

# PORTLAND PUBLIC SCHOOLS **EXTRACURRICULAR ATHLETIC CODE**

When a student voluntarily participates in a sport or other extracurricular activities, they agree to abide by the following rules and regulations throughout their entire school career – from beginning to end. These rules go into effect when an athlete attends a first practice, meeting or activity as a freshman and are enforced until the end of the student's high school career. Failure on the part of any student to meet this responsibility is cause for suspension of the privilege of representing his or her school

VIOLATIONS – *Major Offenses* include but are not limited to the following:

1. Possession or use of alcohol, tobacco or an illegal substance is considered to be in violation.
2. The *conviction* of law violations other than the traffic code is considered in violation.

PENALTIES – *Major Offenses*

1. **First Violation:** Suspension for 25% of the scheduled season or activity dates and the next sport/activity they participate in if the full penalty is not served.

In lieu of first offense consequences, students may access the Student Assistance Program and follow through with the assessment as well as resulting recommendations made by the assessment agency. After the assessment is made, the student will meet with the Coordinator of Extracurricular Activities to review recommendations as a follow-up. *This does not waive the one date minimum suspension.* (Students may only access in areas where the Student Assistance Program is designed to cover, including drugs, alcohol and tobacco.)

2. **Second Occurrence:** Suspension for 50% of the scheduled seasons or activity dates and the next sport activity they participate in if the full penalty is not served. Students may be referred to the Student Assistance Program if that option was not taken the first time.
3. **Third Occurrence:** Suspension from all extracurricular activities for one calendar year from the date of the misconduct.

**NOTE:** "In lieu of" clause may only be accessed during first occurrence.

## **General Rules for Student Athlete/Participants, Students and Adult Spectators**

### 1. General Philosophy

The purpose of the extracurricular activities program will be to offer students the opportunity to develop physically, socially and mentally from their experiences. Each student shall be given the opportunity to reach their full potential as a citizen and athlete/participant. Students are expected to dedicate themselves to the pursuit of excellence, honesty and good sportsmanship.

### 2. Extracurricular Activities Department

The Extracurricular Activities Department shall consist of all athletes, advisors, coaches, sponsors, cheerleaders, the Coordinator of Extracurricular Activities and the building Principals. The Coordinator of Extracurricular Activities is responsible for the administration of the Extracurricular Activities Department.

### 3. Student Conduct at Extracurricular Events and Ticket Information

- A. No smoking by students. No smoking by adults in any building.
- B. Alcoholic beverages are prohibited at all school-sponsored functions and on school property.
- C. Spectators must not throw objects at anyone or onto the playing areas.
- D. Students are not permitted to loiter around the field, cafeteria or gym during athletic events.
- E. Gate passes may be issued to staff, league officials and league scouts.
- F. Spectators must remain at the game once they have entered or pay another admission.
- G. Good sportsmanship is expected at all extracurricular events by all athlete/participants and spectators. Students and other spectators are to arrange transportation from the school in such a manner that it is not necessary to remain on school grounds for more than one-half hour.
- H. Elementary-aged students or younger must be accompanied by an adult at an athletic event or activity.

The Coordinator of Extracurricular Activities and/or Principal would determine penalties exceeding these minimums. Appeals would follow the appeal process. All violations will be reported to the authorities.

### **Comments**

Penalties will not be considered served unless the athlete/participant fully completes the season or a student completes the activity. Athletes/participants must attend all practices and games unless excused by the coach/advisor while on an extracurricular suspension.

Single event or non-contracted activities under the “extracurricular” policy will be addressed by a discipline committee made up of one administrator, a member of the building core team and the activity sponsor and/or coach and athletic director in the case of an athlete.

### **Criminal Acts Allegedly Committed Off School Premises**

Athletes/participants charged with a criminal act as listed under category 1 above that was allegedly committed off school premises will be considered in violation of the extracurricular discipline code when the athlete/participant is convicted in a court of law of said crime. These acts are not covered by the “in lieu of” clause, but a student may still be referred to Student Assistance.

Appropriate penalties will be imposed by the school district at that time.

### **Duration – Date of Effect**

These rules go into effect when an athlete/participant attends the first practice, meeting or activity sponsored by the high school. These rules are to be enforced until the final scheduled event of the student’s high school career. For example – for a freshman athlete/participant out for football, the rules go into effect with the first team meeting or practice his/her freshman year and ends when the final spring sport or activity event finishes his/her senior year.

Violations are recorded for the purpose of determining a first, second or third offense for two years. When an athlete/participant has completed two full years since their previous violation, they shall be considered to have no previous violations.

All previous violations are null and void at the point in time when a middle school athlete/participant comes to the high school. Every athlete/participant begins their high school experience with a clean record for the purpose of compiling second or third offenses.

### **Penalties for Minor Violations, Misconduct, Poor Citizenship, etc.**

1. Any student in violation of minor offenses and/or student behavior expectations noted and/or team/activity rules above may be referred to the Student Assistance program by coach/sponsor.
2. Students charged with law violations or any misdemeanor other than traffic codes are considered in violation. Penalties will not be invoked for violations of law until the student is convicted of the offense in a court of law.
3. Any student suspended from school will be suspended from participating in or attending all extracurricular activities during that suspension.

When an extracurricular athlete/participant has completed two (2) years since a previous violation, they shall be considered to have no previous violation.

### **Attendance**

All students involved in extra-curricular activities are expected to be in attendance the entire school day (the full 6-class period day) in order to participate in that day’s practice, contest, or event.

An extra-curricular activity student, after signing out of school due to illness, will not be allowed to return after school to participate in a practice sessions, competitions, or events.

An extra-curricular activity student who is suspended from regular classroom attendance (this applies to both in-school and out-of-school suspension) may not practice or participate in an interscholastic contest or event during said suspension.

Exceptions to the attendance requirement must be approved by the Office of the Coordinator of Extra-curricular Activities prior to participation.

“Exception” delineation:

1. Funeral
2. Documented medical appointments (with a note)
3. Pre-arranged college visitations
4. School-related absences
5. Acts of God
6. Extenuating Circumstances as determined by the Administration

### **Enrollment**

An athlete must have been enrolled in a high school by Monday of the fourth week of the present semester to be eligible for athletics during that semester.

### **Age**

An athlete must be under 19 years of age at the time of a contest unless his/her 19<sup>th</sup> birthday occurs on or after September 1 of the current school year, in which case the student is eligible for the balance of that school year in all sports.

### **Physical Examination**

An athlete must have passed a current physical examination to be eligible. Record must be on file in the school office. A physical examination is considered current if completed on or after April 15<sup>th</sup> of the previous school year.

### **Limitations**

All students are limited to participation in a single sport activity per season, either interscholastic or intramural. Cheerleading is considered a sport activity that students must try out for each sport season. Students may participate in two sports during a season only with approval of the Coordinator of Extracurricular Activities, both coaches involved and the parents/guardians of the athlete.

### **Student Assistance Program**

Parents need to have an active role in a student’s progress and frequently be in contact with teachers, coaches, counselors and administrators. To make steady academic progress and succeed in activities, all students need encouragement and assistance. Student Assistance is a program that offers a way for schools, students and parents to address high-risk behaviors which interfere with the student’s academic performance and/or social development

The staff at Portland High School utilizes the Student Assistance Program to help students deal with school and/or social problems. “At-risk” behaviors are addressed, help is made available to families and efforts to help the student are coordinated between home and school. Students may be referred by school, staff, parents, the courts or by self-referral. Confidential handling of concerns is stressed.

Confidentiality and commitment by the core team contribute to a sense of hope for those students most in need.

## **Coach/Advisor Rules**

In addition to the above rules, individual coaches/advisors, clubs and organizations may have other rules and penalties. Coach/advisor rules and penalties must be approved by the Coordinator of Extracurricular Activities and presented to the athletes/participants in writing at the beginning of the season. Coaches/advisors will not suspend an athlete/participant from a team or club for the remainder of the season without the Coordinator of Extracurricular Activities' approval – nor will a coach/advisor suspend an athlete/participant from a game or activity without informing the Coordinator of Extracurricular at the earliest possible time. The coach/advisor has the right to suspend an athlete/participant from competition or activity for the remainder of the day for violation of rules and will report such incidents to the Coordinator of Extracurricular Activities on the next school day.

## **Dropping Out of a Sport**

If for any reason an athlete feels the need to terminate his/her association with a team, it must be communicated with the Coordinator of Extracurricular Activities and coach. Appropriate measures will be taken to retain the athlete. If the athlete leaves the team without being released by the Coordinator of Extracurricular Activities, then he/she will forfeit one-third (1/3) of the next sports season in which he/she participates. This applies if the athlete terminates his/her association with the team after cuts have been made, or one week before the first scheduled contest. This policy may be waived if a parent, due to extenuating circumstances, decides the student athlete can no longer keep their association with their team. This is at the discretion of the Coordinator of Extracurricular Activities, coach and building Principal.

## **Disciplinary Process**

A notice of violation of the extracurricular activity code will be presented in writing to the student and their parents. This notice will state the violation and penalties, if any.

A student may appeal the circumstances of their alleged violation. This appeal shall be presented to the Coordinator of Extracurricular Activities within five (5) school days of the notice of violation. Students may only appeal the determination of the facts relative to guilt or innocence. Students may not appeal the length of penalty.

## **APPEALS PROCESS**

### **Executive Appeal**

The Principal shall hear the first appeal of a student on alleged misconduct.

Written notice of the Principal's decision shall be presented to the student, parents and Coordinator of Extracurricular Activities within two (2) school days of hearing the appeal.

### **Extracurricular Activities Appeal Board**

Students may appeal the decisions of the executive appeal committee to the extracurricular activity appeal board. This appeal must be in writing and made within five (5) school days of the written notice given by the executive appeal committee.

The extracurricular activities appeal board shall consist of the superintendent and two (2) school board members. This appeal board shall convene to determine the facts of the alleged violation to determine guilt or innocence. The appeal board may not amend penalties.

A written notice of the extracurricular activities appeal board's decision shall be made to the student, parents and Coordinator of Extracurricular Activities within two (2) school days of the appeal.

### **Board of Education Appeal Hearing**

A student may appeal the decision of the extracurricular activities appeal board to the Board of Education. This appeal must be in writing to establish a position on the agenda of a board meeting.

### **Summary**

The entire appeal process is to insure the student's rights of innocence until proven guilty. The penalties for violation are not amendable to insure consistent, fair penalties for all violators.

## **ELIGIBILITY**

Portland High School is a member of the Michigan High School Athletic Association (MHSAA) and in turn enforces MHSAA rules and regulations. The MHSAA Handbook is available for review from the Coordinator of Extracurricular Activities. The academic requirements listed below are translated into everyday terms to help you understand them.

The Board expects student athletes to perform at their ability level consistent with their grade level. Failure to do so may be cause for review of their eligibility.

- **Semester Enrollment** – a high school student cannot compete in athletics for more than eight (8) semesters.
- **Undergraduate Standing** – an athlete cannot be a high school graduate.
- **Previous Semester Record** – students must have passed five (5) classes the previous semester. These classes must be classes for which credit is given. Study hall and teacher aide assignments do not count as credit-earning classes. A class is one that meets the equivalent of one (1) hour per day for five (5) days each week. Every such class equals five (5) credit hours for MHSAA purposes. Five (5) classes equal 25 credit hours.
- **Current Semester Record** – a student must be passing five (5) classes during the current semester. This passing grade must be cumulative (from the beginning of the current semester to the eligibility check). Student athletes not passing five (5) classes at eligibility check become ineligible for athletic competition for the next Monday through Sunday. Eligibility is reinstated after this 7-day period if the grade check indicates the student is passing four classes (25 credit hours).
- **Portland Public Schools Eligibility Requirements**
  - 1) Students taking six (6) classes must pass five (5), or they will be declared ineligible. Eligibility will be taken on a weekly basis.
  - 2) Middle School only – a student failing one class for two (2) consecutive weeks will be declared ineligible.
  - 3) If a student is declared ineligible for failing work, the student will not be permitted to participate in that particular sport for the following week. Also, during this time the participant must attend all practice sessions and games or activities.

- 4) The Coordinator of Extracurricular Activities and advisors will work out a suitable method to check each student for eligibility.

## **ATHLETIC AND EXTRA TRIP BUS GUIDELINES**

### **Preface**

These guidelines are designed to help bus driver, students and adult supervisors (teachers, coaches, band directors, etc.) understand their responsibilities in regard to *away* athletic events, field trips and other off-route bus trips.

### **Student Responsibilities and Behavior**

1. Students must remain seated while the bus is in motion.
2. Students may not put the windows down without permission from the driver.
3. At no time are students allowed to have any part of their bodies out of the bus window.
4. Students may not eat on the bus, unless both the adult supervisor and the bus driver give approval.
5. Students must maintain silence at all railroad crossings.
6. Students will only use the emergency door in the case of an emergency.
7. Students are not allowed to have any spike-soled shoes on the bus unless the shoes are in a protective container.
8. Students are allowed to cheer on the bus while it is on a school site, but not allowed after the bus enters a public roadway.

### **Adult Supervisor Responsibilities**

1. The adult supervisor is responsible to check with the bus garage on the day of the event to confirm destination and departure time.
2. The adult supervisor will confer with the driver before the trip regarding the trip destination, departure times and student conduct.
3. The adult supervisor is responsible to notify the Principal or athletic director as soon as possible regarding any problems that occur on the trip.

### **Bus Driver Responsibilities**

1. The bus driver is responsible to discuss any special rules or regulations not outlined in these guidelines with the adult supervisor prior to departure.
2. The bus driver shall know the destination and route prior to departure.
3. After arriving at the away-school site or other destination, if the driver intends to leave the site with the bus, the driver will inform the adult supervisor before departing. The driver is allowed to leave for a period of up to one (1) hour only for the purpose of obtaining a meal.
4. The bus driver should inspect the bus before loading and after unloading and report any damage to the adult supervisor and the director of transportation.
5. Any complaints that the bus driver has in regard to the students should be discussed with the adult supervisor so that immediate action can be taken to correct the situation. Any complaints regarding the adult supervisor or his/her failure to adhere to these bus guidelines should be reported to the director of transportation as soon as possible.

## **RULES FOR ATHLETES**

To participate in athletics, a student must comply with the following rules.

### **A. Enrollment**

1. Students must be enrolled in school by the fourth (4<sup>th</sup>) Friday after Labor Day (1<sup>st</sup> semester) or the fourth (4<sup>th</sup>) Friday of February (2<sup>nd</sup> semester).
2. Students must be enrolled in the school for which they compete.
3. Students cannot be enrolled in the high school for more than eight (8) semesters. The seventh (7<sup>th</sup>) and eighth (8<sup>th</sup>) semesters must be consecutive.
4. Students are allowed only four (4) first semesters and four (4) second semesters.
5. Students cannot compete if they have graduated from high school

### **B. Age**

High school students must be under 19, 8<sup>th</sup> graders and under 15 and seventh graders under 14, unless the birthday occurs on or after September 1 of the current school year.

### **C. Physical Exam**

Students must have on file in the Coordinator of Extracurricular Activities' office a physician's statement for the current school year certifying that they are physically able to complete in athletics before they may practice in any sport. The physical must have occurred on or after April 15<sup>th</sup> of the previous school year.

### **D. Parent Consent and Risk of Injury Form**

This form must be signed and on file in the Coordinator of Extracurricular Activities' office.

### **E. Medical Treatment Consent Form**

This form must be signed and on file in the Athletic Office.

### **F. Amateurism**

Students cannot receive money or other valuable consideration for participating in MHSAA-sponsored sports, officiate in interscholastic athletic contests or have signed a professional athletic contract.

### **G. Awards**

1. Students may accept, for participation in athletics, a symbolic or merchandise award which does not have a value over \$15.
2. Banquets, luncheons, dinners and fees or admissions to camps or events are permitted, if accepted "in kind."
3. Awards in the form of cash, merchandise certificates or any other negotiable document are never allowed.

### **H. Limited Team Membership**

1. After practicing or participating with high school teams, students cannot participate on non-school teams.

2. Exceptions include ice hockey and all individual sports that apply the rule from the point of a student's first-participation in a contest or scrimmage, rather than practice.
3. Students in individual sports may participate in a maximum of two non-school individual meets or contests.

#### **I. Limits of Participation**

Athletes will be limited to participation in one school-sponsored sport per season. Any exceptions to this rule must be made with the approval of the Coordinator of Extracurricular Activities and the high school Principal.

#### **J. Transportation**

1. All athletes must go to and return from the contest via the method of transportation under the direct supervision of the coach. Athletes will make trips as a team unit. A feeling of being a part of the group cannot be developed without the cooperation in this area. Violation of this rule will justify immediate suspension from the squad for the balance of the season or such other period of time deemed necessary and just by the Coordinator of Extracurricular Activities.
2. Athletes may leave an away athletic event only with a parent or legal guardian, providing the parent or guardian has filled out a Portland Public School Travel Release form prior to dismissal from school the day of the event and the form was approved by the Coordinator of Extracurricular Activities or Principal. NOTE: Forms are available in the athletic office and on line at [www.athletics.portlandk12.org](http://www.athletics.portlandk12.org).
3. All Athletes will observe the Guidelines for Athletic Transportation set down by the school district regarding behavior on a school bus.

#### **K. Attendance**

All students involved in extra-curricular activities are expected to be in attendance the entire school day (the full 6-class period day) in order to participate in that day's practice, contest, or event.

An extra-curricular activity student, after signing out of school due to illness, will not be allowed to return after school to participate in a practice sessions, competitions, or events.

An extra-curricular activity student who is suspended from regular classroom attendance (this applies to both in-school and out-of-school suspension) may not practice or participate in an interscholastic contest or event during said suspension.

Exceptions to the attendance requirement must be approved by the Office of the Coordinator of Extra-curricular Activities prior to participation.

"Exception" delineation:

1. Funeral
2. Documented medical appointments (with a note)
3. Pre-arranged college visitations
4. School-related absences
5. Acts of God
6. Extenuating Circumstances as determined by the Administration

## USE AND RETURN OF EQUIPEMENT

Athletes/participants are responsible for returning uniforms and district equipment, in reasonable condition, at the end of each season. Students may be charged the full replacement cost of the uniform/equipment if the said item(s) is not returned in a timely manner or is returned in poor condition (see the list below).

Diplomas may be held until such time as the uniform/equipment is returned in good condition or the replacement fee is paid to the district and/or seniors may not be allowed to participate in graduation ceremonies.

<b>BASEBALL</b>		<b>GOLF</b>	
Game Uniform Jersey	75.00	Bag	120.00
Game Uniform Pants	75.00	Shirt	30.00
Game Uniform Jacket	120.00	<b>SOCCER</b>	
<b>BASKETBALL</b>		Game Jersey	70.00
Game Uniform Shorts	60.00	Game Shorts	60.00
Game Uniform Jersey	70.00	Warm-Ups	120.00
Warm-up Jacket	90.00	<b>SOFTBALL</b>	
Warm-up Pants	80.00	Game Uniform Jersey	70.00
Ball (leather)	60.00	Game Uniform Pants	70.00
Practice Jersey	40.00	Ball (leather)	50.00
Practice Shorts	30.00	Jacket	120.00
<b>CHEERLEADING</b>		<b>TENNIS</b>	
Vest	70.00	Warm-ups	120.00
Skirt	87.00	<b>TRACK</b>	
Pants	60.00	Meet Shirt	50.00
Sweater	100.00	Meet Shorts	40.00
Pom Poms (pair)	20.00	Meet Warm-up Suit	120.00
<b>CROSS COUNTRY</b>		<b>VOLLEYBALL</b>	
Meet Jersey	50.00	Shirt	40.00
Meet Shorts	40.00	Shorts	35.00
Warm-up Suit	100.00	Warm-ups	100.00
<b>FOOTBALL</b>		Ball	45.00
Game Jersey	120.00	<b>WRESTLING</b>	
Game Pants	110.00	Singlet	90.00
Sideline Jacket	130.00	Warm-up Top	110.00
Practice Pants	50.00	Warm-up Bottom	75.00
Helmet	180.00	Head Gear	30.00
Shoulder Pads	150.00		
Hip Pads	20.00		
Knee Pads (pair)	20.00		
Thigh Guards (pair)	20.00		
Neck Rolls	20.00	<b>NOTE: All costs are estimates. Actual costs of an individual item may be higher.</b>	
Scrimmage Vest	25.00		
Rib Pads	60.00		
Girdle Shell	10.00		

## EXTRACURRICULAR ATHLETIC CODE STATEMENT OF UNDERSTANDING

This *Statement of Understanding* acknowledges that I/we as legal parents and/or guardians have read, understand and agree to follow the Portland Public School Extracurricular Activity Code. I/we accept the extracurricular code, the athlete/participant and parents are agreeing to follow this code for the remainder of the athlete/participant's career at Portland High School.

I/we also consent to allowing our son/daughter to participate in athletics and/or extracurricular activities knowing that there is the inherent risk of injury. I/we understand that there are risks of injury. I/we understand that there are risks involved with athletics and that by participating our son/daughter is exposing themselves to those risks. It is also understood that as parents or guardians we assume all liabilities and insurance responsibilities.

Student's Name (please print): \_\_\_\_\_

Birthday: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(PLEASE PRINT)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

**\* \* \* Please return this sheet to the Athletic Office \* \* \***