

# MANCELONA HIGH SCHOOL ATHLETIC POLICY

## Section I

### INTRODUCTION

A. PHILOSOPHY OF ATHLETICS – Athletics are part of the total education program at Mancelona High School. We believe that participating in athletics provides our students with a wide variety of rewarding experiences and the opportunity to develop many worthwhile traits. Participation in athletics has the potential to develop a student's self-respect, self-discipline, character, leadership skills, and decision making skills. We hope to develop a knowledge and appreciation of physical fitness and to encourage our athletes to develop personal habits which will promote it as a lifetime goal. We hope to educate our athletes on the proper care and treatment of their bodies and the type of behavior which will enable them to reach optimum performance levels. Athletics provide opportunities to develop and refine physical skills and to gain an appreciation of physical activity. Participation in athletics provides athletes with experience which enables them to learn to work with and cooperate with one another at accomplish a common goal, to create a respect for competition, and to develop a sense of good sportsmanship. We believe it is an honor and a privilege to represent Mancelona High School as an athlete and with this privilege goes the responsibility to behave within the rules of the Mancelona High School Athletic Policies.

#### B. LETTER TO THE ATHLETE AND PARENT/GUARDIAN:

Dear Athlete and Parent/Guardian

This booklet is compiled for your benefit. You should take the time to read and discuss it together. If you have any questions at this time or in the future, we would invite you to contact the coach, athletic director or the principal.

A leadership role is inherited when you join any athletic squad. The student body and citizens of the community will know you. You are a stage with the spotlight on you. The student body, the community, and other communities judge our school by your conduct and the attitude both on and off the field. The younger students in the Mancelona Public Schools are watching you and will copy you in many ways. Because of this leadership role, you can do a great deal to promote school spirit and community pride. Don't do anything to let yourself, your family, community or school down. Make Mancelona proud of you and your community proud of your school by setting a good example and contributing you best to the success of athletics at Mancelona.

Respectfully,

Mark Nixon  
Athletic Director

## Section II

### GUIDELINES

A. GENERAL INFORMATION – the following athletic policies will apply to all athletes. Violation of these policies WILL result in disciplinary action by the athletic director or principal. Such action may include suspension or dismissal from participating in the Mancelona High School athletic program.

1. Every eligible and qualifying student will be provided the opportunity to participate in interscholastic athletics.
2. All athletes must have on file at the middle school office, an **Emergency Athletic Medical Release Form**, a signed parent/guardian **Permission to Participate Form** and a **MHSAA Medical History Form**, before they will be allowed to participate in athletics.
3. An athlete must be in attendance at school, in all scheduled classes, on the day of a contest, in order to participate in the contest. Exceptions on this may include, but are not limited to the following:
  - Prearranged absence with the athletic director or principal.
  - An emergency or unforeseen circumstance as determined by the athletic director of principal.
  - Medical appointment with documentation.
4. An athlete in suspension (in or out of school) will not be allowed to participate in athletics during the period of suspension.
5. All members of an athletic squad must travel to and from all out of town contests in school sponsored transportation as per school Board Policy. Deviations may be granted by the building principal or Athletic Director on an individual trip basis.

The following applies:

  - A request must be made by a parent in person and in writing to the coach, at the contest, requesting the athlete be allowed to ride with him/her form the contest.
  - Athletes may not ride with other students/athletes.
  - Under proper circumstances and for valid reason, athletes may drive themselves, ride with their parents, or ride with another adult, provided a written permission slip is submitted by the parent(s) and approved by the Athletic Director or Principal.
6. Athletes are financially responsible for the care and condition of the equipment and uniforms issued to them. Reasonable wear and tear is excepted.
7. The athlete must report all injuries to his/her coach.
8. A student who has been withheld from practice or competition by a health care professional may not participate in a contest or practice until permission to resume the activity is received in writing from a doctor
9. The coach will determine the amount of contest playing time each athlete is allowed. Athletes may request an explanation from the coach regarding the factors that influenced his/her decisions.

B. AWARDS- Awards will be presented when the season has been successfully completed.

1. Varsity athletes will receive only one (1) Chenille Letter (block M), regardless of the number of varsity letters earned.
2. Varsity athletes will receive a varsity letter certificate for each varsity sport in which the criteria for lettering is earned.

3. Requirements for earning a letter or qualifying for a varsity certificate are:
  - Cross Country, Cheerleading and Golf – Team membership for the regular season or at the discretion of the coach.
  - Football – 8 quarters of participation or team membership for the regular season.
  - Girls/Boys Basketball – 20 quarters of participation or team membership for the regular season.
  - Wrestling – Win at least 3 matches or team membership for the regular season.
  - Volleyball – Participation in 12 matches or team membership for the regular season.
  - Baseball/Softball – Participation in 3 games or team membership for the regular season.
  - Girls/Boys Track – Collect 5 points during the current track season or team membership for the regular season.
  - Skiing – Participation in one (1) varsity ski meet and/or team membership for the regular season.
4. To be eligible to win a Master Award, an athlete must participate in that varsity sport both his/her Junior and Senior years.
5. Scholar Athlete Award
  - Must be a senior and earned a varsity letter.
  - Must have a 3.33 GPA
  - In good standing with the school and team
  - Awarded for varsity sport only
6. Junior Varsity certificates are awarded in each sport when an athlete successfully completes the season in good standing and has met the criteria established by his/her coach.

### **Section III ATHLETE TRAINING RULES**

#### **A. GENERAL INFORMATION**

1. Athlete training rules become effective at the time a student and is/her parent/guardian submit a signed athlete agreement to the coach or athlete director and participate in a practice session with an athletic team.
2. Training rules apply to all athletes during the sport season.

#### **B. LEVEL I INFRACTION – Minor Misconduct (Athletic Director’s and/or coach’s jurisdiction)**

1. Minor Misconduct such as but not limited to:
  - Vandalism – depending on the severity of the offense
  - Theft – depending on the severity of the offense
  - Larceny, Burglary – depending on the severity of the offense
  - Defacing, misuse of property
  - Unsportsmanlike conduct (i.e. swearing, obscene gesture, unsportsmanlike conduct toward official)
  - Insolent, disrespectful or insubordinate conduct toward school personal
  - Fighting
  - Leaving sight of competition without permission from the coach

## 2. Consequences

- a. First violation: the athlete may be suspended from his/her team for up to 5 school days, and/or Saturdays if applicable.
- b. Second violation: the athlete may be suspended from scheduled contests for up to 25% of the scheduled contests in which the infraction occurs.
  - The suspension may carry over to the next sport season in which the athlete participates.
  - The suspension will be consecutive days of competition.
- c. Third violation: if there is a third violation the athlete will be suspended.
  - Any resulting consequence will carry a suspension of no less than a total of 25% of the scheduled contests.
  - The suspension may carry over on to the next sport season in which the athlete participates. The suspension will be consecutive days of competition.

## C.LEVEL II INFRACTION – Substance Abuse

1. The use, possession, concealment, distribution, sale, consumption, or being under the influence of the following substances is strictly prohibited and shall subject the student to penalty under the Athletic Code.

- Tobacco or tobacco products in any form.
- Alcohol or and alcoholic beverages in any form, including beverages labeled as non-alcoholic which contain minimal amounts of alcohol.
- Any abusable glue aerosol or other chemical substance including, but not limited to, petroleum distillates, lighter fluid, and reproduction fluid for inhalation.
- Illegal drugs, including but not limited to those substances as “controlled substances” pursuant to federal and/or state stature.
- Steroids, human growth hormones or other performance-enhancing drugs.
- Substance purported to be illegal, abusive, or performance-enhancing, e.g. “lookalike” drugs.
- Vandalism – depending on the severity of the offense
- Theft – depending on the severity of the offense
- Larceny, Burglary – depending on the severity of the offense
- Note: It shall not be a violation of the Athletic Code for an athlete to use or posses a prescription issued by a licensed health care provider for which permission to use in school has been granted pursuant to Board Policy. An athlete shall notify his/her coach if he/she is taking a prescription medicine which could alter the athlete’s ability to participate in physical activity.

## 2. Consequences

a. First Violation: for a first time violation of the training rules, the athlete will be given two suspension options:

### OPTION I

- The athlete will be suspended for a total of 50% of the scheduled contests (games) for the sport season in which the infraction occurred.
- The athlete **may** be evaluated by a substance abuse professional as the option of the parent. It is not required for a first offence.

- The athlete must offer evidences that the assists the Athlete Director and/or the Principal in determining that the recommendations of the substance abuse professional are being or have been followed.

#### OPTION II

- The athlete will be suspended for a total of 25 % of the scheduled contests (games) for the sport season in which the infraction occurred.
- The athlete **may** be evaluated by a substance abuse professional at the option of the parent. It is not required for a first offence.
- The athlete must offer evidences that assist the Athlete Director and/or the Principal in determining that the recommendations of the substance abuse professional are being or have been followed.
- The athlete must complete 15 hours of school/community service, approved by the athletic council, during the period of contest suspension.

#### The following conditions apply to both options:

- Under Option II, if an athlete fails to maintain his/her obligation, he/she will automatically be placed under Option I suspension.
- All suspensions will be served consecutively.
- If the season in which the infraction occurred ends prior to the number of contest suspensions serve, the remaining number of contest suspensions will carry over into the next sport in which the athlete participates.
- The school district will not assume any cost of the athlete's substance abuse counseling.
- All conditions of the suspension must be satisfied before the athlete will be allowed to resume athletic participation at any future date.
- During the entire suspension, the athlete will not dress in team uniform at any contests during the suspension but must practice, travel, and attend a contest as a team member to stay in good standing.
- The athlete must successfully complete the season or seasons in which the suspension is served and be in good standing for the suspension to be completed.
- Cancelled contests (due to weather, time, etc.) do not count as scheduled dates of competition.
- Scrimmages do not count as scheduled date of competition.

b. Second Violation: A second violation of this training rule will result in the athlete being suspended from athletic participation for a period of one semester. (See Section E for definition of semester)

- The athlete must be evaluated by a substance abuse professional and follow the recommendations of the assessment before the suspension period is completed
- The athlete must offer evidences that assists the Athlete Director and/or the Principal in determining that the recommendations of the substance abuse professional are being or have been followed.
- The athlete will not be allowed to participate after the semester of suspension unless the substance abuse counseling stipulations have been satisfied. (see Section E for definition of semester)

c. Third Violation: third time violation of this training rule will result in a full calendar year suspension from athletic participation.

- During the period of suspension the athlete must enroll in, be attending or complete a substance abuse counseling program appropriate to the infraction.
- The athlete must be evaluated by a substance abuse professional and the follow the recommendation of the assessment before the suspension period is completed.
- The athlete will not be allowed to participate after the year of suspension unless the substance abuse counseling stipulations have been satisfied.

d. If a student voluntarily seeks or requests treatment for substance abuse on his/her own and not in response to a suspected violation of this policy, he/she may be exempt from the suspension provisions of this policy that he/she undergoes a substance abuse assessment and abides by the substance abuse professional's recommendations for treatment.

#### D. LEVEL III INFRACTION- Major Misconduct (examples not all inclusive)

1. Any criminal act, other than Level I and Level II infractions, whether or not they occur on school property, in school vehicles, or at school sponsored events, such as but not limited to:

- Vandalism – depending on the severity of the offense
- Theft – depending on the severity of the offense
- Larceny, Burglary – depending on the severity of the offense
- Possession of stolen goods
- Carrying of a weapon/explosives, possession, carrying, use or threatened use of a dangerous weapons or explosive.
- Sale of stolen goods
- Malicious destruction of public or private property
- Assault and battery
- Arson
- Criminal sexual conduct.

2. Consequences

a. First Violation- The athlete will be suspended from athletic participation for a period of one semester. (See Section E for definition of semester)

b. Second Violation- The athlete will be suspended from athletic participation for a period of one calendar year.

3. Determination of the validity of such charges must be based upon reliable information, but proof of the elements for conviction of the criminal offence is not necessary.

#### E. DEFINITIONS

1. Suspended – To be barred temporarily from a privilege, office or function.

2. Suspension Period – The span of time a temporary removal from a privilege,

i. e.. participation, contest, travel, attendance, team dress, etc, is denied.

- Begins the day/date the athlete is notified he/she has been found to be in violation of one or more of the conditions outlined in the Athletic Training Rules.
- Ends the day/date the athlete has completed or satisfied the stipulated conditions of his/her suspension.

3. Semester - is defined as one half of the total number of school days scheduled for the current school year.

## F. ENFORCMENT OF TRAINING RULES

### 1. Determination of Violation

- Upon school authorities receiving reliable information that a student athlete has violated the training rules as outlined; “Athletic Training Rules”, the building principal or the athletic director shall immediately investigate the matter and make a determination whether “reasonable cause” exists that the athlete has indeed violated the athlete code of conduct.
- If the building principal or athletic director has reasonable cause that the student athlete did commit said offence, the student athlete shall be suspended as required by the rules.
- The fact that an athlete is not formally petitioned or charged and/or convicted of any infraction, misdemeanor or felony, shall not prevent the building principal or athletic director from making an independent investigation determining as to whether such actions by the athlete are a violation of these rules. The building principal or athletic director may determine that a violation of these rules occurred if there is reasonable cause to believe a violation of these rules has occurred.

## Section IV

### DUE PROCESS

#### A. APPEAL PROCESS

1. In the event that an athlete feels that a suspension is improper of that his/her rights have been violated, the athlete may appeal to the Athletic Council.
2. During the appeal process, the athlete will be allowed to continue participating in practices and contests.
3. The Athletic Council to hear the appeal shall consist of a principal, and/or athletic director, a coach, and a school counselor.
  - a. The coach must be from a sport other than the one in question.
  - b. The coach of the athlete appealing may be present in a non-voting capacity.

#### B. APPEAL PROCEDURE

1. Appeal to the Athletic Council
  - a. The appeal must be made in writing five (5) business days from the point of suspension or rendered decision, and submitted to the athletic council, through the principal for review. Upon receiving a written request for appeal the principle shall set a date, time and place for the hearing and will notify the parents of said hearing at least five(5) business days before the date of the hearing unless a shorter time frame is agreed upon by the parents or principal
  - b. following the conclusion of the hearing, the athletic council shall determine:
    - Whether the athlete committed a violation of the athletic policy.
    - Whether the recommended discipline is appropriate for the violation
    - The suspension be made less or abolished per council recommendation

- c. The athletic council will notify the parents of the next step in the appeal process.
2. Appeal to the superintendent: The parent and athlete have the right to a second appeal with the superintendent.
  - a. The second appeal must be made five (5) business days from the point of the athletic council's decision and must be submitted in writing to the office of the superintendent.
  - b. The superintendent will make a final decision to uphold, modify, or rescind the suspension.
3. Appeal to the board of education:
  - a. The appeal to the board of education must be made five (5) business days from the point of the superintendent's decision. The appeal must be submitted in writing and will be processed through the superintendent's office.
  - b. A written notice shall be given by the superintendent's office of the time, date and place of the hearing.
  - c. The board of education will make a decision to uphold, modify or rescind the suspension based on the merit of the appeal and all testimonies.

## **Section V**

### **ATHLETIC ACADEMIC ELIGIBILITY POLICY**

1. To participate in athletics, a student must receive no less than a 1.667 grade point average each six week marking period.
2. Failure to maintain this standard will result in the student being placed on academic probation during the following six week marking period.
  - The period of probation will be from the first week of the marking period (from the time the computer print out of grades is received in the office and the student is notified) to the end of the marking period.
  - The office will notify the student and the athletic director/respective coach of the academic probation.
3. Accommodations may be made for athletes receiving services under the Federal Individuals and Disabilities Education Act (IDEA), section #504 of the rehabilitation Act, and other athletes with conditions that limit their ability to attain academic eligibility. i.e., LEP (Limited English Proficiency, etc.)
  - Accommodations must be part of an I.E.P., 504 goal plan or remediation plan
  - Accommodations must be relevant to the disability.
  - Athletes on academic probation who qualify under this provision will be required to circulate weekly eligibility reports.
4. At the end of the sixth marking period students failing to maintain this academic standard will be placed on academic probation during the first marking period of the next school year.
5. Semester grades will not be used to determine eligibility.

## **B. PROCEDURE**

1. An athlete on probation must circulate a weekly eligibility form during the entire marking period

2. An athlete must earn a passing grade in all classes, with an overall average no less than 1.667 GPA, to become eligible to participate in a scheduled contest for the following week (Monday-Saturday).

- It is the responsibility of the athlete to pick up this form from the principal's office each Friday.
- It is the responsibility of the athlete to return the form to the principal or counselor by the end of classes of Friday.
- If the athlete has failed to maintain the current grade point average of 1.667, the student is ineligible to participate in any scheduled contest for the next week as outlined above.
- the procedure will be in effect until the end of the marking period.

### C. CONSEQUENCES

1. First six week occurrence the athlete must:

- Follow the procedures outlined.

2. Second six week occurrence the athlete must:

- Follow the procedures outlined.
- Meet with the instructor teaching the class in which the grade or grades in causing the athlete to become ineligible to develop a study skills goal sheet.
- Meet with a mentor or counselor to develop a study skills goal sheet if the athlete will not be returning to the class in which the failing grade was earned.
- Attend a mandatory parent conference with the principal and appropriate staff (teacher/s, counselor, coach, athletic director, support staff, etc.) to review academic performance and determine a course of action.

3. After two probationary periods the athlete must:

- Meet with the Athletic Council (membership defined in section D. #1)
- The council will determine:
  - If continued athletic participation is in the athlete's best education interest.
  - To determine steps the athlete will need to follow to assist him/her in achieving academic success.
  - Whether to allow or to disallow athletic participation.

### D. APPEALS

1. The Athletic Council will be convened to hear appeals due to unusual circumstances concerning student eligibility.

- The council will consist of the principal, a counselor, athletic director and a representative from the athletic department.
- The coach of the relevant sport may be present in a non-voting capacity.

2. Grades must be appealed through the appropriate teacher and may not be appealed to the athletic council.

3. The appeal must be filed in writing with the principal's office within five (5) school days after the student receives the notice of probation or ineligibility.

4. The athletic Council will meet within five (5) school days after receiving the written appeal to decide for or against the ineligibility.

5. If the student disagrees with the Athletic Council's decision, he/she may appeal it to the superintendent within five (5) days of notification of the findings of the athletic council.

6. The superintendent will make a decision to uphold, notify or rescind the Athletic Council's decision.

## **Section VI**

### **MHSAA REGULATIONS**

A. GENERAL INFORMATION – Copies of the complete rules are available from the Athletic Director upon request.

**MANCELONA PUBLIC SCHOOLS  
ATHELETIC MEDICAL RELEASE FORM**

In case of an emergency, or where there is need of medical attention, I hereby grant permission for Mancelona Public School or its representative to authorize such treatment a needed by a qualified nurse, physician or hospital for my son/daughter (student's full name)

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I will also grant permission for the necessary information to be released to the insurance company. I will be responsible for all medical expenses incurred.

AGE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

ALTERNATE PHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

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INSURANCE COMPANY

---

POLICY NUMBER

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PARENT OR GUARDIAN SIGNATURE

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DATE

MEDICATION TAKEN \_\_\_\_\_

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ALLERGIES \_\_\_\_\_

SPECIAL MEDICAL INFORMATION THAT MAY BE BENEFICIAL IN  
RESPONDING TO AN EMERGENCY SITUATION \_\_\_\_\_

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**Mancelona High School  
Athletic Policies**

**PERMISSION TO PARTICIPATE FORM**

- A. This form must be signed by both the athlete and parent/guardian and returned to the Athletic Director before the athlete will be allowed to participate in the practice.
1. This sheet will be presented and collected annually and will remain on file throughout the athlete's middle school career as an acknowledgement and acceptance of the provisions of the Mancelona High School Athletic Policies.
  2. Written notification will be made if there are any revisions, changes or amendments to the "Athletic Policies".
  3. Athletes should be aware they are also governed by the policies of the student handbook.

It is an honor and a privilege to represent one's school and community as an athlete. With this privilege goes the responsibility to behave within the rules and regulations of this policy.

The signatures below verify that we have read and agree to abide by the rules and regulations of the Mancelona High School "Athletic Policies" and give permission for the student named to participate.

\_\_\_\_\_ Student's Name

\_\_\_\_\_ Student' Signature

\_\_\_\_\_ Parent's Signature

\_\_\_\_\_ Date