

 **PORTAGE PUBLIC SCHOOLS**  
*Shaping the Future*



2009-

2010

MIDDLE SCHOOL  
ATHLETIC  
HANDBOOK  
FOR  
PARENTS & STUDENT  
ATHLETES



Print first initial  
of your last name  
in the box above

**PORTAGE PUBLIC SCHOOLS  
Student Athlete Responsibility Form**

*This form with signatures requested below, a current physical examination card verifying **medical permission** to participate as an athlete, and a Parent/Guardian Notification card confirming insurance must be on file in the school office prior to participation as a member of an interscholastic squad.*

A Student participating voluntarily in interscholastic athletics will abide by *the Students Code of Conduct; the School's Athletic Handbook, the Coach's Team Rules and the Rules of the Athletic Association.* The Athlete and his/her parent/guardian must sign this written instrument.

<i>Date</i>	<i>Signature of Student</i>	<i>Printed Name of Student</i>	
<i>Date</i>	<i>Signature of Parents/Guardian</i>	<i>Home Phone</i>	<i>Work Phone</i>

**Category I Activities:**  
(Athletics)

Fall: \_\_\_\_\_

Winter: \_\_\_\_\_

Spring: \_\_\_\_\_

*>Please print the sport or sports that you plan to participate in this school year in the seasons above*

**Category II Activities:**

(Not Related to Athletic Program)

Band

Orchestra

Academic Interscholastic Activities

Public Performances

(Debate, Forensic, Choir, Song

Leaders, Drama, and Music

Productions)

Others \_\_\_\_\_

*>Please circle the activity or activities above that you plan to participate in this school year.*



***MIDDLE SCHOOL***  
**PROGRAM OF STUDIES AND INFORMATION**  
**2009-2010**

*Marsha Wells, Superintendent*

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**CENTRAL MIDDLE SCHOOL**

8305 S. Westnedge, Portage, MI 49002  
323-5600

*Dave Babcock, Principal*  
*Bonnie Neal, Asst. Principal*

*Dr. Nancy Clinton, Counselor*  
*Shannon Schippers, Counselor*

**NORTH MIDDLE SCHOOL**

5808 Oregon, Portage, MI 49024  
323-5700

*Dr. Celeste Shelton-Harris, Principal*  
*Kim Kirshman, Asst. Principal*

*Jessica Bierlien, Counselor*  
*Harold Swift, Student Assist. Coord.*

**WEST MIDDLE SCHOOL**

7145 Moorsbridge Road, Portage, MI 49024  
323-5800

*Larry Killips, Principal*  
*Denny Roehm, Asst. Principal*

*Amy Gray, Counselor*  
*Marcy VanWinkle, Student Assist. Coord.*

**INTRODUCTION**

This booklet provides information about the curriculum for all three middle schools (Grades 6-8) of the Portage Public Schools.

The course descriptions in this brochure represent the courses as planned at the time of publication. The Program of Studies can be subject to change in whole or in part by direction of the Superintendent of Schools or the Portage Public Schools Board of Education.

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## ***STATEMENT OF PHILOSOPHY***

Provided by the Board of Education, the interscholastic athlete in the Portage Public Schools offers a wide range of voluntary athletic activities to both young men and women in the middle and senior high school levels is a privilege. To be able to represent Portage and its schools is a privilege afforded by the Board of Education only to those athletes who have earned the opportunity to do so.

▪ **To The Parents:**

It should be remembered that participating in athletics is a privilege, not a right. The major focus is teaching skill, attitudes, knowledge and sportsmanship. The lesson students learn, by being part of a team, teaches them responsibility, cooperation, dedication and determination, which are all valuable lifetime skills.

▪ **To The Athlete:**

The privilege you have earned to be a part of an interscholastic athletic team at our school is a true extension of your work in the classroom. We hope you will benefit as much from your athletic experience as you do from academic endeavors. As a middle school athlete, the positive values learned on the playing field now will last a lifetime. To better our school and ourselves we want you to reinforce the need for high levels of sportsmanship, ethics, and integrity in competition.

### **PARTICIPATION OF ATHLETES IN SPORTS**

1. Each student is free to make his/her own selection of the sports in which he/she wishes to participate.
2. Each coach has the right and the responsibility to select his/her squad personnel and to make substitutions as he/she sees the need.
3. Subject to the appeal process (described on page 136 and in the Student Code of Conduct), each coach has the right and responsibility to drop members from his/her squad. Such action may result because of such reasons as: lack of physical, mental or moral fitness; lack of sufficient application to work; lack of cooperation with the team or coach; and failure to observe training rules/regulations.
4. Athletes will be expected to remain a squad member for the full season. When an athlete begins a season and dresses for the first contest in that sport, and then decides to drop that sport, participation will not be allowed in the next sport until completion of the original season. In order to receive an award, athletes shall maintain squad membership even past the last scheduled contest by returning equipment, attending all squad meetings, maintaining Personal Rules of Conduct for Athletes in the Portage Public Schools and attending the Sports Awards Program.
5. Coaches in all sports are at liberty to advise and instruct individuals at any time during the year, consistent with regulations of the M.H.S.A.A. and the Portage Public Schools.

6. In a rare case, it may be reasonable and proper to refuse to accept a candidate for a sport. In such instance, the case is to be reviewed by the principal, the Athletic Director and the involved coach.
7. If it is necessary for an athlete to be absent from a practice session, he/she must notify his/her coach prior to the practice time.
8. Basic equipment and uniforms for participation in athletics (except for shoes and other personal items) will be provided by the athletic program.

SUNDAY PRACTICES - Sunday practices should not be held for any sport.

### **REQUIREMENTS FOR PARTICIPATION**

Remember that as an athlete you are not eligible to participate in any sport until the following items have been completed:

1. Physical examination completed and card turned in to the Athletic Office.
2. All eligibility requirements have been satisfied.
3. Emergency treatment release card is on file with trainer.
4. Training regulations contract on file in the Athletic Office.
5. Insurance information is on file in Athletic Office.
6. Full day of attendance on day of games.

## INSURANCE AND ATHLETICS

The Portage Public Schools does not provide any type of health or accident insurance for injuries incurred by your child while participating in interscholastic athletics. It is your responsibility to pay, either through insurance coverage or personally, for all medical/surgical expenses related to your son's/daughter's participation in interscholastic athletics.

**It is very important that you review your personal health, dental, and accident insurance policies for adequate coverage.**

The **District requires** that some type of personal insurance be in place for each participant. The coverage levels of such policy are the responsibility of the parent/legal guardian. The District offers, through

an independent insurance company, an insurance policy, that parents may purchase, which provides minimal coverage should you not have any personal insurance. If you have insurance, you may also want to consider this policy to supplement your own primary health insurance. Contact your Athletic Office for details.

Brochures on this policy are provided to each student at the beginning of the school year. Parents/Guardians of participants in middle school interscholastic sports will need to determine if they want to purchase this insurance before practice for the sport begins.

The policy covers all interscholastic athletics as indicated in the information on premium rates listed below. Please read carefully. For further information contact your athletic director/coordinator.

<b>SCHOOL-TIME ONLY COVERAGE</b> - <i>Covers accidents which occur while participating in school-sponsored and supervised activities only.</i>	<b>Premium Cost</b>
Grades PreK-12 Includes all activities and interscholastic sports, except football.	\$ 94.00
Grades PreK-12 Includes all activities except interscholastic sports	\$ 55.00
<b>24-HOUR COVERAGE</b> - <i>Around the clock accident coverage anywhere in the world. Protection during vacations, weekends and school days</i>	
Grades PreK-12 Includes all activities and interscholastic sports, except 9-12 football	\$ 231.00
Grades PreK-12 includes all activities except interscholastic sports	\$ 193.00
<b>FOOTBALL ONLY COVERAGE</b> - <i>Covers accidents occurring while participating in high school interscholastic football practice or competition. Travel is also covered when going directly and uninterrupted to and from such practice or competition when traveling as a group in school-sponsored and supervised transportation. Optional Football coverage begins on the date of premium receipt by the Company, its representatives or school officials but not prior to the first official date of practice; and continues through the date of the last official game of the current season including playoffs. (Grades 9-12 2009 season only).</i>	\$ 330.00
<b>EXTENDED DENTAL ACCIDENT PLAN</b> <i>Can only be purchased in conjunction with At School, 24-Hour a Day Protection or Football Only plans (Grades Pre-K through 12)</i>	\$ 11.00

## **ATHLETE RESPONSIBILITIES:**

### **Of a Portage School Athlete**

Being a member of a Portage School athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained.

A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic squad of a Portage

School, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

Our tradition has been to win with honor. We desire to win, but only with honor to our athletes, our school and our community. Such a tradition is worthy of the best efforts of all concerned. Over many years our squads have achieved more than their share of league and tournament championships. Many individuals have set records and won All-State and All-Conference honors.

It will not be easy to contribute to such a great athletic tradition. To compete for your school may mean that you will have to say "no" to influences an athlete cannot afford. When you wear the colors of your school, we assume that you not only understand our traditions, but also are willing to assume the responsibility that goes with them. The contributions you make should be a satisfying accomplishment to you and your family.

### **Specific Responsibilities of Athletes**

Athletes are in school first for an education. Moreover, an interscholastic athletic program has a proper place in Portage Public Schools only when it is an educational function.

The values of athletics are many. To compete for one's school may mean having to say "no" to influences that an athlete cannot afford. To get the most out of their athletic competition, the athletes in turn must be aware of assuming certain responsibilities, namely:

1. Striving to achieve sound citizenship and desirable social traits, including emotional control, honesty, cooperation, dependability, and respect for the other person and his/her abilities.
2. Maintaining academic and eligibility standards.
3. Showing respect for both authority and property.
4. Learning to attain physical fitness through good health habits.
5. Learning the spirit of hard work and sacrifice.

6. Desiring to excel.

7. Return of all equipment issued at end of season. [Non-participation at next level if return or restitution has not been made.]

### **To Yourself**

The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible good from your secondary school experiences. Your studies, your participation in other extra/cocurricular activities as well as in sports, prepare you for your life as an adult.

### **To Your School**

Another responsibility you assume as a squad member is to your school. The Portage Public Schools cannot maintain its position of having an outstanding program unless you do your best in whatever activity you wish to engage. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school.

You assume a leadership role when you are on an athletic squad. The student body and citizens of the community know you. You are on stage with the spotlight on you. The student body, the community and other communities judge our school by your conduct and attitude both on and off the field. Because of this leadership role, you can contribute greatly to your school spirit and community pride. Make Portage proud of you and your community proud of your school, by your faithful exemplification of these behaviors.

### **To Others**

As a squad member, you also bear a heavy responsibility to your home. If you never give your parents anything to be ashamed of, you will have measured up to the ideal. When you know in your heart that you have lived up to all the training rules, that you have practiced to the best of your ability every day, and that you have played the game "all out", you can keep your self-respect and your family can be justly proud of you.

The younger students in the Portage Public Schools are watching you. They will copy you in many ways. Set good examples for them so their athletic experiences may have a positive effect on them just as you expect to gain from your participation in athletics.

## **ATHLETIC PROGRAM RESPONSIBILITIES**

### **The Superintendent of Schools:**

The Superintendent is responsible for all athletic activities of the school system. At the discretion of the Superintendent, certain duties related to the administration of the athletic program may be delegated. Mutual cooperation shall be of paramount importance in order to carry out programs that are based upon sound educational philosophy.

### **The Assistant Superintendent of Instructional Services:**

The Assistant Superintendent of Instructional Services shall serve as the Superintendent's liaison to the district's athletic program. The principals shall report directly to the Assistant Superintendent regarding all issues involved with the administration of the athletic program.

### **The Principal:**

The Principal is responsible for the overall administration, personnel evaluation and supervision of athletic activities for that building, but authority to act may be delegated to another administration representative of the school. The principal's duties include those delegated by the Superintendent such as compliance with the provisions of this handbook and the MHSAA handbook.

### **The Athletic Coordinator:**

The coordinator acts as the principal's representative for interscholastic athletic or intramural activities and as liaison between the principal and the coaching staff in matters of policy, philosophy, and assignment of coaching personnel.

### **The Athletic Coordinator Shall:**

1. Be responsible to the building principal.
2. Supervise and coordinate the interscholastic and/or intramural athletic program.
3. Serve in an advisory and assisting role to the Assistant Superintendent of Instructional Services, secondary principals, and the athletic department
4. Coordinate such system wide athletic programs, activities, and related procedures as shall be designated by the building principal within the policies and regulations previously approved by the appropriate authorities.

## **COACHES RESPONSIBILITIES:**

### **1. To the Players on the Team**

Coaches should have an understanding of how growth and development occurs in students and incorporate that information in their coaching. They should also recognize the role that athletics has in supporting the educational process of students.

The safety and welfare of players should always be uppermost in the coaches' minds.

### **2. To the School District and Community**

Coaches should recognize that they are district representatives and should represent the district in a positive manner. They must constantly strive for excellence in all areas of their school. Coaches must treat the faculty, the players, and the general students with the same honor and respect that they desire to be shown them. Private, firm, fair, and consistent discipline must be maintained.

The work of coaches must be an integral part of the educational program of the school. Coaches should show mastery of the principles of education and consequent improvement in teaching and coaching.

Coaches should give support to all endorsed activities of the school. At every opportunity coaches should urge the student body to be polite, courteous, and fair to the visiting team.

Coaches have responsibility to the community and parents by keeping parents and players informed of clearly stated expectations for behaviors and rules. Reasonable practice times should be established and clearly communicated to parents or guardians in a timely fashion.

### **3. Student/Parental Concerns, Questions or Complaints:**

Concerns, questions, or complaints from an athlete and/or their parent should be directed to the coach of the sport by requesting a meeting with the coach. Issues not satisfactorily resolved as a consequence of this meeting should be directed to the Athletic Coordinator. If the issue cannot be satisfactorily resolved, the issue should be directed to each level of administration, as necessary, up to the appropriate central office level director.

## ACADEMIC ELIGIBILITY REQUIREMENTS

### Middle School Level

Regulation: 5510 Revised: 10-02

#### **Standard:**

Student participation in co/extracurricular activities plays an important part in the development of self-concept, social skills and citizenship. The intent of the academic eligibility regulation is to encourage academic success as well as these aspects of social growth.

At the middle school level, it is expected that students maintain passing grades. If a student fails to improve his/her grade(s) to passing within a week, he/she becomes ineligible and excluded for a minimum of one week. Exclusion begins the following week from Monday through Sunday. A student who is failing two (2) or more classes is ineligible and excluded from participation in the designated activities.

If the student, within a reasonable amount of time does not demonstrate improvement, the student may be excluded from participation in co/extracurricular activities at any time and for any duration deemed appropriate, based upon the discretion of a building administrator.

#### **Eligibility Probation:**

During a marking period, a student who has a **D** and/or one **E** is placed on eligibility probation for a minimum of one week.

#### **Eligibility Exclusion:**

A student who is **failing 2 or more classes or is failing the same class for two consecutive weeks** becomes excluded for a **minimum of one week**. Eligibility is reinstated at such time that the grades in all of the failing classes are improved to passing status. Exclusion begins the following week and runs from Monday through Sunday.

During the marking period, if a student fails to improve his/her failing grade(s) to a passing status within a week, he/she becomes excluded for a minimum of one week. At the end of each quarter, a student who fails two (2) or more classes becomes excluded from the extra/co-curricular activities for the first week of the next quarter. After that time, the student will become reinstated upon acquiring passing grades in all classes.

#### **Monitoring Procedure:**

Club, activity, and team rosters will be made available to all staff members. These rosters will be maintained and updated weekly.

A. The Athletic Coordinator will have the responsibility for the teams during the season

B. The club/activity sponsors will have the responsibility for their organization (Student Council, Ski Club, Drama Club, Yearbook Club, Newspaper Club, etc.)

Academic eligibility will be determined each Friday by the school administrative office. A confidential list of all students on probationary and exclusionary status will be routed to all staff. A communication about exclusionary status will be mailed home.

It shall be the responsibility of the Athletic Coordinator and club/activity sponsors to enforce exclusion or probation requirements with those students participating in his/her extra/co-curricular program.

An administrator at each middle school will be designated to oversee this process. S/he will confirm at the beginning of the school year all formally recognized clubs and activities affected by this regulation, and the duration of their operation.

The exclusionary or probationary status will commence the week after the concern has been noted by the classroom teacher(s).

Students may continue to practice with athletic teams and/or participate in extra curricular rehearsals while excluded, but may not participate in, or travel with the team/group to any contests, performances or special team/club activities.

#### **Plan of Assistance:**

The student is responsible to improve his/her grade to a satisfactory level. The teacher will initiate an intervention with the student and contact the parent on the day of recordation to develop a plan of assistance designed to enable the student to realize academic success. This plan will occur during the week of probation/exclusion taking effect. In addition, the coach/athletic coordinator or club sponsor will notify students of their exclusionary status on the day that it is recognized. A letter will be sent to parents notifying them of their student's exclusionary status.

The guidance counselor will assume responsibility as the case coordinator if the initial interventions are not successful and the student remains on the academic eligibility list for three weeks or more. At this point, the case will also be administratively reviewed and further interventions will be planned (i.e. parent conference, special services.)

A student may be excluded at any time and for any duration deemed appropriate, based upon the principal/assistant principal's discretion, if the student within a reasonable amount of time does not demonstrate improvement.

**Middle School Areas Included:**

Interscholastic athletics or activities, cross-country, Student Council, and all school sponsored activities and clubs.

**Middle School Areas Excluded:**

Intramural Activities except cross-country.

**CONDUCT OF AN ATHLETE**

The conduct of any athlete is closely observed in many areas of life. It is important that your behavior be above reproach in all of the following areas:

1. **ON THE FIELD-** In the area of athletic competition, a real athlete does not use profanity or illegal tactics, and learns fast that losing is part of the game and that you should be gracious in defeat and modest in victory. It is always courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory.
2. **IN THE CLASSROOM -** In the academic area, a good athlete becomes a good student. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies to insure acceptable grades.

In addition to maintaining good scholarship, an athlete should give respectful attention to classroom activities and show respect for the students and faculty at all time. Horseplay and unnecessary boisterousness are not acceptable habits of behavior.

A healthy athlete should have a good attendance record. Never cut classes or school!

**GROOMING AND DRESS**

A member of an athletic team is expected to be well groomed. Appearance, expression and actions always influence people's opinions of athletes, the team and the school. Once you have volunteered to be member of a squad, you have made a choice to uphold certain standards expected of athletes in this community.

In order to further good sportsmanship, maintain good health habits, good performance, respect for rules and authority; establish leadership, team pride and discipline; eliminate disruptive influences, disturbances in the locker rooms, and the practice fields and gymnasiums or trips, the following grooming and dress rules will be adhered to by team members:

1. Only uniforms issued by the Athletic Department will be permitted to be worn for contests.

2. An athlete shall dress presentably at all times; on trips, at assemblies or at banquets.
3. The wearing or taking of Portage athletic uniforms and/or equipment without permission of the school authorities is not permitted.

**CODE OF STUDENT CONDUCT**

The primary purpose of the school is teaching and learning. In order to protect each student's right to the fullest educational opportunity available in the school system, rules and regulations governing student conduct and discipline have been developed. It is the purpose of the Code of Conduct to outline those standards of behavior which, if violated, will lead to some form of disciplinary action -- up to and including expulsion from school.

Building administrators have the authority to execute the discipline outlined in the Student Code of Conduct.

The severity of the violation will determine the degree of discipline administered within the above stated guidelines. Exceptions may occur only under extenuating circumstances.

**Participation in Extra/Cocurricular Activities**

One of the most important responsibilities of a Portage student is to broaden him/herself and to develop strength of character and ongoing sound physical health. Participation in extra/cocurricular activities (i.e. athletics, debate, musical programs, etc.) is a privilege which allows students additional opportunities to grow physically, socially and emotionally toward adulthood. It is expected that students attend a full day of school in order to participate in after-school or evening activities scheduled on that date.

When a student is unable to conduct him/herself in an appropriate manner, disciplinary action in the form of an in-school or out-of-school suspension may be taken.

**A student on suspension will not be able to attend the regular classes or participate in extra/cocurricular activities of any kind during the dates of the suspension. There is a loss of all social privileges.**

If a misconduct as outlined in the Student Code of Conduct on Page 14, occurs during an extra cocurricular activity then the maximum discipline will be the same as that described for Mood-Altering Chemicals (outlined below) unless coaches have outlined more stringent consequences with participants and parents.

**Rule for Students Participating in Extra Cocurricular Activities in Relationship to the Use of Mood-Altering Chemicals**

The Portage Public Schools recognize that the use of mood-altering substances is a significant health problem for many adolescents, resulting in negative effects on behavior, on learning, and on the total development of each individual. The use of mood-altering substances also affects extra cocurricular participation and the development of related skills. Therefore, the Portage Schools have developed specific rules and regulations relating to this area.

Rule

**Regardless of the quantity, a student shall not:**

**Use or consume, be under the influence of, have in possession, buy, sell, or give away any controlled substance – including look alike or what is represented as a drug, or any related paraphernalia.**

This expectation applies to the entire school year. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's personal use by his/her doctor. It is however; the responsibility of the student to notify his or her coach that (s)he is taking such a medication.

Steroids

**Regulation 5302 Revised 4/07**

Portage Public Schools adheres to Michigan Compiled Laws regarding steroid usage, possession and delivery and will report any violators of the law to appropriate law enforcement agencies. This report will be made in addition to any consequence levied by school officials. A *Public Health Code* summary follows:

**USE** - *A person who knowingly uses an androgenic anabolic steroid in violation of section 17766a of the Public Health Code, Act No. 368 of the Public Acts of 1978, being section 17766a of the Michigan Compiled Laws is guilty of a misdemeanor, punishable by imprisonment for not more than 90 days, or a fine of not more than \$100, or both*

**POSSESSION** - *A person who knowingly possesses an androgenic anabolic steroid in violation of section 17766a of Act No. 368 of the Public Acts of 1978 is guilty of a misdemeanor punishable by imprisonment for not more than 90 days, or a fine of not more than \$100.00, or both. A second or subsequent violation is a felony, punishable by imprisonment for not more than 4 years, or a fine of not more than \$2,000.00, or both.*

**DELIVERY** - *A person who knowingly delivers or knowingly possesses with intent to deliver an androgenic anabolic steroid or counterfeit androgenic anabolic steroid to another person in violation of section 17766a of Act No. 368 of the public Acts of 1978 is guilty of a felony, punishable by imprisonment for not more than 7 years, or a fine of not more than \$5,000.00, or both.*

Extra Cocurricular Activities Affected by the Rule

These are divided into two categories:

**Category I** = All activities which are part of the interscholastic Athletic program.

**Category II** = Academic activities and public performances (debate, band, choir, orchestra, clubs, etc.)

Consequences for Infractions of the Rule

**Category I: Interscholastic Athletics**

**First Violation**

The student shall lose eligibility for participation in 20% of that area's originally scheduled contests or 20% of the season, whichever is greater. The exclusion shall be consecutive, starting with the first scheduled event. The student must also meet with the Student Assistance Coordinator of his/her school and follow recommendations which are developed. No exception is permitted for a student who becomes a participant of a treatment program.

**Second Violation**

The student shall lose eligibility for participation in 50% of that area's originally scheduled contests or 50% of the season, starting with the first scheduled event. The student must also meet with the Student Assistance Coordinator of his/her school and follow recommendations that are developed. No exception is permitted for a student who becomes a participant of a treatment program.

**Third & Subsequent Violations**

The student shall lose eligibility for participation in all athletic areas for one calendar year. If after the third or subsequent violations, the student of his/her own volition becomes a participant in a chemical dependency or treatment program, the student may be certified for reinstatement in extra cocurricular activities after an ineligibility period matching the penalty designated for a second violation.

Penalties shall be cumulative, beginning with and throughout the student's participation in an extra cocurricular area for four years. Should there be multiple violations, the greater penalty will apply. Category I penalties which cannot be fully served

during a season will carry over to future participation in athletic areas which the student has served in during the previous year. (Under extenuating circumstances, the discretion of the building administrator may be used in determining an area in which a student may finish serving his/her penalties

**Category II: Academic Activities & Public Performances (Band, Choir, Orchestra, Clubs, etc.)**

**First Violation**

The student shall lose eligibility for participation in the next two (2) consecutive public events or two (2) weeks of a season, in which the student participates, whichever is greater. The student must also meet with the Student Assistance Coordinator of his/her school and follow recommendations which are developed. No exception is permitted for a student who becomes a participant of a treatment program.

**Second Violation**

The student shall lose eligibility for participation in the next six (6) consecutive public events or six (6) weeks of a season, in which the student participates, whichever is greater. The student must also meet with the Student Assistance Coordinator of his/her school and follow recommendations, which are developed. No exception is permitted for a student who becomes a participant of a treatment program.

**Third & Subsequent Violations**

The student shall lose eligibility for participation in all Category II areas for one calendar year. If the student, of his/her own volition, becomes a participant in a chemical dependency or treatment program, the student may be certified for reinstatement in extra cocurricular activities after an eligibility period matching the penalty designated for a second violation.

*Penalties shall be cumulative, beginning with and throughout the student's participation in an extra cocurricular area for three years. Should there be multiple violations, the greater penalty will apply. Category II penalties, which cannot be fully served during a season, will carry over to future participation in areas which the student has served in during the previous year. (Under extenuating circumstances, the discretion of a building administrator may be used in determining an area in which a student may finish serving his/her penalties.)*

**DISCIPLINARY APPEAL PROCESS**

Students, parent(s)/guardian(s) have the right to appeal disciplinary decisions. Students, parents or guardians should notify the Athletic Director, coach, co-curricular director, or building principal of intent to appeal. In the event of a suspension, a student may be required to

serve the suspensions while an appeal is in process. The order of appeal is as follows\*:

1. Within one working day of notification of discipline, a student/parent must notify the building administrator of his/her intent to appeal the decision. The building administrator or designee has three (3) working days in which to respond to the appeal.
2. If the student/parent wishes to appeal the building administrator's decision, he/she has five (5) working days with which to notify the Assistant Superintendent of Instructional Services. The Assistant Superintendent of Instructional Services has five (5) working days in which to respond to the appeal.
3. The Assistant Superintendent of Instructional Services is the final step in the appeal process.

**DEFINITION OF TERMS**

1. Committed is defined as the affirmative action by a student to become an athlete by virtue of going out for a sport. The date of commitment shall be deemed to be that of the first practice of the season of the first sport in which a student participates. Once an athlete has committed himself or herself to a particular sport, either at the middle school or high school level, the athlete shall be considered to be committed for the balance of his or her middle school or high school years and shall be required to adhere to all rules and regulations pertaining to athletics.
2. Ineligibility is defined as being rendered unable to participate in the athletic competition for a specified or indefinite period of time.

**PROCEDURES FOR ATHLETIC PROGRAM DEVELOPMENT**

**Regulation #6120.4 Revised: 12-01**

The following procedures are intended to establish criteria, and to guide and facilitate the development of athletic programs within the Portage Public Schools.

Assumptions:

1. Athletic programs are an extension of the educational process.
2. Existing District facilities are adequate to host a program without an adverse effect on existing programs.
3. The proposed additional program will not have an adverse effect on the "Site Ownership of Athletic Revenue" (SOAR) account.

4. School budgets are established on a yearly basis commencing on July 1 of any year and ending June 30 the following year as a part of the District's General Fund appropriation.
5. Budget allocations must be set prior to the beginning of a budget year.
6. All requests for program additions or deletions must completely satisfy the following procedural steps prior to February 1 of any year in order to be considered by the Board of Education for implementation in the fall semester.
  - f. Documentation of anticipated attendance and gate receipts
  - g. Identification of other sources of financial support
  - h. Estimated annual (on going) cost for equipment, material and uniform replacement
  - i. Statement of facility requirements of the proposed program (with new costs specified)
  - j. Statement of annual facility maintenance costs
  - k. Sample season schedule listing day, time, location of contests and practice sessions
  - l. An outline specifying the times, places, and nature of any off-campus arrangements of the program
  - m. Statement of transportation requirements. Any new sport or activity should recognize that priority for transporting students shall be given to programs based upon seniority or as determined by the appropriate athletic director
  - n. Statement of compliance with Title IX

Procedures:

- Any proposal for a new athletic program must begin with the building administration and/or athletic director.
- Any proposal must identify the students to be involved, their grade level, and all unique characteristics of the proposed athletic program.
- The following data must accompany the proposal:
  - a. Statement of student needs to be met by the proposal
  - b. Statement of program activity goals, program objectives and length of activity
  - c. Documentation that the sport or activity has been active as a club for at least 4 consecutive years. An additional consideration will be if the sport or activity is recognized by the Michigan High School Athletic Association (MHSAA) and that State competition sponsored by MHSAA is available
  - d. Documentation that competition is available locally
  - e. A complete estimate of all associated costs including coaches' fees, uniforms, equipment, officials' fees, transportation, supervision, etc.
- Program proposals are to be fully developed at the building level and should be forwarded to the appropriate Director, who will place the item on the Athletic Council agenda.
- Following departmental and building administrator review and with the approval of the Athletic Council, the Director may forward the proposal to the Superintendent of Schools indicating that the program should be considered.
- The Superintendent of Schools will forward all program proposals to the Board of Education with his or her recommendation or return proposals to staff.
- The Board will consider proposals for all program changes.

Special Note:

Citizens requesting a program change will be directed to the appropriate administrative level for the development of appropriate recommendations.