**STUDENT/ATHLETE RESPONSIBILITIES**

**TO THE ATHLETE**

Being a member of an Edwardsburg Public School athletic team 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 athletic tradition is not built overnight. It takes hard work from many people over many years to establish. As a member of an interscholastic squad of Edwardsburg Public Schools, you have inherited a wonderful tradition. A tradition you are challenged to uphold.

Edwardsburg student/athletes desire to win, but only with honor to themselves, our schools and our community. Throughout the years our squads have achieved their share of league and tournament championships. We have also had many individuals set records and earn All-Conference as well as All-State honors. It will not be easy to contribute to such an athletic tradition. However, it is worthy of the best efforts of all involved.

**ATHLETIC CODE COVERAGE**

All Edwardsburg Public School students participating in athletics will conform to the following athletic code of conduct and behave accordingly: The athletic code is in effect throughout the entire calendar year and its application to athletes is not limited to the athletic season(s) during which the athlete is participating. The athletic code governs out-of-school conduct as well as conduct which occurs in-school and at school sponsored events and activities.

Therefore, a student will be governed by the athletic code from the first day of involvement in middle/high school athletics through graduation. This applies to all athletes, team members, team support personnel, and students who may become involved on a team.

# ATHLETIC PROGRAMS

**Sports available to Seventh & Eighth grade students are:**

**Fall Winter Spring**

Cheerleading Basketball –Boys Track – Boys

Football Cheerleading Track – Girls

Volleyball Basketball - Girls

Cross Country Wrestling

**Sports available to High School students are:**

**Fall** **Winter Spring**

Soccer - Boys Basketball – Boys Baseball

Cheerleading Basketball – Girls Softball

Cross Country – Boys Competitive Cheerleading Soccer – Girls

Cross Country – Girls Wrestling Track – Boys

Football Track – Girls

Tennis – Boys Golf - Boys

VolleyballTennis – Girls

**ELIGIBILITY**

**M.H.S.A.A. Regulations:** All students must be eligible under the Michigan High School Athletic Association.

1. *Enrollment:* Have been enrolled in a high school by the 4th Friday after Labor day (1st Semester) or the 4th Friday of February (2nd Semester).
2. *Physical Examinations:* Have passed a current year physical examination. A record must be on file in the athletic office. The physical must be given after April 15, of the previous school year to be valid for next school year.
3. *Age:* Be under nineteen (19) years of age at the time of contest unless nineteenth birthday occurs on or after September 1, of a current school year. In which case the student is eligible for the balance of that school year in sports.
4. *Semesters of Enrollment:* Have not been enrolled for more than eight (8) semesters in grades nine to twelve (9-12) inclusive. Seventh and eighth semesters must be consecutive. Three weeks enrollment or participation in one or more athletic contest constitutes a semester of enrollment.
5. *Semesters of Competition:* Not have more than four (4) first and four (4) second semester seasons of competition in a sport including the present season while in a four year high school.
6. *Undergraduate Standing:* Not be a high school graduate.
7. *Previous Semester Record:* Have received at least twenty (20) credit hours, (credit in five or more classes) during the previous semester of enrollment.
8. *Transfers:* A student enrolled in grades nine through twelve (9-12) who transfers from one high school or junior high/middle school to another high school is ineligible to participate in an interscholastic athletic contest for one (1) full semester in the school to which the student transfers, unless the student qualifies under one or more of the exceptions listed by the M.H.S.A.A. All transfer students must fill out a Transfer Request form in the Athletic Office.
9. *Awards:* Not have accepted any award or merchandise exceeding $25.00 in value for athletic performance. Athletes accepting memberships, privileges, services, negotiable certificates of money are in violation.
10. *Amateur Practices:* Not have accepted money, merchandise, memberships, privileges, services, or other valuable consideration for participating in any form of athletics, sports, or games, or for officiating interscholastic athletic contests, or have signed a professional contract. (Reinstatement will not be considered for one year).
11. *Limited Team Membership:* Not have participated in any outside competition in a sport during the season after the athlete has represented his or her school in practice, scrimmage or contest in that sport except individual participation in a maximum of two individual sport meets or contests: Not have participated in a so-called all-star, charity, or exhibition contest during the school year.

**Academic Requirements:** In order to participate in athletics, all student/athletes must be eligible according to the Edwardsburg Public Schools academic eligibility standards which are as follows:

1. All student/athletes’ grades will be determined on a composite basis from the beginning to the end of each semester. A student/athlete must pass five or more classes to be eligible the next semester.
2. *A failing grade in the same class for two consecutive weeks:* The student/athlete becomes ineligible to participate in games and practices beginning with the next Monday of participation.
3. *A failing grade in two classes in the same week:* The student/athlete will become ineligible to participate in games and practices beginning with the next Monday of participation.
4. *A failing grade in the same class for four consecutive weeks*: The student/athlete will be dismissed from team membership. This would imply that the student/athlete has been ineligible for three consecutive weeks.
5. *Has been deemed ineligible for three consecutive weeks*: The student/athlete will be dismissed from team membership.
6. When the student/athlete has raised his/her grade(s) to a passing level, or has demonstrated passing grades in a minimum of five classes at the conclusion of a semester, they will become eligible to participate in games and practices beginning on the next Monday of participation.
7. *Dropping a class*: If a student/athlete drops a class with a failing mark, they will be academically ineligible until the end of the current semester.
8. *Grade Check Procedure*: All student/athletes’ grades shall be monitored weekly. The teacher shall mark an "NF" for students with "D's" and "F" for those with failing grades. The Athletic Director shall compile a complete list of all student/athletes who have either Near Failing or Failing marks listed on a teacher eligibility list. This master list shall be distributed to all coaches. It is then the coach’s responsibility to counsel their athletes.

**GENERAL ATHLETIC DEPARTMENT POLICIES**

All student/athletes must abide by the Edwardsburg Public Schools Athletic Handbook which will be distributed and covered by the Athletic Director prior to each season. Student/athletes must complete the enclosed handbook acknowledgment form and return it to the Athletic Director in order to participate in Edwardsburg Athletics.

1. *Student Conduct*: Disciplinary action as a result of poor conduct may be cause for being ineligible to compete in athletics. Examples of poor conduct include but are not limited to: skipping, cheating, fighting, stealing, and destruction of school property**,** sexual harassment, poor citizenship and disrespect.
2. *School Suspensions*: Student/athletes suspended from school will not be allowed to participate in practices and/or interscholastic competition during the period of suspension. This includes both In School Restriction (ISR) and Out of School Suspension (OSS).
3. For Middle School Students: In the event that a student is assigned after school detention that conflicts with an interscholastic athletic competition—the student/athlete will be provided the following choices:
4. The student may opt to serve the detention(s) as assigned. If they are to miss the team bus to an away athletic contest; they would forfeit their opportunity to participate in that day’s event.

 2. The student may exchange up to two weekday detentions to the subsequent Saturday detention. Exception: If Saturday detention conflicts with a middle school tournament, the detention would then be postponed until the first Saturday that no athletic contest was scheduled.

 3. Detention(s) may only be rescheduled for a Saturday detention.

1. *Sport Participation: S*tudents may participate in more than one sport during a season. In order to be a dual-sport athlete, students must follow guidelines and sign an agreement with each coach of the respective sport they wish to participate in.
2. *Conditioning Requirement:* All participants must complete a minimum of ten (10) practice sessions within the activity season prior to competing in interscholastic competition.
3. *Senior Status:* A twelfth grade student, or any individual currently enrolled in their seventh or eighth semester of high school shall be limited to participation at the varsity level only. Participation does not assure a varsity letter.
4. *Quitting the Team:* An athlete quitting a team will not be permitted to use school facilities, to participate, or condition him/herself for another team during that season without the permission of coaches involved and the Athletic Director.
5. *Equipment Issued:* Student/athletes are responsible to return or pay for all equipment issued or for all items ordered by them to them. All outstanding debts or restitution for damages caused by the student must be cleared before going out for another sport and/or receiving report card or transcripts. School issued uniforms/warm ups should be only worn by athletes for the purpose of athletic competition.

1. *Team Travel:* All athletes must travel to, and return from, away contests with the team unless they have a transportation form on file in the athletic office. Students with a transportation form on file may ride home from away contests with only their parents and must notify the coach before leaving with parent.
2. *Supervision at Away Contests:* An athlete must remain with their team and under the supervision of the coach while at an away contest for the duration of the meet or game.
3. *Missing the Bus:* An athlete that misses the bus in route to any away athletic contest will not be allowed to participate in the contest.
4. *School Attendance:* A participant must be in school for the entire day in order to practice, weigh-in, or participate in an interscholastic contest, unless the absence has been pre-approved before the absence has occurred. To pre-approve an absence, a student/athlete must submit a written request from their parent or guardian to the Athletic Director. If the Athletic Director is not available, then pre-approval may be granted by the Principal or the Assistant Principal. A student/athlete shall be allowed to be absent up to one hour on a one time basis during the school year and still be permitted to compete that day. However, there must be sufficient documentation submitted to verify extenuating circumstances exist. Students absent from school on Friday with a contest the following day (Saturday) will be eligible to participate provided the absence has been excused by the parent prior to 2:00 p.m. on Friday.
5. *Homework Assignments:* It is the responsibility of the student/athlete to see their teacher the day prior to missing class for an athletic contest. All work shall be made up at the convenience of the teacher.
6. *Locker Room:* The locker room doors shall be locked during practices and contests.
7. *Conflicting School Activities:* If a student/athlete is involved in two conflicting school activities, the individual may choose either activity without being penalized by the sponsor, teacher, or coach. However, it is expected that a performance or contest will take precedence over practices.
* *Physicals:* A student/athlete will not be allowed to participate in a tryout, practice or contests until a physical has been obtained and the signed copy of the physical form and all other required paperwork has been submitted to the Athletic Director. Athletic Physical must have been completed after April 15th of previous school year in order to be valid for existing school year.
* *Injuries:* All injures which occur while participating in athletics should be reported to the coach and/or trainer. If the injury requires first aid or medical attention by a physician, it will be necessary to have an injury report form completed. Once student/athletes are treated by a physician, the student/athlete must obtain the doctor’s permission to return to the activity.
* *Beverages and Food:* Food or drink shall not be permitted in the gymnasium, weight room, or locker room areas, with the exception of water in non-breakable, spill-proof containers.
* *Vehicle Parking:* Student/athletes are not permitted to park their vehicles anywhere other than the boundaries of the designated student parking area. Athletes are not permitted to park at back of high school at any time.
* *Personal/Issued Items:* All student/athletes must secure their personal belongings and team issued equipment in their assigned locker during practices and contests. No items should be left unattended in the locker room, in the gymnasium and/or in the hallways.
* *Spikes/Cleats:* All spiked or cleated shoes must be put on and taken off outside of the school building. The only exception is during contests when sufficient matting is put down in the walking area.
* *Vacations:* Vacations by athletic team members during a sport season are discouraged. In the event of an absence due to a vacation is unavoidable, a student/athlete must:

a) Be accompanied by his/her parents while on vacation.

b) Contact the head coach prior to the vacation.

c) Missing practice could result in non- participation in an athletic competition.

d) Be willing to assume the consequences related to their playing status on that squad.

* Sunday Practices: No team shall practice on Sunday, the exception to this being a practice held in preparation for a MHSAA tournament game.

**CODE OF CONDUCT**

**All students participating in athletics will conform to the following athletic code in reference to general conduct. *The athletic code is in effect throughout the entire calendar year***.

As a student/athlete, you are considered to be a representative of the School District and a role model for other students. As a student/athlete, you are required to remain drug-free during your entire athletic career both in-season and out-of-season. Drug-free means that you will abstain from the use of alcohol, tobacco, controlled substances and other mind-altering drugs, and that that you will refrain from the abuse of prescription drugs, dietary drugs, other drugs and medications, this includes steroids or other performance enhancing drugs. As a student/athlete, you are also prohibited from possessing, using, manufacturing or distributing alcohol, tobacco, controlled substances, and other mind-altering drugs. The possession of drug paraphernalia and the possession, use, manufacture or distribution of "look alike" or "designer" drugs is also prohibited. A student/athlete will be in violation of the athletic code for any of the following offenses:

**A student/athlete will be in violation of the athletic code for the following:**

1. Use or possession of tobacco in any form.
2. Use, possession or distribution of alcohol.
3. Use, possession, manufacture or distribution of controlled substances, mind altering drugs, "look alike" drugs or "designer" drugs.
4. Possession of drug paraphernalia.
5. Conviction of a crime, regardless of whether the conviction results from trial or plea, including a plea of *nolo contendere*, with the exception of traffic violation of three points or less on the Michigan point system.
6. Engaging in conduct which constitutes a violation of criminal law, civil law, statute or ordinance, with the exception of traffic violation of three points or less on the Michigan point system. (Thus, a student can be punished for such conduct prior to being convicted by the criminal court system.)
7. Actions or conduct detrimental to the School District or which adversely reflect upon the School District or which adversely affects the student/athlete's ability to represent the School District as a role model.
8. Unauthorized possession of athletic equipment belonging to Edwardsburg Public Schools.

**Action to be taken for violation of the athletic code**:

The following rules are to be adhered to by all Edwardsburg athletes. These rules are in effect 12 months a year. Any infraction of these rules, or serious unethical conduct on the part of the athlete, may result in suspension or termination of athletic privileges for that particular athlete at Edwardsburg High School. These rules are cumulative and not independent in their application of either a second or third offense. In other words, substance violation and/or conduct violations will be combined for application of second or third offenses.

**Part A. Substance Use, Abuse, or Misuse**

1. Students shall not smoke, chew or possess tobacco products;
2. Students shall not consume, possess, conceal, distribute, sell, purchase or abuse any product or substance containing alcohol.
3. Students shall not illegally use drugs or possess illegal drugs. This includes the misuse of legal drugs, stimulants, steroids, counterfeit drugs, the possession, concealment, distribution, sale or purchase of these substances.

**Penalties for violation of the substance rules:**

**High School and Middle School**

**First Offense:**

The athlete will be suspended from the scheduled athletic events for one-half (1/2) of the scheduled competitions in that season. A more severe penalty may be invoked. To satisfy the terms of the suspension the following must be completed:

1. The student-athlete will miss 1/2 of the contests. Half of each sport will be based upon number of contests per sport. Cancellation of contests due to weather and/or rescheduling will not alter the number of contests missed. The athlete must miss 1/2 (rounded up) of the season's scheduled contests.
2. Complete a substance abuse evaluation/program and provide documentation of its completion.
3. Attend all practices and meet all other eligibility requirements and complete the sport season in good standing.

In circumstances where at least half (1/2) of the season of competition cannot be enforced, partial or full penalty will be carried over to the next sport season of competition in which the athlete participates. The athlete must try out, be a team member, and practice and complete the season for this to fulfill remainder of penalty.

**Penalty for Second Offense:**

The penalty for any second violation of the substance rule will result in a one (1) calendar year ineligibility from the effective date of the decision. Before a student/athlete can become eligible they must complete a substance abuse evaluation program and provide documentation of its completion.

**Penalty for Third Offense:**

A third violation of the substance rule will result in termination of athletic privileges at Edwardsburg High School for the conclusion of the student's high school career.

**Part B Penalties for violations of Conduct**

**High School**

*Acts of dishonesty and unlawfulness other than a traffic violation, or conduct detrimental to the school or team:* Action taken to be determined by the Athletic Committee. A second violation in conduct of the athletic code will result in one (1) calendar year suspension from athletics. A third violation will be suspension for the remainder of a student's high school career.

*Actions or conduct detrimental to the school district:* Action taken to be determined by the athletic committee. A second violation in conduct of the athletic code will result in a one (1) calendar year suspension from athletics. A third violation will be suspension for the remainder of a student's high school career.

In any situation where mandatory expulsion would be required under the Revised School Code had the activity occurred on school grounds (e.g. arson, criminal sexual conduct, physical assault, weapons violation), or is otherwise deemed to be sufficiently severe or pervasive to warrant significant action under the athletic code, the athlete will face discipline ranging from a suspension from all athletics for 365 days up to a permanent ban from athletics. If facing a long term suspension or permanent ban, the Student Athlete may request a hearing with the Principal and the Athletic Director at the end of the 365 day suspension to determine if the Student Athlete’s eligibility will be restored**.**

**Middle School**

*Act of dishonesty and unlawfulness other than a traffic violation or conduct detrimental to the school or team:* The first offense action taken to be determined by athletic committee. A second violation provided neither the first or second offense involves substance abuse, will result in a penalty of exactly double the penalty imposed on the first offense. A third violation will result in one (1) calendar year suspension from athletics. A fourth violation will be suspension for the remainder of a student's middle school/high school career.

*Actions or conduct detrimental to the school district:* The first offense action taken to bedetermined by the athletic committee. A second violation provided neither the first or second offense involves substance abuse, will result in a penalty of exactly double the penalty imposed on the first offense. A third violation will result in one (1) calendar year suspension from athletics. A fourth violation will be suspension or the remainder of a student's high school career.

Note: All penalties are imposed from seventh to twelve grades. For example: First violations at the middle school would carry over to high school. The next violation would be considered a second violation and a one year penalty would result.

**Part C Special Rule-Penalty Reduction for Honesty/Integrity**

***Honesty/integrity rule:*** If an athlete violates any portion of the athletic abuse policy and reports his/her violation prior to discovery of the incident by school authorities, the normal policy will be reduced to 1/4 instead of 1/2 the scheduled competitions. If the violation falls under the conduct violation, the penalty will be reduced proportionally. The athlete must also complete all other requirements of the penalty. To be considered for a reduction the athlete must report the incident to the athletic director, or in his absence to the principal, in person no later than the end of the first scheduled school day after the violation. This rule applies to first offense only. It may not be applied second or third offenses.

*Team Rules:* Additional team rules may be initiated by the head coach at the onset of each athletic season. Team rules are to be adhered to in conjunction with the Athletic Code as stipulated.

*Calculations of Suspension: The suspension will begin immediately upon completion of the investigation of the violation and the notification to the athlete that the penalty is in effect.*

**Athletic Committee**

The athletic committee shall consist of the Athletic Director and a head coach.

1. The coach shall be from the sport in which the student/athlete who is being considered to be in violation of the athletic code is currently participating. If the student/athlete is not currently participating in a sport, the coach shall be the coach of the completed sport in which s/he participated. If any of these people are not available, the Superintendent or his designee may appoint substitutes.
2. The purpose of athletic committee shall be to render decisions concerning violations of the athletic code.

**Appeals Committee**

The appeals committee shall consist of an administrator, two coaches, and two faculty members. The administrator shall be chairperson of the committee.

1. The appeals committee shall be an ad hoc committee, appointed by the building administrator to hear appeals of decisions rendered by the athletic committee. A new committee shall be appointed for each case under appeal. A person cannot be a member of this committee if they served on the Athletic Committee which rendered the first decision in the case.
2. After hearing the facts in the case, the Appeals Committee shall:

a. Uphold the decision of the Athletic Committee

b. Reverse the decision of the Athletic Committee allowing the student/athlete to be considered not in violation of the Athletic Code.

1. The chair person will not vote in the decision of the committee unless there is a tie. In that case the chair person will cast the deciding vote.
2. At least four (4) members of the committee shall be present at the hearing to render a decision on the appeal.

**Appeal Procedure**

Any suspected violation of the athletic code brought to the attention of the administration will be investigated. After completion of the investigation if action is deemed necessary under the Athletic Code, the athlete will be notified within three (3) days by the athletic committee. The parents of the student/athlete involved will be notified by certified mail of the action taken by the athletic committee within three (3) days after the decision has been made.

The student/athlete has the right to appeal the decision of the athletic committee to the appeals committee. The appeal shall be made in writing through the Athletic Director within three (3) days after receipt of the decision of the athletic committee.

The appeals committee shall hear the appeal of the decision within three (3) school days of receipt by the Athletic Director of the appeal. The student/athlete has the right to be represented by council at the appeal. The appeals committee shall render a decision on the appeal within three (3) days of the completion of the meeting.

If the student/athlete is not satisfied with the decision of the appeals committee, they may appeal this decision to the Superintendent of Schools or his designee. This appeal shall be made in writing within three (3) days after the date of the decision of the appeals committee. The Superintendent or his designee shall hear the appeal within three (3) days of receipt of the appeal, and shall render a decision within three (3) days after completion of the hearing.

Student-Athletes who come forward under the Honesty/Integrity Rule will forfeit their right to appeal and will automatically be assessed the penalty that is associated with the Code of Conduct violation.

**MEDICATIONS:**

School personnel and coaches will not dispense any drug, medication, food supplement, or performance enhancing supplements except under direction of health care or medical professionals. All dispensing of drugs must follow school procedures for dispensing medications.

**ATHLETIC PERMISSION FORM**

All student athletes and parents must sign an athletic permission form stating that the above rules have been read and understood.

**TRAINING REGULATIONS OF IN-SEASON AND OUT-OF SEASON ATHLETES**

All training and open gymnasium opportunities must be within the regulations as established by the Michigan High School Athletic Association (M.H.S.A.A.).

**CELL PHONE POLICY**

Except as authorized under Board Policy, in cases of emergency, or when used as part of a

legitimate school endorsed instructional program, the unauthorized use of Wireless

Communications Devices (WCD’s) and electronic or magnetic storage devices in the school, on

school property, at after school activities, and at school-related functions will be subject to

disciplinary action. The school prohibits the use of the video or audio recording devices from

any restroom, locker room or other location where students and staff “have a reasonable

expectation of privacy.” A student improperly using any device to take or transmit images or

audio recordings where there is an expectation of privacy will face disciplinary action up to and

including suspension, loss of privileges, and may be recommended for expulsion.

“Sexting” is prohibited at any time on school property or school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging, internet chats or other social media. Such conduct not only is potentially dangerous to the involved students, but can lead to unwanted exposure of the messages and images of others, and could result in criminal violations of the law. Such conduct will be subject to discipline and possible confiscation of the WCD and/or the electronic or magnetic storage device, in addition to possible referral to law enforcement.

Taking or transmitting images, messages, the use of social media, or the unauthorized use of the internet or other electronic transmissions during testing is also prohibited. If a student is caught taking or transmitting images, messages, using social media, or the unauthorized use of the internet or other electronic transmissions during testing, they will fail the exam and receive an Alternate Day Assignment. They also face automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense, depending on the circumstances and severity of the offense.

**BULLYING**

“Bullying” is defined as any gesture or written, verbal or physical acts including cyberbullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts such as internet, telephone, or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
2. Adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological or a combination of all three. Some examples of bullying are:

1. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
3. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings and graffiti.