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**KENT CITY COMMUNITY SCHOOLS**

**ATHLETIC HANDBOOK**

**Central State Activities Association**

**SILVER DIVISION**

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**Kent City Community Schools**

**Athletic Department**

**ATHLETIC MISSION STATEMENT**

The student-athlete experience should complement the Educational mission of schools. Interscholastic team membership and competition should be extensions of the classroom for positive learning opportunities.

A positive educational environment provides students with opportunities to grow intellectually, physically, and emotionally. Coaches as the teachers should be role models to enhance the learning climate of interscholastic athletics. Parents, fans and students should be the partners with coaches and student-athletes in the pursuit of appropriate learning goals.

**FOREWORD**

The purpose of this handbook is to communicate the athletic policies and procedure of the Kent City Athletics Department. The success our athletic program achieves depends on our ability to communicate to our parents and student-athlete our expectations and the level of cooperation that exists among all groups involved in our department.

**PROGRAM COMPLIANCE**

The following individuals will coordinate compliance activities and investigate complaint of non-compliance for the programs listed below:

Title IX Athletic Director

Section 504 High School Principal

Age Discrimination Act Superintendent

Title II Superintendent

**KENT CITY COMMUNITY SCHOOLS IS AN EQUAL OPPORTUNIYT EMPLOYER.** It is the policy of the Kent City Community School District that no person shall, on the basis of sex, race, color, national origin, age or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment or any of its programs or activities.

Approved by the School Board on January 21, 2013

**PHILOSOPHY OF ATHLETICS**

The interscholastic athletic program at Kent City Community Schools is an integral part of the total education program. Participation in interscholastic athletics provides students with positive learning opportunities. Valuable and obtainable educational outcomes of participation include mastering physical skills, exhibiting sportsmanship, developing strategy, collaborating with teammates, creating positive attitudes, exhibiting full effort, making positive choices, handling winning and losing, and focusing on academic success. Athletic preparation for contest provides numerous teachable moments for students, particularly when coaches assume the teaching responsibility of positive role models. The student-athlete’s priorities should concentrate on being a good person first, a good student second, and third, a good athlete.

A major goal of our Athletic Department is to motivate athletes to try to win with focus on preparation, sacrifice, and effort, not numbers on a scoreboard. Developing character and teaching values are more important than winning. When winning is our only goal, we are programmed for disappointment and failure. Our philosophy of athletics stresses that you are a champion if you dedicate yourself to a goal, work hard, make intelligent decisions, and strive to be a good person.

**THE KENT CITY ATHLETIC DEPARTMENT T.E.A.M**

(Together Everyone Achieves More)

Our Athletic Department is a part of a team that includes coaches, parents, and players. Our goal is to have three groups working together to achieve a positive learning experience. The success of our athletic program depends on our ability to communicate to our coaches, parents, and players our expectations and the level of cooperation that exists among all groups involved. Working together also involves coaches, parents, and players each knowing their responsibilities and doing their best to fulfill their roles.

The coaches’ role is to be the leader and communicator of his/her respective athletic team. **It should be emphasized coaches alone decide on playing time and determine game strategy.**

The parents’ role is to be a support system for the players and coaches. This entails staying positive with every aspect of the team and individual players. It also entails understanding the role of the coach and knowing not to interfere with that role.

The players’ role is to be a responsible member of the team remembering the priorities of being a good person first, a good student second, and third, a good athlete.

Listed below are our expectations (“Rules on Roles”) for our coaches, parents and student-athletes. We hope that all three groups strive to do their best to meet these expectations keeping in mind “Together everyone achieves more!”

**RULES ON ROLES**

***EXPECTATIONS FOR KENT CITY SCHOOLS COACHES***

**1.** Set a good example for players and fans to follow.

**2.** Be positive, fair and consistent with players.

**3**. Communicate well with players and parents.

**4.** Communicate expectations you have for athletes to parents and players.

**5.** Provide practice times and locations for practices and contests.

**6**. Contest goals include playing hard, playing smart and playing as a team.

***EXPECTATIONS FOR KENT CITY COMMUNITY SCHOOLS PARENTS***

**1**. Do your best to insure your son/daughter has a positive learning experience.

**2.** Reinforce the importance of your son/daughter’s attendance at practices and contests.

**3**. Attend as many contests as possible and cheer positively for the Kent City Team.

**4**. Observe the sportsmanship expectations listed in the Athletic Handbook.

**5**. Allow coaches to coach.

**6**. Let the officials officiate the contest.

**7.** Understand that developing character and teaching values are more important than winning contest.

**8.** If you have a concern to discuss with a coach do not attempt to confront a coach before or after a contest or practice.

**9.** If there is a situation requiring a conference between the parent and a coach please follow the guidelines for parent/coach communication that are listed in the Athletic Handbook.

***EXPECTATIONS FOR KENT CITY SCHOOLS STUDENT-ATHLETES***

The following ten (10) expectations are what a Kent City Community Schools student-athlete should encompass:

**1**. Concentrate on being a good person first, a good student second, and third, a good athlete.

**2.** Remember participation in sports is a privilege. Follow the rules and regulations found in the Student Handbook, Athletic Handbook, and Athletic Code.

**3.** Exhibit good sportsmanship towards the opponents, officials, teammates and fans.

**4.** Accept favorable and unfavorable decisions, as well as victory and defeat, with equal class.

**5**. Play hard, play smart and play as a **TEAM.**

**6**. Be a role model for all students before, during and after school.

**7**. Have pride in yourself, your team, your school and care for your facility.

**8**. Respect, but never fear the opponent.

**9.** Be on time and prepared for practices, meetings and contests.

**10.** Believe you can be an athlete, dedicate yourself to a goal, work hard, make intelligent decisions and strive to be a good person.

**COMMUNICATION GUIDE**

The following guidelines will be followed to resolve any issues that arise within the Kent City Athletic Program:

1. Athlete should first address the issue with the coach.
2. Parent and coach should communicate in an effort to resolve the problem.
3. Parent and Athletic Director should meet to resolve issue.

If your student athlete identifies an issue he/she is having in the Kent City Athletic Program, we encourage him or her to address the issue with the coach at the appropriate time and in the appropriate manner. If your student athlete does not feel comfortable meeting with the coach individually for whatever reason, then he/she should communicate with the Athletic Director so he/she can set up a meeting and act as a facilitator.

After the meeting between coach and athlete, it is important for parents to discuss the outcome with their student-athlete. Have your son or daughter explain what he or she said to the coach sparing no details. Then have your son or daughter explain the coach’s response. Finally, in your student athlete’s opinion, has the issue been resolved?

There are situations that may require a conference between the coach and the parent. We encourage discussion of ways to address and resolve issues related to the Athletic Department. It is important that both parties involved have a clear understanding of the other’s position. When these conferences are necessary, the following procedure should be used to help promote a resolution of the issue:

* 1. Start with the source: Talk directly with the coach, in private, face to face, away from the practice site or contest arena. Call to set up an appointment with the coach. The Kent City High School telephone number is 616-678-4210. If the coach cannot be reached call the Athletic Director. He will help set up a meeting for you.
  2. If necessary, next talk with the Head Coach of the sport using the procedure described above.
  3. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolution.
  4. When calling a coach or administrator to voice a concern, the conversation will end if the caller fails to identify themselves. All unsigned letters will be disregarded.

If your meeting with the coach does not provide a satisfactory resolution, parents should follow the procedures below:

1. Call to set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting the appropriate next step can be determined if the situation is still unresolved.

**SPORTSMANSHIP**

The MHSAA sponsors a “Good Sports are Winners” competition. We expect sportsmanship from our coaches, athletes, parents, fans, and students. Good sportsmanship includes the following:

**1.** Realize that athletes are part of the educational experience, and the benefits of participating go beyond the final score of the game.

**2**. Remember that you are at a contest to support and cheer for Kent City and to enjoy the skill and competition.

**3**. Remember that high school athletes are learning experiences for the students and sometimes mistakes are made.

**4**. Remember that a ticket to a high school athletic event is a private privilege to observe the contest, not a license to verbally assault coaches, players, and school officials.

**5.** Show respect for opposing players, coaches, spectators and support groups.

**6**. Refrain from taunting or making any kind of derogatory remarks to our opponents during the contest; especially comments of ethnic, racial, or sexual nature.

**7**. Respect the integrity and judgment of game officials. Understand they are doing their best to help promote the student-athlete and admire their willingness to participate in full view of the public.

**8**. Be a positive behavior role model through your own actions. Notify school administrators or security personnel of those around you at events whose behavior in unsportsmanlike.

**MHSAA RULES AND REGULATIONS**

Kent City High School is a volunteer member of the Michigan High School Athletic Association (MHSAA) the governing body of high school athletics for public, parochial and private schools in this state. School administrators have copies of the MHSAA Handbook, which list all of the rules governing the association.

**KENT CITY ELIGIBILITY REQUIREMENTS**

1. **Daily Eligibility:**  Student-athletes are expected to follow all school attendance policies with additional requirements listed below.
   1. Student-athletes **must be in attendance at school all day by 8:00 a.m.** in order to practice or play that day, unless excused for special appointments, educational absences or extenuating circumstances, which are acceptable to the principal and/or athletic director.
   2. All absences from school, especially on the day of a scheduled interscholastic contest shall be subject to review by the principal, athletic director, or coach to determine the student-athlete’s eligibility to compete.
2. **Weekly Academic Eligibility:** A check on academic eligibility will occur weekly with the guidelines listed below.
   1. Academic checks will start on the second Monday of each marking period. Teachers should turn in an eligibility list to the Athletic Office by 8:00 a.m. on Monday.
   2. Eligibility will be based on a student’s cumulative record.
   3. Students are ineligible to participate in interscholastic contests if they are failing **one** or more classes. All students will be given one week of grace the first time they appear on the eligibility list with a failing grade. Any subsequent failure will result in academic ineligibility.
   4. Ineligible students may compete once the failing grade is raised to a passing grade and they have been cleared through the office.
   5. Ineligible students will be allowed to practice, attend games and are still subject to guidelines set up by the coach.
   6. Students will be contacted by the athletic office if their name appears on the eligibility list.
   7. Eligibility concerns for special needs students with a disability will be addresses on an individual basis and consistent with applicable law, as well as the student’s educational plan.
3. **Semester Eligibility**: High school student-athletes must pass all previous semester classes to be eligible for interscholastic competition the following semester. Students failing second semester classes may be reinstated if they make up the failed classes with passing grades in summer school. Students failing first semester classes may be reinstated if they make up the failed classes with a passing grade during the second semester. Students may not participate in contests until they have completed all failed classes with a passing grade.

Credit for the summer school classes must be approved by the principal.

**TEAM SELECTION/TEAM PARTICIPATION**

We like to see large turnouts for our athletic teams and encourage coaches to keep as many athletes as possible. However, time, space, facilities, equipment, and other factors place limitations on team size for some sports. Selecting the members of athletes for their team is the responsibility of the coaches of those teams. Coaches should explain the criteria for gaining membership on the team before practice begins. Athletes not making a particular team are encouraged to discuss with the coach alternative possibilities for practice in the sport, or to try another activity during that season.

**Playing Time**

The amount of playing time an individual receives in certain team sports depends on the level of the program (middle school, freshman, junior varsity, and varsity) and the coach’s judgment. At all levels, athletes are expected to earn their playing time by their performance at practice. At the middle school and freshman levels, playing time for as many team members as possible, is encouraged. Junior varsity playing time becomes more selective as athletes are being prepared for the varsity team. At the varsity level we are running an interscholastic, competitive program, and therefore not all athletes receive the same participation opportunities in games. When determining playing time coaches consider the athlete’s practice attendance, practice attitude, physical ability, and the player’s ability to work together with his/her teammates and coach. Since athletics is a learning experience, all team members, regardless of ability, will be offered opportunities to develop intangibles (preparation, sacrifice, effort, etc) that will be essential throughout their lives.

**Quitting a Team**

Athletes contemplating leaving a team should discuss the matter with their coach. Should an athlete decide to quit a team, that athlete may not be permitted to tryout or participate on another team during the same season. An example would be quitting cross country and then participating in volleyball. Exception may be granted by the building administration.

**Dual Sports**

Participating in two school sponsored sports during the same season requires effective communication by the student-athlete, coaches and parents involved. The dual sport athlete must be able to handle the excessive time commitment; the increased potential for physical injury; and his/her academic requirements in classroom. Before the beginning of the season, the student-athlete and coaches from each sport must meet to discuss the logistics involved with each sport. The student-athlete will choose a primary sport and a secondary sport. The primary sport will be the one that will be chosen when contest conflict arises between the two sports and the sport where all practices must be attended except when conflicting with a secondary sport contest. The student must make arrangements to attend at least one practice per week of the secondary sport. Any changes in this commitment must be brought to the attention of the Athletic Director once the seasons begin.

**TEAM ADVANCEMENT GUIDELINES**

The intent of the Team Advancement Guidelines is to provide the younger athlete with a positive educational experience that will not be diminished by participation at a high level. The head coach is responsible for selecting the team and advancement decisions are made keeping in mind what is best for the team and the individual athlete. The following guidelines should be followed:

1. The head coach is responsible for making the decision as to who should be moved up or down within a sport.
2. Team advancement will be made only after the athletic director has been informed and approval has been granted from the athletes and his or her parents.
3. The advancement progress should be assessed periodically by the coach, parent and athlete.
4. Consideration should be given to the effect the advancement will have on the team the athlete is moving up to and the team the athlete is leaving.
5. Juniors and seniors will not be guaranteed selection over underclassmen on the varsity teams if the above guidelines are followed by the head coach.
6. Juniors will only be moved down to the junior varsity level to save the JV team.

**GENERAL TEAM GUIDELINES**

1. **General Commitment to the Program**: Each athlete that is on a team must have a strong commitment to the team and athletic program in general. Being on a team will require teamwork, self-discipline, loyalty, and sportsmanship. Related to commitment are vacations. If conflicts arise between family vacations and athletics, the athlete must realize the commitment to the team. If an athlete misses scheduled practices and/or contests he/she should be aware that this time may have to be made up before actual playing time resumes. If an athlete has any concerns or conflict he/she should first begin by talking with the coach of the team.
2. **Attendances at Practice Sessions/Athletic Contests**: Listed below are guidelines for attendance at practice sessions and athletic contests:
   1. Athletes are expected to attend all practices, team meetings and scheduled athletic contests. Each coach should communicate to the players his/her practice guidelines. Practice times will vary depending on available facilities and the discretion of the coach. Sunday/Holiday practice times should only be held with prior approval of the Athletic Director. Permission for these practices depends on tournament play, facility scheduling problems, or other special situations.
   2. Athletes planning on missing a practice or athletic contest should notify the coach prior to the practice or contest. If an athlete misses practice or athletic contest the coach determines whether the absence is excused or unexcused. If an athlete must be absent, such reasons for an excused absence may include, but are not limited to the following: illness, injury, medical appointments, family commitments/emergencies, religious classes/observances, or other school events.
   3. A wide variety of sports, clinics and training programs are offered to students during the summer months and off-season by colleges, organizations, or individual coaches. Because these programs are held in the summer and off-season they are voluntary. No students should be required to enroll in these programs as a condition of placement on an athletic team for the succeeding school year or sport season.
3. **Sports Specialization**: The Athletic Department discourages specialization in a high school sport to the point where possible participation in another school sponsored sport is neglected. The MHSAA Representative Council adopted the following statement with respect to sports specialization and out-of-season programs:
   1. The mission of the MHSAA member schools is to provide well-rounded individuals. The purpose of interscholastic sports is to help educate boys and girls and not to prepare students for college athletics, which is a by-product of interscholastic athletics available to less than 1% of high school athletes.
   2. For almost all students specializing in a single athletic activity is not in their best long term interest.
   3. Students should be encouraged by coaches, administrators, and parents to participate in a variety of school activities during the school year.
4. **Resolving Conflict Between Athletic and Other School Events/Activities**: Athletic coaches and directors/sponsors of school activities should communicate and cooperate when conflicts occur with athletes involved in both sports and other school-related activities. The Athletic Director should be notified of conflicts as soon as possible so solutions can be arranged. If a conflict occurs between a practice and contest or performance on the same day, but different times, coaches and instructors involved should attempt to devise a plan to solve the conflict. If an athlete is involved in other school-related activities and a conflict occurs between practice, contest, and performance; the following criteria should be used:
   1. If a conflict occurs between an event and a practice the athlete should be able to attend the event without athletic consequences.
   2. If a conflict occurs between two (2) events the Athletic Director, coach, and instructor should attempt to create a solution. If the conflict between two (2) events cannot be resolved, the academic event has precedence.
5. **Equipment:**  It is the athlete’s responsibility to properly maintain, clean and secure all equipment issued and return all issued equipment at the end of the season or pay the replacement cost for items not returned. **An athlete may not participate in the following season unless all equipment is returned and paid for.**  ***The athletic department assumes no responsibility for lost or stolen property.***

**Athletic Trainers**

Kent City Community Schools and Spectrum Health have partnered to provide Kent City student-athletes with access to certified athletic trainers. In most instances, only one athletic trainer is available on campus. Therefore, the trainer can only be in one place at a time. When conflicts arise, the athletic trainer will attend contact sports first. Also, our athletic trainer may not be available during middle school contests.

When working with these athletic trainers, students have the following rights:

* You have a right to confidentiality and modesty during evaluation and treatment.
* You have the right to have a parent/guardian or an adult of the same sex present during evaluation and treatment.
* Appropriate attire must be worn in the athletic training room. Including shorts and tank top during evaluation or treatment.
* No electronic devices are to be used in the athletic training room unless for clinical purposes.
* Photo/videos will only be taken with prior written informed consent. Consent must be from parent or legal guardian if student is a minor.
* You should expect that the athletic trainer will conduct themselves in a professional manner that is consistent with the National Athletic Trainers’ Association Code of Ethics and the Spectrum Health Code of Excellence.

**Concerns and Complaints**

If you have a concern or complaint, we want to hear from you and encourage you to contact your athletic director or school administrator. You may also contact the Spectrum Health Patient Relations Department.

Spectrum Health Patient Relations 616.391.2624 855.613.2262

**Athletic Transportation**

Prior to the start of each season, each coach will meet with the athletic director to determine the most efficient means of transporting student-athletes to and from contests. Each program’s needs will vary when it comes to transportation. The following list of factors (which is not inclusive) will determine the transportation mode: number of student-athletes, amount or nature of equipment, availability of school vehicles, distance to events, and starting/ending times of contests.

All student-athletes need to be accounted for by the coach before traveling to or from an away contest/game. If a student-athlete is not riding school provided transportation, they must check in and sign out with the coach before leaving an away contest.

**Athletic Insurance**

Participating in athletics has some inherent risks of injury. Kent City has partnered with 1st Agency to purchase Catastrophic Accidental Medical Insurance for our student-athletes which covers accidental death or accidental dismemberment as well as a heart/circulatory rider. The MHSAA also offers Catastrophic Insurance and Concussion Insurance to its member schools for grades 6-12. It is recommended that athletes have some type of accidental or health insurance when practicing or competing in interscholastic competition. Athletes should report injuries to their coach and/or athletic trainer.

**Athletic Fee**

In an effort to cover some of the costs required to run an athletics program, The Kent City Board of Education approved an athletic fee for each school year. Students must pay the fee or make arrangements with the office to pay the fee by the designated date, or they will be unable to participate in any further contests. Students paying the athletic fee or students whose family is working off the fee, will receive a student pass to allow them to attend all home contests (MHSAA Tournaments Do Not Apply) free of charge.

Students may also pay a lesser amount or no fee at all depending upon the student-athlete’s family’s financial status. Those receiving free lunch will not have to pay the athletic fee and those receiving a reduced lunch will only have to pay ½ of the athletic fee.

**High School Athletic Fee Information**

Individual Student Athlete – 2017-2018 All Seasons: $120

Family Cap – 2017-2018 Seasons: $250

Reduced Lunch Student Athlete – 2017-2018 All Seasons: $60

Free Lunch Student Athlete – 2017-2018 All Seasons: No Charge

Fall Sports Due Date: Wednesday, September 13, 2017

Winter Sports Due Date: Wednesday, December, 13, 2017

Spring Sports Due Date: Wednesday, April 11, 2018

**Middle School Athletic Fee Information**

Individual Student Athlete – 2017-2018 All Seasons: $60

Family Cap – 2017-2018 Seasons: $250

Reduced Lunch Student Athlete – 2017-2018 All Seasons: $30

Free Lunch Student Athlete – 2017-2018 All Seasons: No Charge

78ers Football, Boys Soccer, & XC Due Date: Wednesday, September 20, 2017

Girls Basketball Due Date: Wednesday, October 25, 2017

Wrestling Due Date: Wednesday, November 29, 2017

Boys Basketball Due Date: Wednesday, January 17, 2018

Volleyball Due Date: Wednesday, February 28, 2018

Track & Field & Girls Soccer Due Date: April 11, 2018

**Working Athletic Events to Pay for Athletic Fee**

We are always in need of help to run athletic events efficiently: clock operators, scorekeepers, ticket takers, announcers, timers, etc. Once again this year, families can work events to meet the required athletic fee. Each event worked will subtract $20 from the total fee.

If you are going to work to cover your son or daughter’s athletic fee, please email us at [jason.vogel@kentcityschools.org](mailto:jason.vogel@kentcityschools.org) and we will add you to our mailing list. Each week through the 2017-2018 athletic season we will send an email with the upcoming week’s events and the needed staffing. First come first serve on the open jobs on the list. If you know well in advance the dates and jobs you would like to help us with, please look over the schedule and let us know and we will reserve your spot.

We have also made some changes with our athletic transportation and are offering parents/guardians an opportunity to earn credit towards their athletic fees in this area. If your son or daughter participates in a sport where we are in need of transportation **to an event** we will subtract $10 for each instance that you help transport student-athletes (other than your own) in your personal vehicle. Anyone who drives a school vehicle, will earn a $20 credit towards their athletic fee.

Please let us know in the office before the above deadlines if you plan on working off your son or daughter’s Athletic Fee. At your first event you will receive a time card to keep track of your hours. On April 11, 2018 we will contact anyone with a remaining balance at which time we will either require the remaining balance be paid or we will put you to work at our many staffing intensive track meets we run each year at Kent City in the spring. We offer on the job training free of charge!

**ATHLETIC AWARDS**

Athletic awards are given to those athletes who have met the school approved requirements for awards, have turned in all school issued equipment, and are not under athletic suspension. Each varsity coach will set his/her own requirements for earning a varsity letter and have them written down and on file with the Athletic Director.

**Athletic Award System**: Athletes who finished the season in good standing will receive awards based on the system listed below.

**1.** Freshman Team - Certificate and Numerals

**2.** Junior Varsity Team – Certificate, Eagle, and Numerals (If no freshmen team)

**3.** Varsity Team (First) - Certificate, Letter, Sport Pin, Captain Pin

**4.** Varsity Team (Subsequent) – Certificate and Sport Pin

*Underclassmen receiving their first varsity letter will also be awarded numerals and an Eagle.*

**Kent City Senior Athlete Award**: Each year, a senior male and female athlete will be chosen by the Varsity Head Coaches and Administration to receive the Kent City Senior Athlete Award. The recipient’s name will be added to the plaque that is housed in trophy cases in the athletic entrance to the high school.

**ATHLETIC CODE**

***INTRODUCTION***

The conduct of Kent City athletes is observed closely both on and off the fields of competition. Therefore, it is important that Kent City athletes act in a responsible manner that does not discredit themselves, their school, their team, or their family. The purpose of this code is to establish regulations and procedures to deal with violations which occur on or off school grounds. All athletes are bound by the Athletic Code at all times throughout the entire calendar year (365 days). The following Code is in effect for all student-athletes. A student-athlete is defined as any member of an interscholastic athletic team or recognized program. This includes all students support staff (manager, statistician, etc), cheerleaders, and pom pom participants. The Athletic Code covers all student-athletes in grades 7th-12th. All student-athlete will begin their 7th and 9th grades with an unblemished record. **The Athletic Code is in effect the first day of practice that a student begins his/her athletic career until the end of his/her athletic career at Kent City High School**. Penalties will be imposed on out-of-season athletes and will carry over to the next sports season.

All student-athletes will have access to the Kent City Athletic Handbook which includes the Kent City Athletic Code. Copies of the handbook can be found by visiting [www.kentcityathletics.com](http://www.kentcityathletics.com) and looking under the “Parent Info” tab. Hard copies of the handbook can be made available upon request in the high school office.

***ENFORCEMENT PROCESS***

The School Administration will investigate reported violations of the Athletic Code. Person charging student-athletes with violations must identify themselves with the Athletic Director. The process of enforcement should follow the procedures listed below.

**1**. **ALLEGED VIOLATION**: Report to the Athletic Director.

**2**. **VIOLATION VERIFIED**: By the School Administration

**3**. **DUE PROCESS**: The Athletic Director will inform the student-athlete and parent/guardian of charges, disciplinary action to be taken, and the right to a hearing with the School Administration.

**4**. **APPEAL PROCESS**: The Student-athlete has the right to appeal the disciplinary action taken.

***SUBSTANCE ABUSE POLICY***

An athlete shall not be in possession of, use, sell, distribute, or be under the influence of illicit controlled substances. The possession, use, sale, or distribution of substance abuse paraphernalia is also prohibited. Illicit controlled substances include alcohol in any form; illegal drugs, including but not limited to those substances defined as “controlled substances” under Federal or Michigan law; tobacco in any form; drugs which are not lawfully prescribed, including steroids or imitation controlled substances or “look-alike” drugs.

Although tobacco and e-cigarettes may be legally purchased and used by 18-year olds, and alcohol may be legally consumed in other countries, its purchase and use by Kent City student athletes is prohibited.

Possession by an athlete is defined as the student athlete becoming part of a situation where alcohol is being consumed by minors; or drugs are present or being used. If a student athlete recognizes they are present in this type of an environment, they are expected to leave immediately. If an athlete fails to leave, he or she will be in violation of the athletic code for substance abuse and will face the same penalties.

***CONDUCT UNBECOMING OF AN ATHLETE***

Conduct in and out of school shall be such that to bring no discredit to the athletes, parents, school, or team. Any conduct considered unbecoming of an athlete will fall under the same training rule violations as the substance abuse policy. Examples of conduct unbecoming an athlete are as follows, the list not being inclusive: stealing, retail fraud, abusing/destroying/defacing school property, any felony convictions, disrespect of authority, and persistent classroom misconduct.

***PENALTIES***

The penalties for violations of the substance abuse regulations and/or conduct unbecoming an athlete rules are as follows:

1st OFFENSE—30% of the regularly scheduled games or contest dates of that sport(s).

*Self-reporting clause: In an attempt to encourage honesty, any student athlete who self-reports an athletic code violation prior to an investigation and is helpful with any follow-up to that incident, will have their first offense penalty reduced to 20% of the regularly scheduled games or contest dates of that sport(s).*

2nd OFFENSE—100% of the regularly scheduled games or contest dates of that sport.

3rd OFFENSE – 100% of the games or contests for the next calendar year.

**DISCIPLINARY PROCEDURE FOR ATHLETIC CODE VIOLATIONS (DUE PROCESS)**

**1**. The School Administration will make the appropriate efforts to inform the student and parent/guardian of the specific charges of the violation, the disciplinary action to be taken, and of the right to a hearing with the School Administration.

**2**. Pending verification of a violation, the Athletic Director may suspend the athlete or allow him/her to continue participation.

**3**. At the time of the hearing the student shall be informed of the specific violation. The student shall have the right to present any relevant information.

**GENERAL COMMENTS ON DISCIPLINARY ACTION TAKEN**

1. A student-athlete receiving an out of school suspension is not allowed to participate in any school activities. Friday school suspensions carry over to weekend athletic contest/activities.
2. Contests missed would be served immediately after the athlete is placed under athletic suspension and will be served on consecutive dates played. Athletic suspension includes state tournament contests.
3. Athletes under athletic suspension will be required to participate in all practices and attend all contests (not in uniform) during the suspension period.
4. To complete the athletic suspension, the athlete must finish any season(s) in which the athletic suspension occurs.
5. All percentages for missed contests round up to the nearest full contest (e.g. .5 rounds to the next number.)
6. The athletic suspension recommended in all cases should be considered as the minimum. If circumstances warrant, more severe disciplinary action may result.
7. The head coach of a particular sport may also set up team guidelines and rules which should be given in writing to the Athletic Director and communicated to the players.
8. Any student-athlete suspended from interscholastic competition may be required to attend a school-approved substance abuse or counseling program.

**APPEAL PROCESS**

An athletic suspension for violations of this Code may be appealed to the Athletic Director within five (5) school days from notification of the penalty. All appeals must be based on the questions of fact and/or due process, only and must be presented in writing. The appeal will be presented to the Appeal Board and they should render a written decision with five (5) school days of receipt of the appeal.

**\*NOTE: Any loss of privilege of participation will continue during the appeal process**.

**APPEAL BOARD**

1. **Function:** The Appeals Board major function is to hear appeals from athletes being suspended for violations of the Athletic Code. The responsibility of the Appeals Board is to hear evidence presented by the Athletic Director and by the student and his/her witness to determine whether or not the athlete violated the Athletic Code. The Appeals Board will determine only whether a violation did or did not occur. If a violation did occur, the appropriate suspension will be administered. If the violation did not occur, the suspension will be dropped.
2. **Membership of Appeals Board**: Chairperson of the School Board Athletic Committee (or his/her School Board designee), one boy’s team coach, and one girl’s team coach. A member of the administrative team will run the appeals meeting but will not be a voting member of the board.

**N.C.A.A. AND N.A.I.A. GUIDELINES**

Some of our student-athletes will compete at the collegiate level either at N.C.A.A. (National Collegiate Athletic Association) or N.A.I.A (National Association of Intercollegiate Athletics) schools. There are eligibility regulations related to high school that include grade point average, courses taken, graduation, and ACT or SAT scores. Student-athlete wishing to play their freshman year in college should seek information about eligibility requirements from their counselor early in their high school career.

If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, you must be certified by the NCAA Eligibility Center. The Eligibility Center ensures consistent application of NCAA Initial-Eligibility requirements for all prospective student-athletes at all member institutions.

If you want to participate in Division I or Division II in college, you should start the certification process after your final junior year grades are posted on your transcript. Check with your counselor to be sure you are taking a core curriculum that meets NCAA requirements, and also register to take the ACT or SAT as a junior. Submit your Student Release Form to the Eligibility Center early in your senior year or when you definitely have decided to participate in athletics during your freshman year at college. If you have any questions about the certification process or the status of your certification documents, you can contact the NCAA Eligibility Center Toll Free at **877-622-2321.**

Additional information can be found on the NCAA website: [www.ncaa.org](http://www.ncaa.org)

Click on “Academic and Athletics” then “Eligibility and Recruiting.”

**M.H.S.A.A. TOURNMENT CLASSIFICATION**

Classification of Michigan High Schools for MHSAA tournaments is the responsibility of the Representative Council and is based on enrollment. Some sports are divided by Class (A, B, C and D) or by Division (I, II, III, IV, V, VI, VII, or VIII). Listed below are classifications for Kent City High School for 2017-2018.

**SPORT CLASS/DIVISION**

Baseball III

Boys and Girls Basketball C

Boys and Girls Bowling IV

Boys and Girls Cross Country III

Football Determined before Playoffs

Boys Soccer III

Girls Soccer III

Boys Golf III

Girls Golf IV

Softball III

Boys and Girls Track III

Volleyball C

Wrestling III

**HIGH SCHOOL TEAM INFORMATION**

**BOYS SPORTS**

|  |  |  |
| --- | --- | --- |
| **Fall** | **Winter** | **Spring** |
| Cross County  Football  Soccer | Bowling  Basketball  Wrestling | Golf  Baseball  Track and Field |

**GIRLS SPORTS**

|  |  |  |
| --- | --- | --- |
| **Fall** | **Winter** | **Spring** |
| Cross County  Volleyball  Sideline Cheer  Golf | Bowling  Basketball | Soccer  Softball  Track |

**MIDDLE SCHOOL TEAM INFORMATION**

**BOYS SPORTS**

|  |  |  |
| --- | --- | --- |
| **Fall** | **Winter** | **Spring** |
| Cross County  Football  Soccer | Wrestling  Basketball | Track |

**GIRLS SPORTS**

|  |  |  |
| --- | --- | --- |
| **Fall** | **Winter** | **Spring** |
| Cross County  Basketball | Volleyball | Soccer  Track |

**PROCEDURE FOR ADDING INTERSCHOLASTIC SPORTS**

**PROCESS**

**1**. Presentation for adding an interscholastic high school sport will be represented to the Athletic Committee of the school board where it must be recommended.

**2**. If approved at Step 1 the addition will be recommended to the Board of Education

**GUIDELINES**

**1**. The Kent City Community Schools is committed to complying with the Title IX Education Act.

**2.** The sport may be conducted as a club activity to prove there is adequate student participation. During this time as a club activity the Athletic Department does not recognize the activity as a school sponsored sport.

**3.** Qualified coaching personnel must be available.

**4.** The sport must be sanctioned by the Michigan High School Athletic Association or there must be potential for the sport to be added soon. (Approximately 70 high schools needed for MHSAA sponsorship)

**5**. There should be adequate funding to support the new sport without taking money from established programs.

**6.** There should be adequate facilities available that do not conflict with existing programs.

**7**. Adequate school transportation should be available.

**8**. There should be the potential to schedule competition on a conference or local level.