

BRONSON COMMUNITY SCHOOLS

ADMINISTRATIVE GUIDELINES COVERING STUDENT PARTICIPATION IN INTERSCHOLASTIC ATHLETICS & CO-CURRICULAR ACTIVITIES

I. Introduction

The Board of Education has directed the administration to undertake comprehensive programs for young ladies and young gentlemen and to fashion rules to carry them out. These Guidelines intend to promote the following concepts contained in the policy of the Board:

- A. The school is an educational institution
- B. Meeting student needs in self-expression, personal adjustment, and maturity
- C. Participation is a privilege extended to students in good standing academically and behaviorally
- D. Student-athletes and leaders shall conduct themselves in a manner that will bring credit to themselves, their team or organization, their school, and their community
- E. Discipline: in terms of loyalty, health, responsibility, time, and respect for people and property

These Guidelines apply to all student-athletes, including support personnel such as managers; the officers of all classes, FCS, FFA, NHS, Quill & Scroll, SADD, STAND, Thespians, & Varsity Club; and all members of the Student Council, Club Pride, Quiz Bowl, Sister City, & YIG; of Bronson Community Schools participating in co-curricular programs in grades 7-12.

II. Aims - Objectives - Expectations

Participation in interscholastic athletics and co-curricular activities intends to assist students to mature and enhances the educational mission of the school. In addition to the concepts set forth in the Board policy, positive development in the following traits is sought:

Sacrifice of personal goals for the team or organization - Character development - Tenacity - Perseverance - Desire to succeed - Teamwork - Cooperation - Loyalty - Motor and mental skills - Spirit of competition - Leadership - Fair play - Tolerance - Thinking under stress - Self discipline - Social competence - Healthful living habits - Respect for rules and authority - Appreciation for wholesome recreation and activities

Students will be expected to exhibit efforts to develop the above traits and others that promote good citizenship and good character. These efforts should be demonstrated on and off the field or court at all times. In addition to the student's efforts to develop and mature, he or she should be guided and supported by teammates, coaches, advisors, school staff members, parents, guardians, and other citizens. A pride and identity that is healthy and valuable can be created in a community if interscholastic athletics and co-curricular activities are properly conducted and the students properly conduct themselves.

Athletes and officers must have a clear understanding that participation in co-curricular activities is a **privilege** extended only to students who demonstrate a willingness to strive for a higher plane of conduct and effort than other students. This higher plane will be expected by the school staff and the community.

III. Organization

Coaches and advisors will conduct programs at the student level. The Athletic Director will support and monitor athletic programs. The Athletic Director will be supervised by the following in this order: Principal, Superintendent, and Board of Education.

IV. Eligibility

Bronson Community Schools belong to the Michigan High School Athletic Association and subscribe to their eligibility rules. Those rules are posted in the high school and summarized on pages three (3) and four (4) of these Guidelines. IT IS THE RESPONSIBILITY OF STUDENT-ATHLETES TO BE FAMILIAR WITH THEM AND TO OBEY THEM. Students should inquire of coaches or the Athletic Director if they have any eligibility questions, as violations can severely curtail one's eligibility and participation in athletics.

Other eligibility rules for athletes and co-curricular students are as follows:

- A. **Attendance** - any student must be in attendance the entire school day to be eligible for activities, practice, or contests that day or evening unless otherwise determined by the Athletic Director or Principal. Failure of the student to properly pre-arrange an absence with the Athletic Director, Attendance Clerk, or the Principal may result in the student not being permitted to participate.
- B. **Academic Eligibility** for co-curricular students in grades 7-12 is determined by a weekly eligibility check. **All student assignments, make-up work, etc. must be completed and handed in to the teacher by 3:00 PM on Mondays (or the last school day of the week) to count toward that week's eligibility grade.** This check affects eligibility for a minimum of one week (per MHSAA regulations) from Tuesday through Monday or until the next eligibility check is made. That is usually for the following week, but in the case of vacation periods, it may be longer. With regards to this eligibility check:
 - 1. A student is permitted one (1) non-passing (E) grade for one week. They will be placed on academic probation and have until the next eligibility check to clear the non-passing grade in that class. Failing to do so, they are ineligible until that class grade is passing. If an error is made, the Athletic Director may correct the situation.
 - 2. Grades will be determined on a cumulative basis, to date, for the entire term, beginning with the second week of the first term. They are not to be based on an isolated week's work.
 - 3. Students receiving two (2) or more non-passing (E) grades will be declared ineligible until they are carrying a passing grade in all subjects.
 - 4. Grades at the end of the first term will determine a student's academic eligibility for the start of the next term. Likewise, grades at the end of the second or third term will determine a student's academic eligibility for the start of the next school year's first term (except 9th grade students receive a clean slate from 8th grade).
A student must pass 4 of 6 classes. Failure to do so, will result in an academic ineligibility period of 60 school

During academic ineligibility, athletes are expected to attend all practices and contests, however, they will not be eligible to compete. Co-curricular students may attend and participate in their organization's activities, however, they are temporarily ineligible to serve as an officer or otherwise discharge their responsibilities.

C. Before participating in athletics, each student-athlete must:

1. Take an annual physical examination (valid after April 15 of the previous school year) from a licensed physician as arranged by the school or as arranged by the athlete. Results of the physical are to be recorded on the Athletic Physical Card.
2. Complete the Athletic Physical Card-Medical Consent/Emergency Medical History Form on BOTH SIDES (Must be turned in to the Jr/Sr High School Office before beginning participation.). Special Notice: Be sure to indicate coverage by accident and/or health insurance carrier in the space provided at the bottom of that form. NO STUDENT MAY PARTICIPATE IN INTERSCHOLASTIC ATHLETICS UNLESS PROOF OF INSURANCE IS INDICATED.
3. Complete the Student Participation/Parental Consent Form * (found on the last page of these Guidelines). This form is valid throughout the student's participation in co-curricular activities and interscholastic athletics at Bronson Jr/Sr High School. The rest of these Guidelines (pages 1-8) should be kept on file at home for periodic review and future reference.

Summary of the
MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION
Minimum Eligibility Requirements

1. You were enrolled in a high school not later than the fourth Friday after Labor Day.
2. You will not have turned 19 before Sept. 1.
3. You have had a physical examination **and MHSAA Information Consent Form completed** since April 15, and it is on file in the school office.
4. You have not been enrolled in more than eight semesters **or 12 trimesters** in high school (Grades 9-12).
5. A student, once enrolled in grade nine, shall be allowed to compete in only four first semesters and four second semesters or four first, four second, and four third trimesters. A student may only participate in one sports season if that sport is sponsored twice during the school year.
6. You have **received credit** for the equivalent of at least **66 percent of full class-load potential for a full time student** in the previous **academic term**.
7. You are currently passing the equivalent of at least **66 percent of full class-load potential for a full time student**.
8. You have not changed schools without a corresponding move by your parents and persons with whom you were living for at least 30 calendar days during your last semester/trimester.
9. You have not received money, **merchandise** or other valuable considerations for participating in MHSAA tournament sports.

10. The student must not accept, for participation in athletics, a symbolic or merchandise award which has a fair market value or cost in excess of \$25. This will result in making the student-athlete ineligible for a minimum of one (1) full semester.
11. A student must maintain their amateur status by not accepting gifts of money or other valuable consideration from any source for participating in athletics and sports, including officiating (except as allowed by the Legacy program of the MHSAA). And, the student must not have signed a professional contract. This will result in making the student-athlete ineligible for a minimum of one (1) full school year.
12. A student, after practicing or participating in an athletic contest or scrimmage, may not participate in any non-school or outside athletics in the same sport during the same season. This includes charity games, 3-on-3 tournaments, all-star contests, national high school championships, etc.

V. Coaches' Rules

Coaches may make rules appropriate to their sport. Coaches' rules may not conflict with administrative rules. They must be in writing and made available to the athlete and approved by the Athletic Director before becoming effective. Coaches' rules may apply only during the season of a particular sport.

From time to time, less permanent types of rules will be in effect, such as those related to care of equipment. Coaches will advise athletes of these rules. Student-athletes must be aware of, and obey, these rules.

Coaches will administer and enforce coaches' rules.

VI. Transportation

Most coaches prefer that athletes ride the bus to and from athletic contests to promote team cohesion and usually prefer that parents only take their student home when it will save the parent excessive mileage. With the permission of each coach or advisor, students may be transported home by their parent or guardian, or the designated adult (over 21) representative (this representative must also provide written permission to the AD in addition to the student's parent). Permission will not be granted to ride with friends, boyfriends, girlfriends, or siblings (unless the sibling is over 21 years of age). This special permission must be pre-arranged with a written note from the parent and signed by both the Athletic Director and the coach before the night of the contest. (Parents MUST make personal contact with the coach or advisor prior to leaving an event with their student(s) once permission has been granted. Extenuating circumstances will be considered by the administration.)

VII. Training Rules

- A. Possession or use of tobacco, alcohol or controlled substances or look-alikes simulating controlled substances, including malt beverages labeled as "non-alcoholic", or anabolic steroids, is prohibited.

- B. Hazing is prohibited - 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.
- C. Conduct in and out of School shall be as to bring no discredit to the athlete, parents, school, team, or community. These shall include, but not be limited to: fighting, stealing, vandalism, felony, extortion, coercion, harassment and physical assault.

These rules are in effect for the entire calendar year. A student will be considered a freshman for co-curricular participation purposes as soon as they complete the academic portion of grade eight.

VIII. Disciplinary Action for Training Rule Violations

- A. First Offense – the athlete becomes ineligible and shall not compete for a number of contest dates equal to 20% of the total scheduled regular season contests in the current sport or extending into the next sport of participation. Co-curricular students will be immediately suspended from their duties for 20 school days.
- B. Second Offense - the athlete becomes ineligible and shall not compete for a number of contest dates equal to 40% of the total scheduled regular season contests in the current sport or extending into the next sport of participation. Co-curricular students will be immediately suspended from their duties for 40 school days
 - 1. For a Conduct Unbecoming violation, the 1st offense penalty may be reduced to 15% with 10 hours of community service and the 2nd offense to 30% with 20 hours of community service. All hours must be set up through the Athletic Director, and shall be overseen by school personnel. All hours of community service must be performed prior to being reinstated. A student may work a maximum of two hours a day.
 - 2. The contests missed shall be the first after it is clear that they have violated the rules. Student-athletes must complete the entire season that includes their consequence in good standing (not quit or be removed from the team) in order for the consequence to count.
- C. Third Offense – the athlete becomes ineligible for all further participation covered by these rules for the remainder of their high school career. A co-curricular leader will be removed from office and prohibited from holding any further offices or leadership positions covered by these Guidelines for the remainder of their high school career.

Note – Students may reduce the consequences of a 1st & 2nd offense violation of these training rules by one of two means: a) a substance abuse violation may be reduced by attending a voluntary referral assessment program approved by the administration; or b) through voluntary self-disclosure to a coach, advisor, teacher, counselor, the Athletic Director, or an administrator. Student disclosures made to any staff member listed above who is not an administrator shall be immediately communicated to an administrator by that staff member. Any intervening independent report, charge, or complaint with regard to the particular violation prior to the formal notification to the administrator, will cause the disclosure to be deemed non-voluntary, and the athlete or officer will not be permitted the reduced consequence.

- a. 1st Offense – Reduced to 15%, 10% w/ 10 community service hours.
- b. 2nd Offense- Reduced to 30%, 20% w/ 20 community service hours.

Detentions or Suspensions – Students with behavior problems that result in after school or Saturday detentions are expected to fulfill those obligations before attending any extra-curricular activity. Students with severe behavior problems that result in ISR or OSS will also be excluded from participating or attending after school activities until 7:45am the first regular day of school following the suspension. Exceptions may be considered by administration for suspensions proceeding winter or spring break.

In grades 7 & 8, the disciplinary action will be the same as above, EXCEPT – upon completing grade 8, students may begin athletics in high school with a clean slate.

IX. General Procedures and Right to an Appeal (Due Process)

Violations of training and transportation rules should be reported to the Athletic Director or another administrator if the Athletic Director is not available. A written summary of the infraction shall be prepared.

The Athletic Director and/or Assistant Principal will research reported violations, determine guilt if any, and invoke appropriate discipline, all with dispatch. These aspects will be discussed with the student and reported to a parent or guardian in the most appropriate fashion according to circumstances that day.

A student will be given a hearing with the Athletic Director or Assistant Principal, if requested by the student or parent/guardian, within 48 hours of the request to:

- A. Contest the facts which may lead to disciplinary action, or
- B. Contest the sanction imposed by the Athletic Director or Assistant Principal due to alleged prejudice or unfairness

The administrator handling the appeal will render a decision within 24 hours of the hearing and notify all parties at once in writing.

Further appeals must be conducted in the following order using the same timelines as stated above:

- 1. Jr/Sr High School Principal
- 2. Superintendent of Schools
- 3. Board of Education (at its next regular meeting unless the Superintendent calls a Special Meeting)

X. Athletic Council/Advisor Council for Reinstatement

The purposes of the Councils are:

- A. To consider reinstatement for athletes or officers who have become ineligible for all further athletic or leadership participation through application of discipline for Guidelines/Training Rule violations. The student may appeal in writing to the Athletic Director or Assistant Principal for a Council reinstatement hearing no sooner than twelve (12) months following his or her last suspension. The application must state their previous problems and reasons for desiring a resumption of athletic or leadership participation.

If a reinstatement occurs it will be on a probationary basis. Another violation of these administrative Guidelines/Training Rules will result in an immediate suspension of all further participation with no chance of appeal or reinstatement. Furthermore, the student will be denied participation in such activities as Sno-Ball, Prom, Senior class trip and/or Baccalaureate/Commencement ceremonies as per the written probationary reinstatement agreement signed by the student, parent, and Council.

- B. Possible review of high school students participating for the first time. Each Council consists of three (3) head coaches or advisors, with two (2) head coaches or advisors as alternates to serve if regular members are unavailable or coach/advise the sport(s) or organization(s) of the student involved. Each Council will be chosen by lot each school year and serve until replaced. The Athletic Director will convene and chair all Athletic Council meetings, plus record the proceeding, but have no vote. The Assistant Principal will convene and chair all Advisor Council meetings, plus record the proceeding, but have no vote.

XI. Risk of Injuries

A. CONCUSSIONS

1. Administrative Guidelines Regarding Concussions and Athletic Activities Prior to Participation

Before a youth athlete may participate in an athletic activity sponsored by or operated under the auspices of the District, all of the following must occur:

- All coaches, employees, volunteers, and other adults who are involved with the participation of youth athletes in the athletic activity must have completed the concussion awareness training program as developed and made available by the state Department of Community Health (DCH).
- Each youth athlete who participates in an athletic activity and a parent or guardian of the youth athlete must be provided educational materials on the risks of concussions, as developed by the DCH.
- A signed receipt for the materials described in B. above must be obtained from the youth athlete and a parent/guardian.

The signed receipts shall be maintained in a permanent file for as long as the youth athlete continues to participate in athletic activities sponsored by or operated under the auspices of the District or until s/he turns 18. The materials and receipt requirement will not be necessary for participation in additional athletic activities. Redistribution and a new signed receipt will only be required if the DCH issues updated materials with new risks associated with concussions or if the DCH requires more frequent distribution. These signed receipts shall be made available, upon request, to the DCH.

2. During Participation

Each coach or other adult employed by, volunteering for, or otherwise acting on behalf of the District shall:

- Immediately remove from physical participation in an athletic activity a youth athlete who is suspected of sustaining a concussion during the athletic activity.
- Not allow a youth athlete who has been removed from physical participation in an athletic activity for suspected concussion to return to physical activity until s/he has been evaluated by an appropriate health professional and received written clearance authorizing the physical participation in the athletic activity.

The District shall maintain the written clearances in a permanent file for the duration of that youth athlete's participation in athletic activity sponsored by or operated under the auspices of the District or until s/he turns eighteen(18). The written clearances shall be made available, upon request, to the DCH.

- B. **WARNING** - Participation in supervised interscholastic athletics and activities may be one of the least hazardous activities in which any student will engage in or out of school. PARTICIPATION IN INTERSCHOLASTIC ATHLETICS STILL INDULGES A RISK OF INJURY WHICH MAY RANGE IN SEVERITY FROM MINOR TO LONG RANGE CATASTROPHIC. Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk. Participants can and have the responsibility to help reduce the chance of injury. PLAYERS MUST OBEY ALL SAFETY RULES, REPORT ALL PHYSICAL PROBLEMS TO THEIR COACHES OR ATHLETIC TRAINER, FOLLOW A PROPER CONDITIONING PROGRAM, INSPECT THEIR EQUIPMENT DAILY AND REPORT PROBLEMS TO THEIR COACH OR THE ATHLETIC DIRECTOR.

** The following form (the back page) must be signed and turned in to the Athletic Director's secretary, along with the proper Physical Card-Medical Consent/Emergency Medical History Form, *before* a student may participate in athletics or co-curricular activities (these Guidelines stay in the possession of the student & parents). This form needs to be signed only once during the years of Bronson Jr/Sr High School eligibility unless major changes or revisions are made, at which time you may need to sign a new form.

Revised 7/8/13

Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

UNDERSTANDING CONCUSSION

Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not "Feeling Right"
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	"Feeling Down"	Sleep Problems
		Grogginess		

WHAT IS A CONCUSSION?

A **concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

- SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

BRONSON JR/SR HIGH SCHOOL
ATHLETIC/CO-CURRICULAR RESPONSIBILITY & CONSENT FORM

As a Bronson Jr/Sr High School student participating voluntarily in interscholastic athletics and/or co-curricular activities, I understand that during my junior and senior high school participation:

1. I will abide by the Bronson Community Schools Student Code of Conduct, these Athletic/Co-Curricular Guidelines and Training Rules, the rules of the Michigan High School Athletic Association, Inc., and the laws of the State of Michigan.
2. I will conduct myself in an exemplary manner that will not bring discredit to me, my family, my team, my organization, my school or my community.
3. I will be responsible for all athletic equipment and school property issued to me throughout the season, will only wear it for practices and competition, will return such equipment in a clean & usable manner, and will pay the current replacement cost for any equipment not accounted for by me at the end of the season or when requested to do so (within one week).

To the Student:

This application to participate in interscholastic athletics and/or a school leadership position in a co-curricular activity is entirely voluntary on my part and is made with the understanding that I have not violated any of the eligibility rules of the Michigan High School Athletic Association, Inc., and that I will follow all rules, regulations and procedures set down by the school, my advisor, my coach, and the athletic department.

I have read these Interscholastic Athletic/Co-Curricular Guidelines and understand that should I violate any of these rules or procedures, I am subject to the penalties and consequences expressed within these Guidelines. I am also aware of the risks involved in athletic participation.

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and Students.

I know what is expected of a student-athlete/co-curricular leader who represents Bronson Jr/Sr High School and am prepared to so distinguish myself:

Print Student's Name _____ Year of Graduation: 20_____

Student's Signature _____ Date: _____

To the Parent/Guardian:

I have read these Guidelines and understand its rules, procedures, and the potential risks & possible injuries involved with interscholastic athletics. I carry accident or health insurance as noted on the Medical History Form and am satisfied that this type of insurance gives sufficient coverage for participation in the interscholastic athletic program. I accept full responsibility for any injuries which might occur to our son or daughter by reason of such participation, including medical bills which might arise in excess of any insurance coverage and are fully apprised that the school district, or any person associated with the school athletic department or co-curricular activity, is not liable under the law and cannot legally accept responsibility and pay for such injuries from the operating funds of the school district.

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and Students.

I hereby give my consent and permission for the above mentioned student to participate in the interscholastic athletic program and/or in a co-curricular activity at Bronson Jr/Sr High School during their eligible junior and senior high school years and to make all trips to athletic contests using school approved transportation. I also pledge to support the school administration in upholding these Guidelines:

Parent/Guardian Signature _____ Date: _____

Received and filed in the athletic office: _____ (Date)