing Practice:** Perfect attendance for all practices is the expectation for all Alanson Public Schools athletes. If it is necessary for an athlete to miss a practice, the coach of that team shall be notified prior to the absence. Unexcused absences are unacceptable and can lead to consequences related to the athlete's status on the team. Unexcused absence is defined as any absence not directly related to illness, death in immediate family, church, family vacations, college visits or doctor/dentist appointments. Work related, "day trips" or inconvenience are not considered excused absences.
- G. **Travel:** All Alanson Public Schools athletes travel to and from athletic contests in transportation provided by the athletic department unless previous arrangements are made by the parents with the school, Athletic Director or head coach for exceptional situations.
  - 1. Athletes will remain with their squad and under the supervision of the coach when attending away contests.
  - 2. All regular school bus rules will be followed.
- H. **College Recruitment:** College recruitment information is available in the guidance and athletic office. Current NCAA qualifications and standards for recruitment are located in the section VII of this handbook. Athletes should make the head coach aware of their situation in regards to being recruited.
- I. **Attendance:** *All athletes are expected to be in attendance the entire school day in order to participate in that day's practice or contests.* Parents are expected not to excuse students from school for non-emergency situations during a student's athletic season. Students absent from school on Friday with a contest the following day (Saturday) will be eligible to participate provided the absence is an excused absence in the eyes of the attendance office. Exceptions to the attendance requirement must be approved by the athletic office and prior to the absence and/or participation.
- J. **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 reasonable standards by dressing according to the standards established by the coach.

**K. Vacations/Trips Policy:** Vacations by athletic team members during a sport season are discouraged. In the event that an absence due to a vacation is unavoidable, an athlete should:

1. Be accompanied by her/his parents while on vacation.
2. Parents contact the head coach in person or in writing at least two weeks prior to the vacation.
3. Be willing to assume the consequences related to their status on that squad as a starter, 2nd string, etc.

**L. Restricted Practice Days**

Weekend practices:

All practices are to be held on school days if at all possible. Saturday practices are to be minimal in number and duration. Sunday practices will be permitted only:

- 1) By varsity level teams upon permission of the athletic director and, or;
- 2) When a varsity contest has been scheduled the following day and, or,
- 3) When a tournament or play-off contest falls on the following day.

Holiday practices:

Holiday practices are to be discouraged, especially by non-varsity level teams. Holiday practices will be permitted only:

- 1) By teams upon permission of the athletic director and, or;
- 2) When a contest has been scheduled the following day and, or;
- 3) When a tournament or play-off contest falls on the following day and, or;
- 4) When a non-varsity practice is optional with no penalty for an absence from practice.

**M. Squad Selection:** In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Alanson Public Schools, we encourage coaches to keep as many students as possible within the framework of high school interscholastic competition. Time, space, facilities, equipment, personal preference and other factors will place limitations on the most effective squad size for any particular sport.

Prior to trying out, the following information will be made available to all candidates for the team (Team members include: players, managers and statisticians):

1. Extent of try-out period (a minimum number of practice sessions)
2. Criteria used to select the team
3. Number to be selected
4. Practice commitment if they make the team (including possible holiday conflicts and/or commitments)
5. Game commitments
6. Season commitments

N. **Cutting Policies:** Choosing the members of athletic squads is the sole responsibility of the coaches of those teams. When a squad cut becomes a necessity, the process will include three important elements. Each candidate shall:

1. Have a predetermined minimum number of practice sessions.
2. Have performed in at least one game-like setting (unless extenuating circumstances prevent such a setting, e.g. - Weather and spring sports).
3. Be personally informed of the cut by the coach.

Coaches will discuss specific alternative possibilities for continued participation in the sport, or in other areas of participation within the athletic program with the athletes.

O. **Reporting of Injury:** All injuries which occur while participating in athletics should be reported to the coach.

P. **Cell Phones:** Cell phones or other electronic devices with camera capabilities are not permitted in locker rooms or anywhere someone is changing.

Q. **Social Media:** Social media is a great way for the team to communicate with the public and other members of the team. All forms of communications via social media must be approved by The Athletic Director. The following additional requirements must be met:

1. The Athletic Director shall maintain and have full admin rights of official pages.
2. Team Members that use this must keep it professional. This is not the place to argue, complain or harass.
3. Athletes using any social media that is not approved by the Athletic Director may be eliminated from participating in our sports programs. (Do not create unofficial pages, groups, etc.)

R. **Late Night Games:** Athletes are reminded that playing sports and returning home late can sometimes happen depending on the distances we need to travel. Student Athletes are required to attend the next available classes.

## **Alanson Public Schools Athletic Program**

### **Fall Sports and Teams**

1. Volleyball (Girls) - Varsity, Junior Varsity
2. Football (Boys) - Varsity, Junior Varsity, Middle School
3. Cross Country (Boys & Girls) – Varsity
4. Middle School Basketball (Boys and Girls)

### **Winter Sports and Teams**

1. Basketball (Boys and Girls) - Varsity, Junior Varsity
2. Middle School Volleyball (Girls)

### **Spring Sports and Teams**

1. Baseball (Boys) – Varsity
2. Softball (Girls) – Varsity
3. Track (Boys/Girls) – Varsity
4. Golf - Varsity

\*When enrollment for grades 9-12 is below 100 students, 8<sup>th</sup> grade students may try out for the lowest high school team available in any sport (in accordance with MHSAA and Northern Lakes Conference regulations).

When an 8<sup>th</sup> grade student successfully becomes a part of a high school team, they will be treated as any other high school athlete.

## **Alanson Public Schools Athletic Code**

### **Preamble**

Representing Alanson High School in interscholastic athletic competition is regarded as a privilege and not a right. Students who participate in interscholastic athletics at Alanson Public Schools 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. 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 at Alanson Public Schools.

### **I. Application of the Athletic Code**

Students are strongly encouraged to abide by the Athletic Code at all times and at all places. When a student voluntarily participates in interscholastic athletics, he/she agrees to abide by the Alanson Public Schools Athletic Code throughout his/her high school career. A student may neither attend tryouts nor practice with a team until he/she has submitted a signed acknowledgement form agreeing to abide by the Athletic Code. This Athletic Code applies to candidates, members, and managers of all athletic teams.

#### **A. Calendar Application of the Athletic Code**

The Athletic Code will be enforced twelve (12) months out of the year. For high school students, the start of the athletic code application begins the first day of summer vacation following their 8th grade year. It continues until their final sport season is completed.

## **B. Time/Place Application of the Athletic Code**

The Athletic Code is *not* limited to student conduct at school-sponsored activities or on school property. Rather, the Athletic Code applies on a 24-hour basis and has no limitation as to the place of conduct.

## **II. Standards of Conduct**

The following behaviors constitute a violation of the Alanson 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 a-g 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 a-g are provided:
  - a. Tobacco or tobacco products in any form;
  - b. Alcohol or alcoholic beverages in any form;
  - c. Illegal drugs, including but not limited to those substances defined as “controlled substances” pursuant to federal and/or state statute;
  - d. Steroids, human growth hormones or other performance-enhancing drugs;
  - e. Substances purported to be illegal, abusive, or performance-enhancing, i.e., “look-alike” drugs;
  - f. Misused prescription drugs
  - g. The inhaling of toxic substances designed to alter the mental state, eg. “huffing”.
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 may result in a penalty as provided in III., A, #3 below.
4. Cumulative or gross misconduct (assault - physical and verbal; sexual misconduct; public vulgarity, public indecency, disrespect toward others, theft, public embarrassment to the school or community), including behavior which school officials consider conduct unbecoming an athlete and a representative of the Alanson Public Schools, may result in a penalty as provided in III. A., #3 below.
5. Violation of the Student Code of Conduct as set forth in the Alanson-Alanson Student-Parent 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.

### **III. Penalties**

#### **A. Conduct Offenses:** Violation of Conduct Standards 4-6 above.

1. First Conduct Offense: Violations will be addressed as set forth in the Alanson-Alanson Student-Parent Handbook and by team rules established by the coach and approved by the Athletic Director. Violations will result in disciplinary actions as determined by the coach and the Athletic Director.
2. Second and Subsequent Conduct Offenses: Violations will result in disciplinary actions as determined by the coach and the Athletic Director. May result in a one game or more suspension. Third Offense will result in the student/athlete and parents meeting with the head coach, athletic director and principal to determine the extent of the disciplinary action. May result in termination of participation in that sport for the remainder of that sport's season, and forfeiture of all school athletic awards for that sport.
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 circumstance. The Athletic Director has the deciding voice if a dispute exists. A third offense will result in the student/athlete and parents appearing before the athletic code review committee prior to further discipline.

#### **B. Substance Abuse and Criminal Offense:** Violation of Conduct Standards 1-3 above.

1. First Offense: Ineligibility to participate in 25% (rounded to the nearest whole number) of the contests for that sport's season. For example: If the student/athlete is on the Varsity Basketball team, they are ineligible for 5 games. (Number of games ineligible based on the fact there is a 20 game regular season schedule. Also, if there are less than 5 games left to be played, the remaining number of games ineligible extends into their next sport season. If a student chooses to undergo a chemical assessment through a licensed agency, the penalty will be reduced from 25% of the season to 10% of the season.
2. Second Offense: Ineligibility to participate in 50% (rounded to the nearest whole number) of the contests for that sport's season. If the end of the season ends prior to the completion of the ineligibility, it will extend into their next sport season. Forfeiture of all school athletic awards for that sport. A student may have their suspension reduced from 50% to 25% (of contests for that sport's season) by agreeing to undergo periodic drug testing at a designated facility for a period of not more than 5 months. The testing will be done at the athletic director's discretion, and be paid for by the athlete's family.

3. Third Offense: Termination of participation in Alanson Public Schools athletic program for the remainder of the student's high school career and forfeiture of all school athletic awards for that sport. After 1 calendar year (12 months) a student may make an appeal directly to the Executive Appeal Board for possible reinstatement of their athletic privileges. Students are limited to one such appeal during their high school career.

Upper-class athletes who must serve a penalty for a Substance Abuse or Criminal Offense violation may not circumvent their suspension by going out for a sport that precedes a sport they have previously competed in unless they had participated in that sport the previous season.

Any athlete serving a suspension for Substance Abuse or Criminal Offense violations must finish the season in good standing in order for the suspension to be fulfilled.

Any member of an athletic team that is believed to be under the influence of a controlled substance during a practice or game will immediately be removed from that event. The parents of the student athlete in question will be notified and required to pick up their child. The student will be subject to the disciplinary actions outlined in section III, B, up to and including termination from the team. Student athletes will be given the opportunity to prove their innocence by taking a drug test at a designated testing facility within 24 hours of the incident. Cost will be paid for by the student's family, unless in the event a student athlete passes the drug test, the family will be reimbursed.

**C. 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.E.2. 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. Counseling mandated — contact within 14 days required. Mandatory counseling to begin within 14 calendar days of date of self-disclosure.

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 Alanson Public Schools.

#### **D. Application of Penalties**

1. Penalties shall not be considered served unless the athlete fully completes the season. Quitting the team is not considered “serving the penalty”.
2. The suspended athlete’s attendance and participation at practice and attendance at contests will be as follows: 1) the athlete must attend practice 2) the athlete will not be allowed to participate in the practice 3) the athlete must attend games and will ride the team bus 4) the athlete may not sit with the team and may not wear a uniform - the coach will designate a seat close to the team for the athlete.
3. If a subsequent offense is committed while a previous penalty is being served, the penalty for the subsequent offense will not begin until the penalty for the first offense has been served.
4. The offenses will be cumulative during a student’s high school career, rather than on a yearly basis.

#### **E. Chemical Assessment**

1. For the first violation regarding alcohol, illicit substances, steroids or performance-enhancing drugs, the athlete shall be strongly urged to complete a chemical assessment through a licensed agency. If a student chooses to undergo a chemical assessment through a licensed agency, the penalty will be reduced from 25% of the season to 10% of the season.
2. For the second violation regarding alcohol, illicit substances, steroids or performance-enhancing drugs, the athlete will be required to complete a chemical assessment and a treatment program through a licensed agency. The athlete and his/her parents or legal guardian must meet at least on one occasion with a licensed substance abuse counselor to explain the results and recommendations of the chemical assessment. In addition, the athlete must present evidence of good faith participation in the recommended treatment program.
3. Satisfaction of the assessment and treatment requirements must be verified in writing by the licensed agency.
4. Any athlete to whom this section applies will not be permitted to participate in any athletic activities until the chemical assessment requirement is completed.
5. Any expenses incurred for the chemical assessment and/or treatment program will be the responsibility of the athlete and not the Alanson Public Schools.

#### **IV. Disciplinary Process**

The disciplinary process for violations of the Athletic Code shall be administered as outlined below. Before any suspension takes effect, either the coach or Athletic Director

shall verbally advise the student of the alleged violation and the student shall have an opportunity to respond to the allegation(s).

All suspension periods shall begin from the date of the written notice of the Athletic Code violation. The athlete shall be excluded from participation in practices and contests during the pendency of all appeals.

**A. Coach/Athletic Director**

After providing the student an opportunity to respond to the allegation(s) and determining that the student has violated the Athletic Code, the Athletic Director will present a written notice of the Athletic Code violation to the student and his/her parent(s). This notice will state the violation and any penalties.

**B. Athletic Appeal Committee**

An athlete may only appeal to have the circumstances of his/her violation of the Athletic Code reviewed, and not to have the disciplinary consequences reduced. An appeal shall be submitted to the Athletic Appeal Committee within five school days of the written notice of violation. The appeal form shall be submitted to the high school principal. The Athletic Appeal Committee is comprised of the principal or his/her designee, the athletic director, one board member that currently sits on the athletics committee and one head coach (selected from the off-season coaches). Head coaches from the sport(s) in which the athlete participates shall not be eligible to hear the athlete's appeal.

The Athletic Appeal Committee shall meet and issue a determination within five school days of the student's appeal. Written notice of the Athletic Appeal Committee's decision will come from the principal or his/her designee and shall be presented to the athlete, parents, and Athletic Director.

**C. Executive Appeal Board**

An athlete may appeal to the Executive Appeal Board within five school days of the written notice of the Athletic Appeal Committee's decision. The appeal form shall be submitted to the superintendent. The Executive Appeal Board shall consist of the superintendent or his/her designee and two members of the Board of Education, as designated by the President of the Board of Education.

Note: In the event of an appeal for reinstatement of athletic privileges following a third offense of the substance abuse policy, the Executive Appeal Board will also consist of the Athletic Director and up to two coaches.

The Executive Appeal Board shall meet and issue a determination within five school days of the student's appeal. Written notice of the Executive Appeal Board's decision will come from the superintendent or his/her designee and shall

be made to the athlete, parents, principal, and Athletic Director. The decision of the Executive Appeal Board is final.

**V. NCAA QUALIFICATIONS**

**Note: Pass/Fail credits do not qualify for NCAA eligibility.** Any specific questions regarding NCAA qualifications should be directed to either the guidance office or the athletic office.

**ALANSON PUBLIC SCHOOLS ATHLETIC CODE**  
**ACKNOWLEDGEMENT FORM**

**By signing the acknowledgement form, the athlete and the athlete's parent or guardian agree to abide by the rules and procedures set forth in the Alanson Public Schools Athletic Code throughout the athlete's career at Alanson Public Schools. Prior to team try-outs, a student participant and his/her parent or guardian must sign and return to the team's coach this acknowledgement form.**

Student name: \_\_\_\_\_ Parent Name: \_\_\_\_\_

I wish to try out for and/or participate in school-sponsored interscholastic athletics. I have read the Alanson Public Schools Athletic Code and agree to follow the standards of conduct and procedures contained therein as a condition of my participation in interscholastic athletics at Alanson Public Schools. I understand that if I violate the Athletic Code's standards of conduct that I will be subject to penalty as provided in the Athletic Code, up to and including exclusion from the opportunity to participate in interscholastic athletics.

Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_

I agree to permit my son/daughter to try out for and/or participate in school-sponsored interscholastic athletics. I have read the Alanson Public Schools Athletic Code and agree to support the standards of conduct and procedures contained therein as a condition of my son/daughter's participation in interscholastic athletics at Alanson Public Schools. I understand that if my son/daughter violates the Athletic Code's standards of conduct that he/she will be subject to penalty as provided in the Athletic Code, up to and including exclusion from the opportunity to participate in interscholastic athletics.

Date: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Below the email addresses listed will be used for notices from the coach and administration for eligibility and grace period notices. If the parent does not supply an email address they understand the student will be responsible to share the information sent with them.

Parent Email Address: \_\_\_\_\_

Student School Email Address: \_\_\_\_\_

ALANSON PUBLIC SCHOOLS ATHLETICS

EMERGENCY CARE PERMISSION AND RELEASE

STUDENT'S NAME \_\_\_\_\_ GRADE \_\_\_\_\_

In case of illness, injury, or other emergency, contact:

1. \_\_\_\_\_ Phone \_\_\_\_\_

2. \_\_\_\_\_ Phone \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Hospital Preferred: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_

List any allergies, current prescribed medications, known drug reactions, special care needs, wearing of contacts, braces, etc.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please also list any serious injuries or illnesses your son/daughter has had or other physical problems of which you are aware, such as broken bones, concussions, seizures, etc.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, the parent or guardian, of the above named individual, recognize that as a result of athletic participation, medical treatment on an emergency basis may be necessary, and further recognize that school personnel may be unable to contact me for my consent for emergency medical care. I do hereby consent in advance to such emergency care, including hospital care, as may be deemed necessary under the then-existing circumstances and to assume the expenses of such care.

SIGNED: \_\_\_\_\_ PHONE: \_\_\_\_\_

(Parent or Guardian)

COPIES TO BE CARRIED BY COACH AT ALL TIMES / ORIGINALS MUST BE  
TURNED INTO THE ATHLETICS DEPARTMENT