

SOUTH HAVEN HIGH SCHOOL ATHLETIC DEPARTMENT

WE BELIEVE...

The role of high school athletics is:

- To provide quality athletic opportunities for the involvement of all students.
- To provide development of social skills which will give greater opportunity for success in and outside of the athletic arena.

Student athletes are:

- Learning to be responsible role models who exhibit leadership and sportsmanship and strive to do their best in the classroom and athletic arena.

The role of a coach is:

- To be a positive role model who instills pride, motivation and sportsmanship and who enables athletes to develop their skills to maximum potential.

The role of the community is:

- To be actively and responsibly involved in supporting the athletic program which positively reflects South Haven Public Schools.

Middle school and high school athletics exist for:

- The opportunity for all students to develop and grow individually and as a team at the appropriate level through the spirit of athletic competition.

The role of the parent is:

- Learning to be a responsible role model who exhibits leadership and sportsmanship and strives to do their best supporting their athlete in the home and the athletic arena.

The role of the school is:

- To provide ample facilities, financial resources, personnel, structure, policies, and opportunities for student athletes.

Athletics should be available for or to:

- All students who meet and adhere to the policies of South Haven Public Schools and the M.H.S.A.A.

Our Vision is:

Quality athletic opportunities are provided for the enrichment of all students.

Our Mission is:

South Haven athletics provides quality experiences and the leadership to develop a student academically and athletically into a responsible, contributing community member.

Members of the Athletic Department of South Haven Public Schools shall use all means at their disposal during practices, team meetings, competitions and other opportunities to introduce, teach, model and otherwise instill these goals in their student-athletes.

ELIGIBILITY REQUIREMENTS

GENERAL REQUIREMENTS

Age

- High School students must be under 19, eighth graders under 15 and seventh graders under 14, unless birthday occurs on or after September 1.

Amateurism

- Student may accept, for participation in athletics, a symbolic or merchandise award that does not have a value of more than \$25.
- Banquets, luncheons, dinners, non-competitive trips, and fees or admissions to spectator events are permitted if accepted "in kind".
- Awards in the form of cash, merchandise certificates, or any other negotiable document are never allowed.

Enrollment

- Student must be enrolled in the school for which they compete.
- Students cannot be enrolled in a high school for more than eight (8) semesters. The seventh and eighth semesters must be consecutive.
- Students are allowed only four (4) first semesters and four (4) second semesters.
- Students may not compete if they have graduated from high school.

Physical Examination

- Students must have on file in the school administrative office a statement for the current school certifying that they are physically able to compete in athletics. Physicals must be dated no earlier than April 15th of the previous school year.

Limited Team Membership

- After practicing or participating with high school teams, athletes may not participate in any outside competition in that sport during the season. Example: an athlete may not play on an indoor soccer team during the high school soccer season.

Previous Semester Record

- A Student must pass all classes in the previous semester to be eligible. If a student fails 1 or 2 classes, they must immediately get into credit recovery classes (summer school, on-line, etc).

ACADEMIC REQUIREMENTS

POLICY: ACADEMIC STANDARDS FOR STUDENT ATHLETE ELIGIBILITY

Academic achievement is the major focus of South Haven Public Schools, and therefore extra-curricular athletic programs serve a two-fold purpose. First, they provide an opportunity for students to use these activities to help them maintain academic standards that will allow them to graduate from high school. Secondly, they provide an opportunity for all students to gain the invaluable lessons that are learned through participation in athletics. In order to meet this two-fold objective, the following academic standards have been implemented for the 2012-2013 school year.

All Students must pass all classes each semester in order to be a member of a South Haven athletic team. If a student fails a class, they must immediately enroll in a credit recovery class, on line class, summer school, etc., to meet the standards for academic eligibility. Failure to meet these standards will result in a student being ineligible for 60 school days per the MHSAA guidelines. Students who do not meet South Haven's standards, therefore cannot gain eligibility in a sport before the end of that sport season, are not eligible to practice or otherwise participate as a team member. Students who could gain eligibility at the end of a semester may practice as part of a team if they meet South Haven High School academic standards at the beginning of the season and continue to meet those standards throughout the season. They may not compete until they have satisfied South Haven High School's eligibility requirements.

In addition to meeting MHSAA requirements, all students who are participating on an athletic team during the 2012-2013 school year, must be passing all classes on a weekly basis to maintain their eligibility. Student athletes who do not meet this standard will be placed on probation for one week. After one week, if the student still does not meet this standard, they will be suspended until requirements are met. Students who remain on suspension for more than two weeks may be excluded from a team.

Teachers will submit the names of student athletes who are failing or near failing (D's) to the Athletic Director on a bi-weekly basis. Additionally, student's grades will be checked by the administration at each progress report and marking period.

The Athletic Director may take into consideration exceptions to this policy for the following reasons:

- A. Extended illness
- B. Death in the family

- C. Students with learning impairments as identified by the Individual Educational Planning Committee (I.E.P.) or Diagnostic Team Meeting (D.P.T.)

Student athletes who receive an “X” grade for a marking period due to failure to make up attendance time will be immediately ineligible until they have completed all time due.

DEFINITIONS:

Probation – the student athlete is allowed to participate in athletics, but must provide weekly academic progress reports to the coach and Athletic Director.

Suspension – The student athlete may continue to practice with the team when not receiving specific academic help, but may not participate in any interscholastic contests or scrimmages.

Exclusion – The student athlete is removed from the team, and may not attend practices or other team events as a team member.

ATHLETIC CODE OF CONDUCT AND TRAINING RULES

In order to establish uniform framework for treatment and resolution of training rule and conduct violations by students engaged in interscholastic sports, the following guidelines are formulated:

1. These procedures are intended to be cumulative, and as such, are not considered to be in lieu of such other general policy as to rule infractions now or hereinafter in effect to the student body in general. Discipline imposed under these procedures shall not prevent imposition of discipline in accordance with other policies of this school district, nor shall they be considered as alternates or substitutes therefore.
2. Student participation in school sponsored extra curricular activities is deemed a privilege and reasonable conditions may be imposed by the Board of Education or departmental staff upon any student participating therein. Breach of any such condition may result in summary or temporary suspension of such privilege.
3. Training Rules and Code of Conduct are to be **observed year round**. Violation of these rules during the summer or when an athlete is not participating in a sport will result in consequences being enforced during the student’s next sport season. All violations are cumulative. Accumulation will begin the first day an athlete begins tryouts for any team and will continue throughout their entire high school career.
4. Violation of Training Rules/Code of Conduct may be verified by any of the following:
 - A. Admission of guilt to a school official, including coaches administrators, or other school employees.

Students who voluntarily admit guilt without questioning, or take advantage of one opportunity to admit guilt in reference to a training rule violation, at the discretion of school officials, may be treated with leniency, but such student shall not serve less than 75% of the proscribed penalty.
 - B. Being caught in violation by a school official, coach, police officer or school staff member.
 - C. Establishment of a preponderance of evidence documenting the alleged violation.

5. Discipline in the nature of expulsion or suspension from participation in the athletic program will be imposed in appropriate instances. Violations including, but not limited to, the following offenses will constitute grounds for such treatment, to:
 - I. Possession, distribution, or use of tobacco, alcoholic beverages and controlled substances
 - II. In possession of or use of any weapon
 - III. Arraignment for offenses cognizable under the Michigan Penal Code
 - IV. Insubordination
 - V. Coaches Team Rules
 - VI. School Discipline
 - VII. AttendanceSuspension or expulsion from such participation shall not be imposed without approval of the Athletic Director and/or the High School Principal, and shall begin immediately upon written notice filed with the Athletic Director or other high school administrator, or notification of an offence by police or prosecutor's office.
6. Students who transfer to South Haven Public Schools and are otherwise eligible under MHSAA and SHPS regulations, but have been suspended from athletic participation for training rule or conduct violations in their previous school, shall not participate in interscholastic athletic events at Baseline Middle School or South Haven High School until they have completed any suspension or exclusion assigned by their previous school.

CONDUCT OF AN ATHLETE

Athlete Defined: Any student participating on an athletic team or an associated athletic program shall be considered an athlete.

The conduct of an athlete is closely observed in many areas of life. It is important that this behavior is above reproach at all of the following areas:

On the field or court-

- In the area of athletic competition a real athlete does not use profanity or illegal tactics, and he/she learns fast that losing is a part of the game and that he/she should be gracious in defeat and modest in victory.
- Displaying fits of temper, clowning, etc., when things do not go as they desire or when being replaced by a teammate. A true athlete has complete control of him/herself at all times.
- Officials in a contest are there for insuring both teams that they will receive a fair deal. Officials do not lose a game or match for your team.
- Any behavior to the contrary to that which is stated is a direct reflection on the school, team, and coaches and it will not be tolerated.

In the Classroom-

- In the academic area, a good athlete becomes a good student. A person cannot be a classroom laggard and think he/she can be an outstanding athlete. If one is lazy on the practice field or floor, he/she will never reach his/her full potential. An athlete must plan his/her schedule so that he/she gives sufficient time and energy to his/her studies to insure acceptable grades.

- In addition to maintaining good scholarship an athlete should give respectful attention to classroom activities and show respect for other student and faculty at all times. Horseplay and unnecessary boisterousness are not acceptable habits of behavior.
- A healthy athlete should have good attendance. He/she should never cut classes or school. Student-athletes must attend every hour of the day to practice or compete on that day. School Administrators will have final say in such matters on days of competition.

On the Campus-

- The way an athlete looks and acts on campus, is important. Athletes should be leaders and fellow students should respect and follow them.
- Off campus behavior should also be above reproach. Student athletes should understand they represent their school and community away from school and even in the summer months.

School Equipment-

- Each student is financially responsible for all equipment that is checked out to him/her. He/she should treat all equipment as if it were his/her own personal property.
- In the case that equipment is stolen or lost, the athlete is responsible for the cost of replacement.
- If a student is found wearing equipment which was lost at the time of check-in, he/she will be asked to return it with forfeiture of money paid for the equipment. Students in this situation may be charged with possession of stolen equipment.

Miscellaneous Subjects-

- **Dropping out of a Sport:** Quitting a team is a serious matter. No student should quit a sport without first consulting his/her coach and explaining his/her intentions. Unless released by the coach, athletes may not join another team, and/or begin preparing for their next sport until the season is over in the sport they quit.
- **Missing Practice:** An athlete should always consult a coach before missing practice. Missing practice or a game without good reason shall be dealt with severely.
- **Team Behavior:** Team mates should treat each other in a respectful manner at all times. Team mates should be supportive and positive toward each other at all times.

TRAINING RULES

Once a student signs training rules for his or her first sport or extra-curricular activity, he/she acknowledges the responsibility to live up to the rules for the duration of his/her high school career. He/she is expected to follow the rules regardless of whether or not they are currently participating in a sport or activity. **NOTE: All training rules/code of conduct violations are cumulative. Accumulation will begin the first day an athlete begins tryouts for any team and will continue throughout their entire high school career.**

If a student is reported for an alleged violation of a training rule, the student has the right to a hearing. Such hearing will be held by the Principal, Athletic Director or by staff members serving on The Extra Curricular Advisory Board or suitable replacements, convened by the Principal or Athletic Director (see "Hearing Procedure" below). All violations involving criminal charges will be heard by The Extra Curricular Advisory Board.

- I. ALCOHOLIC BEVERAGES, TOBACCO AND CONTROLLED SUBSTANCES:** It is illegal for minors to distribute, conceal, possess, sell and/or use alcoholic beverages or tobacco, and is detrimental to one's health and reflexes to drink alcoholic beverages or use tobacco. Students who distribute, possess, conceal, sell and/or use any controlled substance other than by a doctor's orders, including steroids or other possible intoxicants are not behaving in a manner that is conducive to a high standard of moral or ethical behavior. Students who are involved in extra-curricular activities and distribute, conceal, sell, possess and/use alcoholic products, tobacco or controlled substances (drugs) are subject to disciplinary action. For the purpose of this section of the athletic code, the term "distribute" includes the "hosting" of a party whether by student athlete or a parent, at which any of these substances are provided.

Category I: Interscholastic Athletics

Self Help Clause:

Any student who comes forward to a school official including coaches, teachers, administrators or other school employees expressing concerns with having an alcohol, tobacco, or drug problem will be directed to the Van Buren County Health Department (VBCHD) for an assessment. All recommendations made by VBCHD would have to be met and completed successfully by the student in order to remain eligible. If the student fails to follow these recommendations through to completion, they will immediately be suspended from participation.

- *Prescribed treatment is to take priority over practice and/or competition.*
- *Failure to complete the prescribed treatment results in suspension of all competition until treatment is successfully completed.*

First Offense:

- A)** Any student who is confronted with a situation defined above and admits to the accusation, or is found in possession of, or in the act of using alcohol, tobacco, or controlled substances by police, coaches, parent or any school employee will be suspended from competition for 25% of the season and required to complete an assessment through the VBCHD. All recommendations made by VBCHD must be met and completed successfully by the student in order to regain his/her eligibility. Any student involved in such circumstances may, if not under other disciplinary action by the school, continue to practice with the program in which he or she is involved. He/She may not, however, dress or otherwise exercise team membership rights as a representative of the school and community of South Haven.

Second Offense:

- A) Any student who is confronted with a situation, define above, and admits to the accusation, or is found in possession of, or in the act of using alcohol, tobacco, or controlled substances by the police, coaches, parent, or any other school employee will be suspended from participation (practices and competition) for 90 school-calendar days, or at least 50% of the next participation season and required to complete an assessment through the VBCHD. All recommendations made by VBCHD must be met and completed successfully by the student in order to regain his/her eligibility.

Third Offense:

Exclusion from participation (practices and competitions) for the remainder of his/her high school eligibility.

II. CRIMINAL ACTIVITIES: Because students involved in extra curricular activities are representing our school and community, they must behave in a manner that will reflect well on those institutions. Committing a criminal act does not reflect well on an individual or on our school and community. Students who are arraigned for criminal activities are subject to disciplinary action.

Arraignment on a Felony: Any South Haven High School student who has been arraigned as an adult in circuit court for commission of a felony criminal action(s) will be immediately suspended from participation in all school sponsored extra-curricular activities until the issue is resolved through the legal system. (See Below). Any student involved in such circumstances may, if not under other disciplinary action by the school, continue to practice with the program in which he or she is involved. He/ She may not, however, dress or otherwise exercise team membership rights as a representative of the school and community of South Haven.

Guilty of a Felony: Any student pleading guilty, nolo-contendre, or found guilty of a felony, will be excluded from all extra curricular activities for the remainder of his/her high school eligibility. However, the student with the Principal's permission may after one-year attempt to appeal the action to the Extra Curricular Review Board.

Arraignment on, or pleading guilty, nolo-contendre or found guilty of a misdemeanor as an adult:

First Offense: Any student arraigned for, pleading guilty, nolo-contendre or found guilty of a misdemeanor as an adult will be suspended from extra curricular activities immediately and must appear before the Extra Curricular Review Board. Disciplinary suspension will range from a minimum suspension of 20% of a season up to expulsion for a full year, with the exception of alcohol, tobacco, or drug related violations, which have penalties prescribed above.

Second Offense: Suspension from no less than one full season up to expulsion from extra-curricular athletic activities for the remainder of that student's high school eligibility.

Petitioned, pleading responsible, no contest or found responsible in Juvenile Court for an offense that would be considered an adult crime:

Any SHHS student who is petitioned into Juvenile Court for an offense that would have been a crime had the student been an adult, is subject to the same disciplinary actions as students charged as adults, except the suspension will begin upon the student's appearance for a preliminary hearing in Juvenile Court.

III. INSUBORDINATION: In general, cases of insubordination are to be handled by the coach of the individual as he/ she is the offended coach. The coach may refer the case to the Extra Curricular Review Board if it is felt the offense warrants suspension into the next season, or would result in suspension beyond two playing dates. In cases where the offended coach or staff member is other than the coach of the individual and regular school rules do not apply, insubordination shall result in the student athlete being subject to disciplinary action:

First Offense: Suspension for 10% of the season to full season suspension.

Second Offense: Suspension for the remainder of the season to expulsion from extra-curricular athletic activities for the remainder of the year. (At least one semester).

IV. COACHES RULES: Since special rules may be desirable for certain areas of competition, coaches may require certain rules be followed. Those rules must be clearly publicized to athletes and parents and be on file in the Athletic Director's office. Students who violate specific rules as prescribed by individual coaches are subject to disciplinary action. Such action shall be prescribed in the rules. No suspension may occur until the Athletic Director and/or High School Principal have been informed. Violations which could result in suspensions longer than two playing dates must be referred to the Athletic Director for action.

V. SCHOOL DISCIPLINE: Student athletes who are sent home for one or more Days of Reflection or suspension may not practice or participate during their reflection or suspension

VI. ATTENDANCE: Students must be in attendance for the entire school day (every class period) in order to practice or participate in an extra-curricular athletic event, **unless the absence was pre-arranged, or caused by extraneous circumstances** (car trouble, family emergency, etc.). Such circumstances must be confirmed via communication with the parent or guardian. The school administration will reserve final say in such matters.

DEFINITIONS:

Suspension – The individual must practice with the team if he/she expects to be reinstated, but cannot participate in interscholastic games or scrimmages, and will not dress for competition. Note: In the enforcement of this policy scrimmages are considered practices and as such, they are not counted when figuring the length of a suspension. A student may participate in a scrimmage while under suspension. Students who receive a partial suspension that extends beyond the end of their current season will serve the remainder of their suspension at the beginning of their next sport season. The student must complete the sport season during which he/she is serving a suspension or the suspension, or time remaining on the suspension at the start of the incomplete season, will be reinstated.

Expulsion – The individual is completely separated from sports. They may not practice, or use school facilities to prepare for future sports, at any time during the school year. Expulsion could include exclusion from all South Haven High School athletic events, home and away.

Extra Curricular Advisory Board – The staff members serving on the Extra Curricular Advisory Board as selected by the Principal and Athletic Director. The board shall include the Principal, the Athletic Director, one (1) teacher, one (1) coach, one (1) member of the fine-arts department, one (1) member of the Ram Boosters and two (2) community members. The purpose of the board is to review policy as it relates to extra curricular activities.

Extra Curricular Board of Review – The Principal, the Athletic Director and the staff members serving on the Athletic Advisory Board, or other staff members serving as substitutes for these Board members, as selected by the Principal or Athletic Director. The purpose of the review board is to review and make rulings on policy violations.

Resolved through the legal system – When a student's case has reached one of the following conclusions:

- Plea of guilty, nolo-contendre, or found guilty: Penalty is assessed, or continues to be assessed until completed. A student shall not dress, sit with, or travel with a team while incarcerated, regardless of the level of, or structure of incarceration. He/she may practice with the team if they meet MHSAA and SHHS academic standards, have court approval, and would be scheduled for release from incarceration prior to the end of the season.
- Reduced Charge: Felony to Misdemeanor – Once officially recorded as a matter of public record, a misdemeanor hearing shall be held as prescribed. The suspension assigned by the hearing board may be retroactive to no earlier than the date the student agrees to plead guilty to the misdemeanor, as recorded in official court records.
- Case Dismissed: The Board of Review may review the case, but in the case of tobacco, alcohol, or drug violations, the entire suspension must be served and the assessment and treatment through the VBCHD must be completed. Other suspensions can be revised if the Board of Review chooses to do so, on appeal of the student.
- Found Innocent: Eligibility will immediately be reinstated. In the case tobacco, alcohol or drug violations, the entire suspension must be served and the assessment and treatment through the VBCHD must be completed. Other suspensions can be revised if the Board of Review chooses to do so, on appeal of the student.

HEARING PROCEDURE

All students reported for an alleged violation of training rules or code of conduct will have a hearing. When violations are reported, the Principal or Athletic Director will act as the hearing officer and shall:

- A. Arrange a hearing within five days of the report of the incident.
- B. Inform parents of the hearing and invite them to attend.
- C. Define the format of the Hearing, which shall consist of the following:
 1. A statement of the accusations and important details
 2. A statement by the athlete and parents, if desired
 3. A statement of Board of Education Policy in regard to this incident
 4. Assessing of penalty in keeping with Board of Education Policy
 5. Present at the Hearing shall be the student, his/her parent or guardian, the Principal and/or the Athletic Director.
- D. A copy of the decision and penalty assessed, including the date and terms of reinstatement, will be sent to the parent, Principal athlete's coach/sponsor/instructor and superintendent and be on file in the Athletic Director's office.

APPEAL PROCEDURE

A student who wishes to appeal the suspension of the privilege of participation in extra-curricular athletic activities must file an appeal, in writing, to the Principal or Athletic Director. This statement must contain a release of information statement. Suspensions by a coach can be appealed to the Athletic Director or the Board of Review. Suspensions based on a hearing conducted by the Athletic Director or Principal may be appealed to the Extra Curricular Review Board. The decisions of the Review Board are final.

- A. Appeals must be filed within five (5) school days of notification
- B. The Appeal Hearing will be held within five days of receipt of the request for an appeal.
- C. The Appeal will be held before the Principal, Athletic Director, or Board of Review, as appropriate to the situation.
- D. The Appeal process will be as follows:

1. Student's athletic and academic history will be reviewed
 2. Personality profiles by instructors, coaches or sponsors, in writing or in person will be presented.
 3. The student will present his/ her request.
- E. The outcome of the Appeal will be communicated to the student and parents within 24 hours. A written statement of the results of the appeal will be sent to the parents, Principal, athlete's coach/sponsor/instructor, and superintendent, and be on file in the Athletic Director's office.

SPORTSMANSHIP

As athletics are an extension of the lessons taught in the classroom, including ethics, integrity and sportsmanship, these qualities are to be exhibited at athletic events. Athletes, coaches and spectators are expected to demonstrate good sportsmanship during all athletic competitions. District staff and parents/guardians have a duty to promote an environment of good sportsmanship by serving as models of fair play and proper conduct.

Students and employees are responsible for maintaining sportsmanlike behavior at all times and may be subject to disciplinary action for improper conduct. Spectators may be subject to removal from one, or all sporting events for improper conduct.

PROCEDURE

At the start of all athletic contests, the announcer shall explain and promote sportsmanship expectations. Game programs shall include a sportsmanship statement.

The following persons are expected to be role models demonstrating sportsmanship at all times and respecting the integrity and judgment of sports officials.

1. Principals and Administrative Staff
2. Athletic and Band Directors
3. Coaches, Players and Cheerleaders
4. Faculty Members
5. Parents/Guardians and Spectators

The following behavior is unacceptable at all school contests:

1. Berating an opponent's school or mascot
2. Berating opposing players, coaches or cheerleaders
3. "Trash Talk" and "Taunting"
4. Obscene words, cheers or gestures
5. Negative signs
6. Berating players, coaches or cheerleaders
7. Berating officials

TRANSPORTATION REGULATIONS

Dress

Clothes should be neat and clean and conform to the type generally worn while attending any high school event. No sagging pants, coaches may require other appropriate dress.

Bus, Car and Van Behavior

- Students or team members are to sit in a proper manner, not moving from seat to seat.
- Students or team members are to show respect to bus drivers.
- No profanity.
- Students or team members are to keep the noise level down and be completely quiet, silent at railroad crossings.
- All heads, arms in the bus at all times.
- No throwing objects outside of the windows.
- All radios/iPods must be used with headphones.
- If students are staying over night because of a school sporting event, they will stay only in assigned rooms with teammates unless prior arrangements are made through the Coach and Athletic Director.

Return Of Players

- The bus will return all players to the field house or school, no personal stops.
- Athletes must provide their own transportation home from school or field house.
- Departure time will be established by the school and buses will leave on time.
- If an athlete rides the bus to an event they must also ride the same bus home.

If a parent wishes to bring an athlete home, they must provide a note to the Athletic Director before the time of departure. The coach should personally see that the athlete is in the company of his/her parents before leaving. Athletes may only ride home with parents or guardian.

Saturday Transportation

Transportation will not be provided by the school for Saturday events. The only exceptions will be if a team is too large with too much equipment (example would be football or track).