

BCHS CO-CURRICULAR HANDBOOK

INTRODUCTION

This handbook is designed for students and parents to help define the role of co-curricular activities in Boyne City High School. The Boyne City High School Student Handbook is a part of our Co-Curricular Handbook. All guidelines listed in the BCCHS Student Handbook apply to our Co-Curricular Handbook. Remember, these are guidelines that by no means can cover every possible situation.

Boyne City High School has adopted standard policies here after referred to as the CO-CURRICULAR CODE. This code is in effect all year (not just the school year or co-curricular seasons). We have high expectations for our participants.

- It is our belief that family comes first, then studies, and then co-curricular activities.
- Each participant must strive to maintain good mental and physical health throughout the year.
- Each participant should recognize the value of setting and adhering to the highest standards of conduct.
- Each participant should respect excellence of performance and conduct among opponents as well as teammates. (i.e. sportsmanship)
- We have high expectations for our athletes/participants, as they are considered to be role models. It is important that their behavior be above reproach.

MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION

Boyne City Public Schools are voluntary members of the Michigan High School Athletic Association and compete only with member schools. As a member school district, the secondary schools of Boyne City agree to abide by, and enforce, all rules and regulations promulgated by the M.H.S.A.A.

Research indicates a student involved in co-curricular activities has a greater chance for success during adulthood; therefore, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. The information provided within this handbook will help to make experience with Boyne City High School's co-curricular programs less stressful and more enjoyable for you and your student.

CO-CURRICULAR CODE

Interscholastic sports and co-curricular activities are a part of our total educational culture and an important part of the high school experience. Every attempt should be made to encourage as many students as

possible to share in the benefits of co-curricular activities. The program shall be so directed that the welfare of students will be the rule. Every effort should be made to assume broad-based student participation.

- A participant is defined as any student who chooses to take part in co-curricular activities.
- Co-curricular activities are any and all groups, teams, clubs, etc. that exist to enhance a student's total educational program, are participated in voluntarily, and in general, take place beyond the classroom school day.

Examples would include all school sponsored athletic programs, school sponsored academic competitions, Youth in Government, National Honor Society, Band, Jazz Band, Student Council, Drama, and other school sponsored programs.

ACADEMIC & BEHAVIORAL ELIGIBILITY:

M.H.S.A.A. eligibility rules will be in effect in addition to B.C.H.S. eligibility rules. Every student participating in a co-curricular activity will be evaluated in regard to eligibility. Teachers report Academic/Behavior eligibility weekly. Eligibility runs from Sunday to Sunday. The following eligibility rules apply:

1. Unless pre-excused, a student must be in attendance for a full day of school to participate in practices, contests or performances.
2. Students reporting one or more D's will be placed on "Warning" status. During this period, students will be responsible for working to improve grades and reporting to coaches and administrators on a weekly basis until grades improve.
3. Students reporting one or two F's will be placed on "Probation" status. During this probationary period, students will be responsible for working to improve grades and reporting to coaches and administrators on a weekly basis until grades improve.
4. Students reporting at least three F's or consecutive failing grades in the same class at a two week grade check will be deemed ineligible until grades improve.
5. Non-passing grades will be determined on a weekly cumulative basis for each semester, not on an isolated week's work.
6. Students reported with non-acceptable behavior two weeks in a row will be ineligible.
8. When a student becomes ineligible, they will not be excused from school if their school-sponsored event takes place during the school day.
7. In case of error, Athletic Director or Administrator will clarify.

CONDUCT:

Conduct in and out of school shall be such as to bring no discredit to the participants, parents, school, or team. Unsportsmanlike conduct will be

handled by the coach/advisor. Possible suspension will be governed at the discretion of the Co-Curricular Council for misconduct.

SUSPENSION:

Any student suspended from school will lose his or her privilege to participate in said sport/activity throughout the duration of his/her suspension. They may not attend school activities or practice during suspension from school.

PENALTIES FOR VIOLATIONS:

(Parents or guardians will be notified in all cases of suspension)

1. In the case of suspensions the participant will be ineligible for the duration of the suspension.
2. No penalties will run concurrently. For example: If a second offense occurs during the first suspension, the second penalty will begin at the conclusion of the first suspension.
3. Participants suspended from school may not attend any school/co-curricular function during the suspension from school. This includes all practices.

SUBSTANCE ABUSE POLICY:

This portion of the co-curricular policy addresses substance abuse issues only. Each individual co-curricular activity may have additional requirements addressed in their appropriate handbook.

1. Use, possession, concealment or being under the influence of the following (but not limited to):
 - Alcohol
 - Tobacco
 - Illegal drugs
 - "Look alike" drugs
 - Performance enhancing or mood altering substances
- a. **First Violation:** After confirmation of a first violation (confirmation is considered to be any one of the following):
 - Admitting to the offense to a coach/advisor or administrator.
 - When a school administrator investigates an accusation and determines evidence is such to confirm (all due process has occurred including: the right to confront the accuser).

The student will lose eligibility from Co-Curricular activities for 90 school days. The Human Assistance Program or representative(s) of the team will meet with the student and parent(s) to discuss the options available for a plan of assistance. Upon compliance of the H.A.P. team recommendations the student may request early reinstatement.
- b. **Repeat Violation:** After confirmation of a second violation, the student shall lose eligibility for one

calendar year. The Human Assistance team will meet with the student and parent(s) and discuss the options available for a plan of assistance. Upon compliance of the H.A.P. team recommendations the student may request early reinstatement.

2. Distribution or sale of alcohol and/or other drugs:
After confirmation the student shall lose eligibility for one calendar year. The Human Assistance team will meet with the student and parent(s) and discuss the options available for a plan of assistance. Upon compliance of the H.A.P. team's recommendation the student may request early reinstatement.
3. After one calendar year with no violations the student's record is cleared of all previous violations.
4. This policy will be in effect twelve months a year. The statute of limitations for violations will be one month before the end of the previous year as well as the entire length of the summer.

PROCEDURE FOR HANDLING VIOLATIONS:

1. Investigation by head coach/advisor.
2. Report is to be written to the Principal or Athletic Director within three (3) days. (Co-Curricular Code Violation Report).
3. Notification to parents of violation.
4. Disciplinary action taken by Administrator.

APPEAL STEPS:

1. 1st Level of Appeal
 - a. Parent contacts building administrator of appeal.
 - b. Review by Co-Curricular Council, within (3) days of parent notification.
 - c. Parent and participant are notified of Co-Curricular Council decision.
2. 2nd Level of Appeal
 - a. Parent to contact Superintendent within (3) days of Co-Curricular Council review.
 - b. Superintendent Review, within (5) days of Appeal by Parent.
 - c. Parent and participant are notified of Superintendent's decision.
3. 3rd Level of Appeal
 - a. Written notification to Superintendent of Appeal.
 - b. Board Review, at next Board meeting.

ATTENDANCE REQUIREMENT TO PARTICIPATE IN EVENT:

1. ANY PARTICIPANT MUST BE IN SCHOOL THE ENTIRE DAY TO BE ELIGIBLE FOR PRACTICE OR EVENT, unless excused by the Principal or Athletic Director.
2. **IN CASE OF SATURDAY EVENTS, PARTICIPANTS MUST BE IN SCHOOL THE ENTIRE DAY FRIDAY**, unless excused by the Principal or Athletic Director.

3. If a participant is absent from school the day of a contest, practice or meeting, he/she needs to notify the coach or advisor.
4. Absence from a contest and/or practice or meetings requires Parent/Guardian contact to be excused.

EXCUSED ABSENCE FROM SCHOOL FOR CO-CURRICULAR EVENTS:

1. If a "school-sponsored" co-curricular event requires the student to be absent during the school day, the absence shall be excused.
2. The participant must take responsibility for classroom work missed because of events scheduled during school days.
3. When a student becomes ineligible, they will not be excused from school if their school-sponsored event takes place during the school day.

TRAVEL TO AND FROM "AWAY EVENTS":

All participants are encouraged to travel and return from "away events" with the team. A written note to the Principal or Athletic Director is required before any participant may ride home with anyone other than parents. Coaches/advisors have the authority to allow a participant to ride with their own parents, if parents contact the coach/advisor personally.

EQUIPMENT:

All uniforms and equipment issued to the participant and not returned to the coach/advisor at the end of the season must be paid for or it will be considered as theft & treated as such. The coach/advisor will fill out an equipment card for each participant and check off when it is returned at the end of the season. (This should be done within 3 days after season ends). Note: PLEASE REFER TO EQUIPMENT RESPONSIBILITY IN THE FOLLOWING PAGES.

LYING, CHEATING, ABUSE:

Consequences for lying, cheating, or abuse of coaches/advisors, teammates or others will be determined by the head coach/advisor. (A.D. & Principal may become involved if necessary)

RULES NOT OUTLINED IN CO-CURRICULAR CODE:

Head coaches/advisors have the right to develop additional rules and regulations for his/her team provided they are approved by Athletic Director and/or Principal before the start of the season.

ADDITIONAL ATHLETIC CO-CURRICULAR REGULATIONS:

1. An athlete desiring to quit an established group and join another group *must* do so before his/her first athletic contest, and shall first seek agreement with both coaches and the Athletic Director. Players that quit must turn in all equipment to the head coach.

2. Two Sport/Activity Policy (In same season). An athlete may participate in two sports in the same season but must clear it with the Athletic Director and both coaches. One sport/activity must be chosen as the primary sport/activity and arrangements must be worked out with the coaches.

POTENTIAL DANGERS IN CO-CURRICULAR PARTICIPATION

Parents and participants should fully understand and appreciate the risk of serious personal injury associated with participation in co-curricular activities. Reducing injuries, without subtracting from the experience, is a continuous goal of our coaching and administrative staff. In the event of an injury to a teammate, participants are instructed to immediately report this to the coach/advisor, do not touch the injured teammate, and allow adequate space for emergency personnel.

PARENT/COACH COMMUNICATION

PARENT/COACH RELATIONSHIP:

Being a parent or a coach/advisor can be a difficult, yet rewarding job. Open communications between the two parties can make both jobs much easier. As parents, when your child becomes involved in our program, you are entitled to understand the expectations that are placed on your child. This begins with clear communication from the coach/advisor of your student's program.

COMMUNICATION YOU SHOULD EXPECT FROM YOUR SON/DAUGHTER'S COACH/ADVISOR:

1. Philosophy of the coach/advisor
2. Expectation the coach/advisor has for your child as well as all the participants in the group
3. Locations and times of all meetings, practices and contests.
4. Team requirements, i.e., fees, special equipment, off-season conditioning
5. Procedure should your child be injured during practice
6. Discipline that results in the denial of your student's participation.

COMMUNICATION COACHES/ADVISORS EXPECT FROM PARENTS:

1. Concerns expressed directly to the coach/advisor
2. Notification of any schedule conflicts well in advance
3. Specific concerns in regard to a coach/advisor's philosophy and/or expectations.

As your student becomes involved in the programs at Boyne City, he/she will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when

things do not go the way you or your child wishes. At these times, discussion with the coach/advisor is encouraged.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES:

1. The treatment of your student, mentally and physically.
2. Ways to help your student improve
3. Concerns about your student's behavior.

It can be very difficult to accept your student not getting as much playing time or participation time as you may hope. Coaches/advisors are professionals. They make decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can and should be discussed with your student's coaches/advisors. Other things, such as those that follow, should be left to the discretion of the coach/advisor. There are situations that may require a conference between the coach/advisor and the parent, for example: participation time, team strategy, play calling, etc. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue of concern.

1. Call the coach/advisor directly to set up an appointment
2. If the coach/advisor cannot be reached, call the BCHS Athletic Director at 439-8155 or the BCHS main office at 439-8100.
3. Please do not attempt to confront a coach/advisor before, during, or after a contest or practice. These can be emotional times for both parties. Meetings of this nature do not promote resolution.

THE NEXT STEP:

What can a parent do if the meeting with the coach/advisor did not provide a satisfactory resolution?

1. Call and set up an appointment with the Athletic Director or administrator to discuss the situation.
2. At this meeting the appropriate next step can be determined.

EQUIPMENT RESPONSIBILITY

Boyne City Schools will make every attempt to outfit its co-curricular participants with the best uniforms and equipment we can afford. We issue this equipment to the participants for their use and protection. It is the responsibility of the participant, and ultimately his/her parents, to safeguard and maintain this equipment. All equipment is to be turned in by the student, to his/her coach/advisor when called for, and no later than three (3) days after the conclusion of the season. Equipment will be issued and noted on an equipment card. **It is the student's responsibility to see that his/her equipment is checked off by the coach/advisor upon its return.** Equipment not handled in this way, in a timely manner, i.e. left in a locker, at the door, sent in by someone else will be deemed lost or stolen, and the student will be charged replacement value. No equipment will be issued a student, nor will the

student participate in the activity, or its practices until this obligation is satisfied. Diplomas will be withheld until these conditions are met.

MEDICAL CLEARANCE FOR ATHLETIC PARTICIPANTS

Physical examinations and a record thereof, will be filed before each sport season with the Athletic Director. It is the responsibility of the individual athlete to obtain his/her physical before practice begins. NO ATHLETE MAY PARTICIPATE IN ANY PRACTICE, OR GAME WITHOUT A PHYSICAL ON RECORD.

A physical examination is required for each school year. The examination may take place anytime after April 15th of the previous school year. Within one week of the start of practice, the coach must submit to the athletic office an alphabetized list of "contestants". No athlete will be allowed to practice until his/her physical card is handed **to the coach or athletic office**. No athlete will be allowed to practice until his/her parent has completed the permission slip section and medical consent form on the physical form and is on file in the athletic office. A student who is under a doctor's care for illness or injury shall not be allowed to participate in an athletic practice or contest until he/she has written permission from the physician to do so.

MEDICAL INSURANCE

Accidents, which occur in school sponsored and supervised activities, including participants in interscholastic sports, are covered.

DEFINITION OF ACCIDENT:

An unexpected, sudden and definable event, which is the direct cause of bodily injury, independent of any illness, prior injury or congenital predisposition.

Conditions which result from participating in an activity do not necessarily constitute accidents. For example, illness, diseases, degenerative conditions caused by continued stress to a particular area of the body, and existing conditions aggravated by an accident are not covered.

This plan of insurance is Excess only: It will not duplicate benefits paid or payable by any other insurance or plan including HMO (Health Maintenance Organization) or PPO (Preferred Provider Organization).

The policy will not cover expenses payable under the insured's HMO, or PPO. If the insured chooses not to use an authorized medical vendor (under HMO or PPO), the policy will cover expenses incurred that it would have honored had the vendor insured used the proper medical vendor.

Medical treatment for a covered accident must begin within 60 days of that accident. Only expenses incurred within 52 weeks, unless otherwise noted, are considered. Benefits are determined on the basis of **Reasonable and Necessary** for the geographic location where services are performed.

The coverage in force is the broadest available. However, it should be noted that no benefits are payable, nor is any premium charged, for the following items including, but not limited to: sickness, disease or hernia in any form, nonprescription drugs, fighting, the use of electric bio-mechanical devices, and narcotics not prescribed exclusively for rehabilitation (e.g., playing brace, mouth guard).

CLAIM PROCEDURE:

Request for school insurance coverage, should be reported to the school within 20 days of accident occurring.

CO-CURRICULAR AWARDS POLICY

VARSITY CO-CURRICULARS:

Varsity Certificate
Letter (One time only)
Pins, given for each varsity co-curricular season (after letter is received)
Any additional special awards

JUNIOR VARSITY (JV) ATHLETICS

JV Certificates (No letters)

FRESHMAN ATHLETICS

Freshman certificates (No letters)

NON-VARSITY CO-CURRICULARS

Certificates (No letters)

A record of awards is available in both the BCHS Athletic and BCHS Main Office for all students that participate in co-curricular activities.