

THORNAPPLE KELLOGG ATHLETIC HANDBOOK

I. Introduction

The purpose of this handbook is to inform our student-athletes and their parents/guardians of the TK athletic rules and policies. It should be understood that the rules set forth are intended to enhance the quality of the experience available through educational athletics by providing a program based on proper discipline and positive values.

II. Philosophy of Interscholastic Athletics

Thornapple Kellogg recognizes the value of an athletic program as an integral part of the total educational program; athletics contribute substantially to the learning experience of students. Our program is designed to provide meaningful learning experiences that fit into the overall educational program. We try to develop young student-athletes to the full extent of their capabilities. We encourage all students to participate in as many different school-sponsored sports as possible throughout the entire school year. Within this framework, the participation of all student-athletes is encouraged, without compromising their competitive nature. Sportsmanship, citizenship, academics, school unity, and pride are greatly enhanced by student participation in school-sponsored activities.

III. Objectives of the TK Athletic Program

1. The student-athlete learns the value of teamwork, self-discipline, development of a strong work ethic, and personal sacrifice. Contribution to the team is more important than personal goals or individual achievement. Building citizenship in our student-athletes is also a key component in the TK athletic program.
2. The student-athlete learns to be a good sport while developing self-control, honesty, and a spirit of cooperation.
3. The student-athlete learns to be a good winner as well as a gracious loser in defeat. Sportsmanship is a critical value that will be a major objective for all TK Athletics.
4. The student-athlete learns to appreciate the skills and abilities of his/her opponent.
5. The student-athlete learns an appreciation of playing by given rules.
6. The student-athlete learns the value of physical fitness that leads to a sound body, healthy mind, and life-long health habits.
7. The student-athlete learns, in a positive manner, to cope with the competitive nature of athletics and society.

IV. Eligibility

The criteria to be eligible to represent Thornapple Kellogg School in interscholastic athletics is as follows:

- **Age** – You must be under 19 years of age at time of contest unless your 19th birthday occurs on or after September 1 of a current school year, in which case you are eligible for the balance of that school year.
- **Physical Examination** – You must have passed a satisfactory physical examination for the present school year. Physicals are good after **April 15** of each year. Record of this examination must be on file in the high school athletic office before you begin practice.
- **Previous Trimester Record** – A student-athlete must receive credit in at least 4 class periods to be eligible to participate in athletics. Failure to do so will result in ineligibility for the next **60 school days**, or until credit is restored (see MHSAA policy).

- **Current Trimester Record** –

1. A student must be passing four out of five class periods in order to be eligible to participate in athletics. (AC excluded)
2. Athletic academic eligibility will be checked every 3 weeks and will be based on current trimester grades. Athletic eligibility lists will be given on Monday and turned in on Wednesday.
3. Student-athletes who become ineligible because of academic deficiencies will not be permitted to participate in contests for a period of **1 week** beginning the next Monday through Saturday. The student-athlete must attend every practice session, attend every game, and ride to and from athletic contests on the school-provided transportation during the one-week ineligible period. At the end of the week, the student-athlete will have the responsibility to secure a grade from each of his/her teachers* and if satisfactory, he/she will regain eligibility. If the grades are unsatisfactory, the student is ineligible until the next athletic academic eligibility check.

*The student-athlete will pick up a form from the athletic department on the Wednesday of his/her last week of ineligibility. This form will be given to each teacher to update the student's current grade with a signature of verification. The student must return this completed form to the athletic office on Friday. If the student's grades are satisfactory, he/she will be able to participate on Monday.

- **Attendance** – To participate in an athletic event or practice, a student must be in his/her last 3 periods unless properly pre-excused in the attendance office. **If a student-athlete fails to comply with this policy, a one-day athletic suspension will be enforced upon discovery of the non-compliance.**
- **Awards** – You must not accept any award for athletic performance other than an emblematic award. The value of an emblematic award may not exceed \$25.00.
- **Limited Team Membership** – You must not participate in any athletic competition during the season in a sport not under the sponsorship of your high school, after you have represented your school in that sport. The Michigan High School Athletic Association (MHSAA) guidelines will be followed.

V. Student-Athlete Code of Conduct

Representing Thornapple Kellogg School in interscholastic athletic competition is regarded as a **privilege and not a right**. Students who participate in interscholastic athletics while attending TK are expected to represent the highest ideals of character by exemplifying good conduct, good sportsmanship, good citizenship, and good training, which includes abstaining from the use of drugs, alcohol, or tobacco. The following code of conduct has been established for all students who aspire to participate in interscholastic athletics while attending Thornapple Kellogg School. **The Student-Athlete Code of Conduct is in effect 12 months a year.**

Application of the Code of Conduct

When a student voluntarily participates in interscholastic athletics, he/she agrees to abide by the athletic Code of Conduct throughout his/her athletic career. A student may neither attend tryouts nor practice with a team until he/she has submitted the signed physical form, which includes the student participation section. The Code of Conduct applies to candidates, members, and managers of all athletic teams.

The Code of Conduct begins with a student's first day of participation in interscholastic athletics and continues through their date of graduation or last day of participation, whichever is later. The Code of Conduct is in effect during vacation breaks, summer recess, and off-season times. The student is always under the Code of Conduct from the beginning to the end of their athletic careers.

Standards of Conduct

The following behaviors constitute a violation of the Thornapple Kellogg Athletic Code of Conduct and subject the student-athlete to discipline as outlined in the "Penalties" section of the Code of Conduct:

GROUP I VIOLATIONS

- A. Use, possession, concealment, distribution, sale, or being under the influence of those substances listed in 1-7 below:
 - 1. Tobacco or tobacco products in any form
 - 2. Alcohol or alcoholic beverages in any form, including a non-controlled substance, which a person represents to be an alcoholic beverage, or malt beverages, labeled as “non-alcoholic” (including but not limited to Sharp’s, O’Douls, King’s Malt Beverage, Zing Malt Beverage).
 - 3. Illegal drugs, including but not limited to those substances defined as “controlled substances” pursuant to federal and/or state statute
 - 4. Steroids or other illegal performance enhancing drugs
 - 5. Substances purported to be illegal, abusive, or performance enhancing (“look-alike” drugs)
 - 6. Misused prescription drugs (misuse of prescription drugs may lead to disciplinary action)
 - 7. Misused non-prescription drugs or inhalants (misuse of prescription drugs may lead to disciplinary action)
- B. Use, possession, concealment, distribution, manufacture or sale of devices designed for and/or associated with the use of controlled substances. These include but are not limited to a marijuana pipe, clips, rolling papers, or other devices used to smoke, inhale, or otherwise consume controlled substances.
- C. Violation and conviction of federal, state, or local law/ordinance, including felony or misdemeanor acts other than minor traffic offenses.
- D. Lying, or providing false statements, during an investigation of athletic code violations. This can include the student-athlete himself or herself, or another student-athlete.
- E. Theft or failure to return any school issued uniforms, equipment, or school owned property.

GROUP I PENALTIES

First Violation:

Suspension from 25% of the current or next season’s schedule. If the violation occurs with less than 25% of the season left, it will be prorated in the next sport the student-athlete participates. The student-athlete is expected to fulfill all team obligations but may not dress for contests or games. In order to fulfill a suspension, the student-athlete must start and finish the season(s) the suspension is served in “good standing.”

Honesty/Integrity Policy

For a first violation of a Group I penalty only, should a student admit immediately upon being questioned that he/she engaged in conduct which violated the Student-Athlete Code of Conduct, the penalty will be reduced from 25% of the current or next season’s schedule to 15% of the current or next season’s schedule. The final determination of a reduction of a penalty for honesty and integrity will be made by the athletic director. Subsequent violations of the Athletic Handbook will be treated as any other repeat violation of the code and the normal penalties for such violations shall be imposed. (Also, an additional 10% may be added to a Group I Penalty for dishonesty.)

Second Violation:

Suspension from athletics for one calendar year. If the student voluntarily seeks an appropriate, approved program of substance abuse, tobacco cessation, or behavior modification and provides written proof of that agency’s requirements, the suspension will be reduced to 50% of the current or next season’s schedule. If the violation occurs with less than 50% of the season left, it will be prorated in the next sport the student-athlete participates. Any expenses incurred for the assessment and/or treatment program will be the responsibility of the student/parent and not Thornapple Kellogg School. In order to fulfill a suspension, the student-athlete must start and finish the season(s) the suspension is served in “good standing.”

Third Violation:

Termination of participation in the TK Athletic program for the remainder of the student’s athletic career.

GROUP II VIOLATIONS

- A. Cumulative or gross misconduct, including behavior which school officials consider conduct unbecoming of a student-athlete and a representative of Thornapple Kellogg School.
- B. Violations of the TK Student Handbook, which result in a suspension from school.
- C. Violation of any team conduct or training rule established by the coach and approved by the athletic director.

GROUP II PENALITIES

Violations will be addressed by the Athletic Council, upon recommendation by the Athletic Director, to determine disciplinary action *up to and including removal from said athletic team.*

***NOTE: Violations will be cumulative (for a Group I or II penalty) during a student's high school athletic career. Accumulation will begin the first day a student-athlete is enrolled at Thornapple Kellogg High School and will continue throughout their entire high school career.**

School Suspensions

When a student-athlete is suspended from school, the following guidelines will apply:

In-School Suspension: the student-athlete may not participate in any game or practice from the time the suspension is assigned to its completion. If an ISS ends at 2:25 p.m., the student-athlete is back in proper standing at 2:26 p.m.

Out of School Suspension: the student-athlete may not be on school property or attend any school function, home or away, until the day they have returned back to school in good standing.

Investigating Violations

When investigating a code violation, the following procedure will be followed:

- 1) In order for an investigation of a situation, there should be evidence determined sufficient by the athletic director or appropriate administrator (no anonymous letters, notes, e-mails, or phone calls will be accepted).
- 2) A student-athlete will be informed of any charges brought against them.
- 3) A student-athlete will have the right to present any relevant information that will support their defense.
- 4) If a student-athlete is suspended, the parent(s) will be notified in writing by stating the findings of the investigation and action being taken.

Appeals Process

If the student or parent(s) wish to dispute the decision of the athletic director, this procedure must be followed:

- 1) The student or parent(s) can request a hearing before the Athletic Council within 7 days of the athletic director's ruling. If the student has admitted to committing a Code I violation, they are not permitted to appeal the suspension.
- 2) After the Athletic Council renders its decision, the student or parent(s) can request a meeting with the building principal within 7 days of the Athletic Council's ruling.
- 3) After the building principal renders his/her decision, the student or parent(s) can request a meeting with the superintendent or designee within 7 days of the principal's ruling.
- 4) After the meeting with the superintendent, the student or parent(s) can request a hearing from the Board of Education within 14 days of the superintendent's ruling.
- 5) In steps 1-5, the TK School District has 7 days to render a decision in writing to the appeal. For example, the Athletic Council has 7 days to submit a ruling in writing after the date of the meeting.

*During the appeals process, the student may not participate in games or contests until the issue at hand is completely resolved.

Athletic Council Procedure

In the event of the need for an Athletic Council Hearing, the following procedure will be followed for creating said council:

- 1) The Athletic Council will consist of six (6) members, selected by the Athletic Director from a pool of Thornapple Kellogg High School staff, of which the charged student may strike two (2) names. The Council will be chaired by the Assistant Principal, or designee.
- 2) The Athletic Director will present the facts surrounding the incident, make a recommendation to the Council, and answer any questions regarding past practice, other facts pertinent to the incident, etc.
- 3) The charged student will give his/her disposition regarding the incident.
- 4) The Athletic Council will deliberate in a private setting, with the ability to consult the Athletic Director as needed. At this time, the Athletic Council will render a decision.

VI. N.C.A.A.

The National Collegiate Athletic Association (NCAA), an organization founded in 1906 that has established rules on eligibility, recruiting, and financial aid, regulates many college sports. The NCAA has three memberships divisions – Division I, Division II, and Division III. Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships.

If you are planning to enroll in college and you wish to participate in Division I or Division II sports, you must be certified by the NCAA Initial-Eligibility Clearinghouse. The Clearinghouse will analyze your academic information and determine if you meet the NCAA's initial-eligibility requirements.

To be certified by the Clearinghouse, you must:

1. Graduate from high school – You should apply for certification before graduation. If you appear to meet NCAA requirements, the Clearinghouse will issue a preliminary certification report. After you graduate, the Clearinghouse will review your final transcript to make a final certification decision.
2. Earn a grade-point average of at least 2.00 (on a 4.00 scale) in a core curriculum of at least 13 academic courses taken during grades 9 through 12, including at least:
 - a. 3 years of English
 - b. 2 years of Math
 - c. 2 years of Social Science
 - d. 2 years of natural or physical science (including at least one laboratory class, if offered by the high school)
 - e. Science
 - f. 2 years of additional academic courses

Note: Effective August 1, 1995, the minimum core-course GPA for Division I will be determined by an initial-eligibility index. Effective August 1, 1996, course requirements for Division I will include 4 years of English and the 2 year math requirement will include 1 year of algebra and 1 year of geometry.

3. Earn a composite score of at least 17 on the ACT or a combined score of 700 on the SAT.
Note: Effective August 1, 1995, the minimum test score requirement for Division I will be determined by an initial-eligibility index.
4. It is your responsibility to make sure the Clearinghouse has the documents it needs to certify you. These documents are:
 - a. Your completed and signed Student Release Form and fee
 - b. Your official high school transcript
 - c. Your ACT and SAT scores

VII. Potential Dangers In Athletic Participation

Parents and student-athletes should fully understand and appreciate the risk of injury associated with participation in sports programs provided by Thornapple Kellogg Schools. Athletic activities can be hazardous and taking part in such activities involves risk taking on the part of the student-athlete and the parents. While reducing injuries to a minimum is a goal of our coaches and administration, the possibility of injuries still exists.

VIII. Athletic Injuries and Insurance

Athletics is a voluntary program in which students participate at their own risk. Insurance provided by the school may cover medical costs not covered under a family's own insurance. Anytime a student-athlete is injured while participating in athletics, he/she must be sure that the coach or trainer fills out an accident report. Please make sure all procedures are followed. Thornapple Kellogg Schools do not assume financial responsibility for medical, hospital, or ambulance expenses incurred because of athletic injuries.

IX. School Attendance & Athletics

To participate in an athletic event or practice, a student must be in his/her **entire** last 3 periods of the day unless properly pre-excused in the attendance office. **If a student-athlete fails to comply with this policy, a one-contest (game, meet, match) athletic suspension will be enforced upon discovery of the non-compliance.**

X. Participation

Participation on TK athletic teams is a privilege and not a right. Membership on a TK team is to be earned by continuously adhering to the standards of conduct, both in and out of school.

Middle School – Participation in Middle School Athletics is an introduction to interscholastic sports. Skill development, sportsmanship, and the team philosophy are important goals at this level. TKMS will attempt to provide the opportunity to participate in sports to as many students as possible, however, because of possible physical and financial restrictions; team size may need to be limited. Playing time is guaranteed to all eligible team members during each contest, but not equally.

Freshman Teams – (Tryouts are open to freshmen only). TK begins here to instill the **Pride, Class, and Tradition** of TK Trojan Athletics. The building of teamwork, character, enthusiasm, spirit, team unity, athletic skills/fundamentals, sportsmanship, and citizenship as well as learning to have fun in a competitive setting are the main focus at this level. Every attempt will be made to give each team member playing time, but playing time will not be equal for each player.

JV Teams – This is a transition year between the freshman and varsity competition. The level of intensity at practice, as well as in the contests, will be increased. The commitment and dedication to the team and sport also must be increased at this level. The student-athlete will be given the opportunity to earn his/her playing time through the demonstration of his/her increased skills at practice and dedication to the team. No playing time is guaranteed at this level; however, every effort will be made to provide game time to team members, as game situations will allow.

Varsity Teams – Varsity level athletic teams are a focal point of the TKHS Athletic Program. To be a part of the Varsity Team is an honor in itself that must be earned. At this level there is **no guarantee of playing time**. The intensity of the competition will determine when the best athletes will be on the field, court, mat, track or course.

XI. Philosophy of Winning

Winning is one of the goals of the TK Athletic Teams, within the guidelines of the different levels of the program and always remembering academics, sportsmanship, and citizenship comes first.

XII. Dual Participation

Student-athletes who wish to compete in more than one sport in a season must make a request to the athletic department to organize a consent meeting with the student-athlete, his/her parents, the building principal, the athletic director, and the coaches of both sports that the student-athlete would like to participate in. A student-athlete may only compete in more than one sport if all said members of this meeting sign a *Consent For Participation in Two Sports During the Same Sports Season* form.

XIII. Team Advancement

The intent of advancement of a student-athlete to a higher level team (beyond that which he/she would normally play) is to provide the talented student-athlete the opportunity to compete at a level which provides maximum experience and skill development for the student-athlete, as well as to contribute to the success of the team.

The following Team Advancement Guidelines must be met before a student-athlete will be moved to a higher-level team.

1. The head coach of the sport will make the initial recommendation for advancement.
2. The proposed team advancement of a student-athlete must be discussed with the athletic director, team coach, the varsity head coach, parents, and the student-athlete.

IXV. Squad Selection

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Thornapple Kellogg High School, we encourage coaches to keep as many students as possible within the framework of high school interscholastic competition. Time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport.

Prior to trying out, the following information will be made available to all candidates for the team:

1. Extent of try-out period (a minimum number of practice sessions)
2. Criteria used to select the team
3. Number of student-athletes to be selected
4. Practice commitments if they make the team (including possible holiday conflicts and/or commitments)
5. Game commitments
6. Season commitments

XV. Squad Reduction

Choosing the members of the athletic squads is the sole responsibility of the coaches of those teams. When a squad reduction becomes a necessity, the process will include three important elements. Each candidate shall:

1. Have a predetermined minimum number of practice sessions.
2. Have performed in at least one game-like setting. (unless extenuating circumstances prevent such a setting, e.g. weather and spring sports)
3. Be personally informed of the cut by the coach. Coaches will discuss alternative possibilities for continued participation in the sport, or in other areas of participation within the athletic program with the student-athletes.

XVI. Uniform Policy

All school issued uniforms and equipment are to be used for athletic contests and practices **only**. These items are not to be worn in PE class, in school, in the community, or at home. The only exception to this rule is that if an entire team wants to wear their jerseys to school on a game day. A student-athlete will not be allowed to play in a future season until all school issued uniforms, warm ups, equipment, etc. have been returned.

TK student-athletes will be **uniform** in appearance. All uniforms will comply with sport-specific rules and will not be altered to bring attention to an individual.

Physical Education Participation

All student-athletes **must** participate in all physical education activities during PE class. Student-athletes are expected to perform all activities performed by other students, regardless evening practice or game commitments. If modifications need to be made, the student should speak with the instructor.

If a student-athlete chooses not to fully participate or dress for a PE class, they are ineligible to participate in a game or practice later that day. **If a student-athlete fails to comply with this policy, a one-day athletic suspension will be enforced upon discovery of the non-compliance.** This also applies to student-athletes who are injured and cannot participate in PE; if this is the case, the student-athlete cannot participate in athletic practices and games on those days they do not dress and participate. If a unique situation arises, the affected student-athlete should set up a meeting with the instructor and AD.

XVIII. Resolving Athletic Issues

If you have a concern to discuss with a coach, the procedure you should follow is:

1. Encourage your student-athlete to solve his or her own problems first.
2. Call the athletic office (795-5432) to set up an appointment with the coach.
3. If the coach cannot be reached, call the Athletic Director and he/she will set up the meeting for you.
4. **Do not** attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. (Use the 24/48 rule. Wait to discuss the situation with a coach until 24 hours after the contest but not later than 48 hours.)

If the meeting with the coach did not provide a satisfactory resolution:

1. Call and set up an appointment with the Athletic Director (795-5432) to discuss the situation.
2. At this meeting the appropriate next step can be determined.

Appropriate concerns to discuss with coaches

- The treatment of your child mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior and classroom performance

Issues not appropriate to discuss with coaches

- Playing time
- Team strategy
- Play calling
- Other students or athletes

IXX. Other Issues

Pay to Participate

Athletic registration fees must be paid by the given dates and the Athletic Registration Fee Guidelines form must be turned into the Athletic Office or the student-athlete may not be eligible to participate in practice or contests. TK does not want students whose families are unable to pay the fee to be denied the opportunity to participate. Any student who wishes to participate, but is unable to because of finances, should complete a waiver form available in the athletic office from the Athletic Director. We will work confidentially to ensure that no student-athlete is denied the opportunity to participate in interscholastic athletics due to financial need.

5516 - Student Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the District shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students who commit an act of hazing are subject to disciplinary action *up to and including permanent removal from the Thornapple Kellogg Athletic Department*. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

5532 - Performance-Enhancing Drugs/Compounds

The Board of Education recognizes that the use of dietary supplements that contain performance-enhancing compounds and/or performance-enhancing drugs poses a serious health risk to students.

Accordingly, no student, staff member, volunteer, or contractor shall knowingly sell, market, distribute, or promote the use of a dietary supplement that contains a performance-enhancing compound or a performance-enhancing drug (e.g., anabolic steroids) to a student with whom the staff member, volunteer, or contractor has contact as a part of his/her duties. Furthermore, the student, staff member, volunteer, or contractor shall not endorse or suggest the ingestion, intranasal application, or inhalation of a dietary supplement that contains a performance-enhancing compound or a performance-enhancing drug by a student with whom s/he has contact as part of his/her duties.

The TK Board Policy on Non-Discrimination is as Follows:

The Thornapple Kellogg School Board, administrators, teachers, and coaches will not discriminate in its policies and practices toward others with respect to religion, race, color, national origin, age, sex, marital status or disability. This policy shall prevail in all board policies concerning staff, student, educational programs and services, and individuals and companies with whom the Board does business. *See our student handbook for the discrimination complaint policy.*

*The offenses and penalties listed in this handbook are only guidelines. Actual circumstances and the severity of those circumstances may warrant disciplinary action not specifically outlined in this handbook. In situations such as this, school administrators have the authority to modify consequences as deemed necessary and appropriate.