

## Academic Guidelines for Student Athletes

Because any sports require that athletes miss class time to participate in athletic events, it is recommended that they utilize the following process to avoid academic difficulties. It is the athletes **responsibility** to communicate to the teacher that they will be absent from class and to get the assignments that they will miss.

It is also their **responsibility** to turn assignments in on the due date. All student athletes should recognize that time management is a very important skill if they wish to avoid academic difficulties.

1. Anticipate, look at the schedule and see what days you will be gone from class.
2. Talk to the instructor, let them know when you will be gone and find out what requirements, assignments need to be completed ahead of time. Don't wait until the day before you will be absent. **Communication** is important.
3. Understand that you need to prioritize your time so that you can complete assignments. Don't procrastinate!
4. Falling behind in a class? Ask your coach for study time either as a team or an individual.
5. Remember, **academics** are your first priority!



# Harbor Springs

## Athletics

## Extra/Co-Curricular

# Student Handbook and

# Guidelines

## **EXTRA/CO-CURRICULAR STUDENT ACTIVITY GUIDELINES**

### **RESPONSIBILITIES OF A HARBOR SPRINGS HIGH SCHOOL PARTICIPANT IN EXTRA/CO-CURRICULAR STUDENT ACTIVITIES**

- I. Being a member of Harbor Springs extra/co-curricular student activities is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great school tradition is not built overnight, it takes the hard work of many people over many years. As a member of any extra/co-curricular activity of Harbor Springs High School, you have inherited a wonderful tradition, a tradition you are challenged to uphold.
- II. It will not be easy to contribute to such an excellent tradition. To represent your school may mean that you will have to say "no" to influences and peer pressure. When you represent our school, we assume that you not only understand our traditions, but also are willing to assume the responsibility that goes with them. The contributions you make should be a satisfying accomplishment to you and your family.

#### **RESPONSIBILITIES TO YOURSELF**

The most important of these responsibilities is to broaden your self and develop strength of character. You owe it to yourself to get the greatest possible good from your high school experiences. Your studies and your participation in other extracurricular activities as well as in sports prepare you for your life as an adult.

#### **RESPONSIBILITIES TO YOUR SCHOOL**

Another responsibility you assume as an activity participant is to your school. Harbor Springs High School cannot maintain its position as an outstanding school unless you do your best in whatever activity you choose. By participating in any co-curricular activity to the best of your ability, you are contributing to the reputation of your school.

You assume a leadership role when you represent your school. 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 attitude. The younger students in the Harbor Springs Schools are watching you. Set good examples for them. Because of your leadership role, you can contribute greatly to your school spirit and community pride. Make Harbor Springs High School proud of you, and the community proud of your school, by your faithful example.

#### **SPECIFIC POLICY**

The Harbor Springs Public Schools imposes certain rules and regulations on all people who participate in co-curricular activities. In addition to the Michigan High School Athletic Association requirements, the coaches, directors, and staff have developed the following articles.

Activity sponsors shall review with you at the start of each season or activity the articles of this policy. Violation of these rules and regulations means self-disqualification from athletic and co-curricular activities.

#### **Article XI: Hazing Policy**

Any student who is found guilty of hazing or any other similar behavior (swirlies, wedgies, duct taping, or similar behavior) will be immediately removed from the activity in which he or she is involved. Any student found guilty of inappropriately treating another student or fellow teammate in any way (verbally tormenting, making threats, harassing, unwelcome practical jokes, any "initiation" type activity, or similar activity) will be disciplined by the building principal. The discipline may range from a verbal reprimand to permanent removal from the activity in which he/she is involved.

#### **Article XII: Stating Parent Concerns**

Parents of a participating student/athlete are asked to follow these guidelines when expressing concerns involving sponsors, coaches or other athletic areas:

- a) Concerns will be expressed privately; confidentiality will be observed.
- b) Concerns will not be expressed on game or performance days.
- c) Concerns will be first expressed to the coach or sponsor.
- d) If concerns are not addressed satisfactorily, the following "chain of appeal" should be followed:
  1. Athletic Director (for sports concerns)
  2. Principal for (co-curricular)
  3. Superintendent
  4. Board of education

#### **NCAA CLEARING HOUSE**

Any student athlete who plans to participate as a freshman in intercollegiate sports at a Division I or Division II college is required to register with the NCAA Clearing House. Specific GPA and core courses are required for eligibility. For details, contact the athletic director or school counselor.

## Article VIII: Varsity Awards

- A. To earn a letter or qualify for a varsity certificate, a student must be a member of that sport team at the end of the season.
- B. Letters are awarded at the discretion of the coach. The criteria for earning a letter will be made clear to athletes at the start of the season.

## Article IX: Joining a Sport Late

Any student athlete who comes out late for a sport may not participate in an athletic contest until they have practiced an equal amount of days as the other team members not to exceed two weeks.

- A. Only one practice per day may count
- B. Special arrangements may be made to make up practices (Weekends)

## Article X: Dual Sports Participation

- A. Student athletes are allowed to participate in more than one sport during the same season.
- B. Rules for dual participation
  1. The athlete must carry a minimum 3.0 grade point average
  2. Must declare a primary and secondary sport. If there are any conflicts, the primary sport takes precedent.
  3. Both coaches should agree. In the event that both coaches can't agree they may appeal to the athletic director.

## Article I: Eligibility

### Section I: Initial Eligibility for Both Athletic and Co-Curricular Activities

These requirements shall be met before a student shall be permitted to practice or compete with the team or participate in an extra/co-curricular activity:

- A. All students must meet the requirements set forth by the Michigan High School Athletic Association (MHSAA) and the Harbor Springs Public Schools.
- B. In accordance with MHSAA rules, any student who fails two or more trimester classes shall be ineligible for the next trimester.
- C. Any student who fails one trimester class will not be allowed to participate in activities, games or competitions for a period of two weeks, beginning with the first game or contest. The student is required to attend practices or rehearsals leading up to and during this time.

### Section II: Academic Eligibility

Any student shall meet these requirements in order to participate in any co-curricular events or non-required school trips,

- A. A student's grade is cumulative in each marking period beginning with the first day of that period and measured through the day of the eligibility check.
- B. Students are required to maintain a **68% in each** of their classes.
- C. Eligibility will be checked **every three weeks** for all co-curricular participants. **In addition, an instructor may submit an ineligibility notice at any time during the three-week interval. This will prevent students from lowering their standards between checkpoints.** Students and parents will be notified immediately of any change in eligibility.
  1. A student who is marked ineligible will be placed on academic grace week. Grace week means that the student may continue to participate, but **must** improve the grade by the end of that week.
  2. All students on grace week are **required to do the following:**
    - a. **Report after school to the instructor who has marked you ineligible. Practice or performance does not supercede meeting with instructors. Students on grace week must report to instructors prior to attending any practice, contest, performances, or activities.**

- b Determine with the instructor the exact homework, retesting, projects, or tests that must be passed or completed to restore eligibility.
  - c **It is then the student's responsibility to determine dates and times of make-up work or assistance time to be completed during grace week.**
  - d **At any time during grace week a student may re-establish eligibility (68%) if they provide proof to the A.D. or activity sponsor. Forms for this are available in the HS Office. Only official forms can be used to establish eligibility.**
3. If at the end of a week he/she is again marked ineligible, the student will not be able to participate in any co-curricular events until eligibility is restored. At that point a student would be allowed to resume participation.
- D. Students who are ineligible for a period of **three consecutive weeks** shall be dismissed from co-curricular participation until they **establish and maintain eligibility for two consecutive weeks.**
- E. Student appeals of academic eligibility may be made to the principal. These appeals may be based on the student's lack of opportunity to improve his/her academic status in a class during a grace or ineligible period. **Student exemption from academic eligibility rules** is left to the discretion of the principal.
- F. Coaches, parents, sponsors, and students will be notified concerning academic status as soon as possible. Students will be notified no later than noon on the following Monday. **A letter or phone call of notification will also be initiated to parents on Monday or immediately upon receiving instructor notification.**
- G. Students who are ineligible **will not be excused from school** to attend any athletic competition or co-curricular event during school hours. Violations of this rule will result in suspension from the next scheduled event.

## Article VI: Civil and Criminal Offenses

Any student who is found guilty of any criminal offense, pleads guilty or *nolo contendere* (not contesting an accusation) to any criminal offense, admits committing any criminal offense, bound over after preliminary exam or waives such exam, or placed under the jurisdiction of probate court based upon a Delinquency Petition for a criminal offense shall be disciplined by the building principal. Criminal offense shall include misdemeanors, circuit court misdemeanors, and felonies, whether allegedly committed during the school year or not. The discipline shall range from verbal reprimand or warning to permanent suspension from all athletic events.

Any student athlete who disagrees with the discipline set by the building principal may appeal the decision to the superintendent.

## Article VII: Other Rules

- A. **Any student who is suspended from school for a violation of Harbor Springs Code of Conduct will be ineligible to participate in practices, competitions, or co-curricular events on those days. This rule will apply to students who are removed from classes for disciplinary reasons.**
- B. A participant who has been injured during the season and not allowed to participate further on doctor's orders shall present a note from the doctor clearing him/her to return to practice or game competition before he/she will be allowed to play.
- C. Students who fail to turn in uniforms or equipment at the end of one season will not be allowed to begin another activity until he/she has returned items. All uniforms and equipment will be paid for at full cost if lost. Students who fail to return uniforms or equipment will be asked to pay a \$50 deposit when joining future teams.
- D. Students are required to **dress appropriately** on game days, performance days, and activity days as per their coach's/sponsor's instruction.
- E. An individual coach or sponsor may impose other rules and conditions. **Each participant will be given a written copy** of specific team/activity rules at the start of each activity or season.
- F. Parents may choose to participate in one of the following alternative counseling services instead of Harbor Hall. They should do so under full advisement that Harbor Hall is the Probate Court's required service provider for all probate court participants. All specific requirements of the policy must still be met. Chips: 547-6551, Community Mental Health: 347-6701

2. Second offenders will be suspended from participation in co-curricular activities for **15 consecutive days immediately following school verification** of the offense and are expected to:
  - (a) Participate in the Northern Michigan Hospital/Harbor Hall **(347-9880)** assessment program.
  - (b) Provide evidence to the school that the assessment has taken place and that a treatment has been prescribed. Students may not participate at any level until this is accomplished. **Participation in practice may resume upon verification of assessment..**
  - (c) Attend all prescribed counseling sessions prior to and following reinstatement. Student must provide evidence of treatment each week to continue participation. Students will provide drug or alcohol screening tests upon request of the administration.
  - (d) Attend after-care as prescribed.
  - (e) Failure to attend counseling or provide evidence of continued treatment will result in suspension from the co-curricular activity for the **remainder of the school year.**
- 3) Third offenders will be prohibited from holding any office, leadership position or participating on any team for **one calendar year. (A calendar year is defined as one 12 month period beginning with the date of the notification of discipline)**
- 4) For each additional offense the student will be prohibited from co-curricular activity for an additional calendar year.

\* **Any cost for required counseling is the responsibility of the student and/or parents.**

**Transition clause for 2002-2003: Any student currently involved in the discipline system at the first offense level will be processed into the new system immediately. Any second offenders will be offered participation in the new policy.**

## **Article II: Physicals and Parental Approval**

Athletics: Before students participate in any form of activity, they must have on file with the athletic director a complete Michigan High School Athletic Association physical examination summary and parental approval document card.

Co-curricular: Before students may participate in any form of co-curricular activity, they must file an acknowledgement form for student activity guidelines.

## **Article III: School Attendance**

- A. Students shall not report for practice, competition or performance if he or she has been absent from school for any portion of the scheduled day. Any student who knowingly violates this rule will be suspended for one game, competition, or presentation. The length of time between the violation and the discovery will not be the determining factor in the enforcement of penalties in this section.
- B. Exceptions - pre-arranged appointments must be made prior to the student's leaving school for the appointment. Examples of pre-arranged appointments are dentist, doctor, \*family emergency, and \*situations beyond the control of the student.  
\*Special situations and emergencies will be determined by the principal as to whether they are violations or exceptions and he/she will decide if they are violations or not.

## **Article IV: Travel**

Co-curricular travel is an important time for team members or group participants to be together. We encourage parents to have their students ride in school-sponsored transportation unless there is an important reason.

All members of teams must travel to and from contests or activities outside the Harbor Springs School District in school-sponsored transportation.

- A. Students are not allowed to drive themselves or to ride with any person not approved by the athletic director, sponsor, or principal to athletic contests or activities outside the Harbor Springs School District.
- B. Parents may make a pre-arranged written request to allow students to travel in transportation other than school-sponsored vehicles. The written request is made through the athletic office where a bus permission card is issued. The student then submits this card to the coach/sponsor. The student must ride with his or her parents or guardians.
- C. Violations of this rule will result in the student's being suspended for the next contest, competition, or activity.

## Article V: Alcohol and Drug Use

### A. Philosophy and Purpose

The Harbor Springs School District recognizes the use of illegal drugs or mood-altering chemicals as a significant health problem for adolescents resulting in negative effects on behavior, learning, and the total development of each individual. The use and abuse of mood-altering chemicals for some adolescents affect extra-curricular participation and the development of related skills. Others are affected by the use and abuse by family, team members, or other significant persons in their lives.

### B. Specific Rule

The following rules apply to all students involved in co-curricular activities at Harbor Springs High School. The rules apply on a twelve-month basis, including off-season and vacation periods, throughout the student's high school career.

The following **behaviors constitute a violation** of the Harbor Springs Co-Curricular Activity Policy and subject the student to penalties as outlined. Regardless of the quantity, a student participant shall not use, be in possession of, conceal, consume, be under the influence of, sell or distribute, or give away any of the following:

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. **Inhalants.**

It shall not be a violation of the Co-Curricular Activity Policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician or for which permission to use in the school has been granted pursuant to board policy. A student should notify his/her coach if he/she is taking prescription medicine that could alter the student's behavior or affect the student's ability to participate in a contest.

### C. Penalties and determination of possible violations

A student can be questioned by the principal or the athletic director about possible violations and provided the opportunity to admit or deny involvement when the principal or the athletic director receives information from the following sources:

1. Notification from a law enforcement agency
2. Notification through court
3. Notification by instructor, coach or administrator

All violations are cumulative beginning with the student's freshman year.

**The consequences of any violations that take place during the time period when a student is not a member of a school-sponsored activity (summer vacations, spring vacations, between seasons) will be enforced at the first possible opportunity.**

#### Examples:

- a) **Summer infractions:** Consequences will be enforced at the beginning of the student's next co-curricular activity.
- b) **In-school infractions:** Consequences will be enforced immediately.

**All violations will result in the student's being recommended for immediate drug treatment or counseling. The school will provide recommendations for counseling. The school will not be held responsible for the expenses of counseling. The following step system will be used:**

- 1) First offenders will be suspended from participation in co-curricular activities for **ten (10) consecutive days immediately following school verification** of the offense and are expected to:
  - (a) Participate in the Northern Michigan Hospital/Harbor Hall **(347-9880)** assessment program.
  - (b) Provide evidence to the school that the assessment has taken place and that a treatment has been prescribed. Students may not participate at any level until this is accomplished. **Participation in practice may resume upon verification of assessment.**
  - (c) Attend all prescribed counseling sessions prior to and following reinstatement. Student must provide evidence of treatment each week to continue participation.
  - (d) Failure to attend counseling or provide evidence of continued treatment will result in suspension from the co-curricular activity for the **remainder of the activity season.**