



# **ATHLETIC CODE**

**2016-2017**

*Also Included:*

Athletic Pledge

Insurance Form

Emergency Form

# TABLE OF CONTENTS

Cover Page .....	1
Table of Contents .....	2
Mission Statement .....	3
Core Values .....	3
Vision .....	3
Objectives .....	3
MHSAA Rules and Regulations .....	3 & 4
Proper “Chain of Command” for Athletes and Parents .....	5
Playing Time .....	5
Academic Eligibility .....	6
CHS Rules and Regulations .....	6-8
Athletic Violations .....	8 & 9
Violations .....	8
Consequences .....	9
Information Regarding Suspensions .....	9
Appeals Process .....	9
Freshman on Varsity Teams .....	9 & 10
Athletic Doubling .....	10
Out of Season Participation in Sports .....	10
Sportsmanship Expectations from the MHSAA .....	10 & 11
Athletic Pledge .....	12
Insurance Form .....	13
Emergency Form .....	14 & 15

# 1 - MISSION STATEMENT

Jackson Preparatory & Early College is an academically rigorous, relevant, engaging, student and success-focused environment wherein students become globally minded, academically prepared, and technologically advanced.

## 2 - CORE VALUES

### Core Beliefs and Values

- We will inspire and encourage creativity, and balance, within the JPEC community.
- We are building an environment where students with an array of abilities and diversities collaborate to inquire, and where we celebrate that different is different, not deficient.
- Learning and growth takes place along a continuous progression personally connected with every individual learner to cultivate self-agency for life, college, and career.
- While being mindful that individuals' behaviors are governed by identity and beliefs they hold, we establish trust because everyone's voice and values are honored.
- Passion, enthusiasm, and reflection are needed to be able to see, create, and experiment to continuously enhance our learning.
- All decisions, BIG or small must be made putting the needs of the students first.
- Relationships matter. They must be build and maintained with students and colleagues.
- Realistic honesty grounds us as we seek and fulfill our dreams through meaningful conversation, connections to the real world, deeper understanding, and higher order thinking.
- 21st century skills are absolutely essential and must be intentionally learned and practiced.
- Conflicts and flops are learning opportunities that make us stronger.

## 3 - VISION

Jackson Preparatory & Early College will be recognized as a world-class, personalized, small learning community, by developing and implementing an environment that ensures success for all students in academics, on-time graduation, and college experiences.

## 4 – OBJECTIVES

- To develop strong minds and healthy bodies in young men and women.
- To develop student athletes who learn to relate well to teammates, coaches, parents, opponents, and other adults. To develop a good working relationship with their fellow man and to become a productive individual in society.
- To help the student athlete learn responsibility and leadership.
- To develop a respect for the democratic principles upon which this nation was founded.
- To give the student athlete a knowledge and control of physical skills which may be used in life for recreational and leisure time.
- To give opportunities for maturing and learning as a young person beyond the academic world and to learn more about life from athletic competition.

## 5 - MHSAA RULES AND REGULATIONS FOR ATHLETES

As a member of the MHSAA, athletes at Jackson Preparatory & Early College are required to adhere to the following rules of the MHSAA:

- a) **Enrollment:** A student must be enrolled in a high school by Monday of the fourth (4th) week of present semester.
- b) **Age:** High school students become ineligible if they reach their 19th birthday before September 1st of the current school year.
- c) **Physical Examinations:** Students must have passed a current year physical examination (dated on or after April 15th). The record must be on file in the school office. An athlete may not practice with a team until having a physical examination card on file in the athletic office.  
*(Continued from previous page "MHSAA Rules and Regulations")*
- d) **Semester of Enrollment:** Students may not have been enrolled for more than eight semesters in grades nine to twelve, inclusive. Seventh and eighth semesters must be consecutive. Enrollment in a school beyond the fourth Friday of February (2nd semester), or competing in one or more interscholastic contest, shall be considered as enrollment for a semester under this rule. *(Continued on next page)*
- e) **Seasons of Competition:** A student, once enrolled in grade nine, shall be allowed to compete in only four, first semester and four, second semesters.
- f) **Undergraduate Standing:** Students may not be high school graduates, including early graduation.
- g) **Awards and Amateurism:** Students cannot receive money or other valuable consideration for participating in MHSAA sponsored sports or officiating in interscholastic athletic contests, except as allowed by the MHSAA Handbook. Students may accept, for participating in MHSAA sponsored sports, a symbolic or merchandise award which does not have a value over \$25.00.
- h) **Limited Team Membership:** After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport in the same season.
- i) **Summer Dead Period:** A member school shall designate a minimum of seven full consecutive calendar days during the summer when school is not in session and after the school's last participation in any MHSAA Tournament sport and prior to August 1st when open gyms and conditioning programs, including weight training are not permitted to be conducted on school premises or sponsored by the school at other facilities.
- j) **Preseason Downtime:** The preseason down time prohibits open gyms from August 1 to the start of fall sports practices, 14 calendar days before winter sports and from March 1 until the start of spring sports. No teams shall conduct open gyms or competitions, which involve that sport or sport specific camps or clinic, shall occur at the school or be sponsored elsewhere by the school.
- k) **Open Gyms:** Except as limited by Summer Dead Period and Preseason Downtime, "Open Gyms" or "after school" activities are permitted in the school district's facilities out of season if they are voluntary and not part of the team selection process and adhere to these principles:
  - a. Diversity of Students - open to all students.
  - b. Any coach of a sport under MHSAA jurisdiction who is present shall not coach, instruct, critique, direct, evaluate or participate in a sport he/she coaches.

- c. Recreational emphasis.

## 6 - PROPER “CHAIN OF COMMAND” FOR ATHLETES AND PARENTS

When student/athlete or parents feel they have a concern or complaint they must proceed as follows:

- A) Set up a time to talk with the coach. Immediately after a contest is not an ideal time to discuss concerns. Parents need to wait a day or more before approaching a coach with issues from a contest. This gives ample time for both the parent and coach to reflect on the contest and be able to discuss the issue rationally. If a resolution to the problem isn't found:
  - a. Meet with Head Coach (if a sub. varsity sport)
  - b. Meet with the Athletic Director
  - c. Meet with the Principal
- B) Your Student/Athlete may bring a concern he/she has with the coach or team to your attention. To deal with this concern, the best course of action is to be a good listener, and encourage your child to figure out options and try to deal with the concern on his/her own. One of the life lessons learned from participating in athletics is how to deal with challenges.
- C) The varsity head coach is ultimately responsible for their entire program. All questions and concerns should first be discussed with the varsity head coach **before** coming to the AD. The varsity head coach's decision is final even if it affects a sub varsity team under their direction.

## 7 - PLAYING TIME

Jackson Preparatory & Early College is committed to offering an athletic program that will benefit our students. Consequently, we have developed the following playing time guidelines. We believe these will best enhance our athletic program and best serve our student athletes.

### Middle School and Freshmen Level

The goals of middle school and freshmen team level sports include teaching fundamentals of the sport, emphasizing sportsmanship, and providing practice and competition for all participants. Winning, as a goal, should be balanced with participation. **At this level playing time may NOT be equal.**

### Junior Varsity Level

Coaches should balance student-athletic participation with the success of the team. Fundamentals of the sport, emphasizing sportsmanship, and providing practice and competition for all participants are goals. Coaches should stress to all participants that each athlete is an important contributor to the team, but that playing time may not be afforded equally to all. Maximum student-athletic game participation is stressed but not mandated at this level.

### Varsity Level

The success of the team is the main goal at this level. Student athletes should learn that all participants are working together for the good of the team. Game participation is handled exclusively by the coaching staff. Although playing time will be provided for as many student

athletes as possible, the success of the team will be paramount. Coaches should stress to all participants that each athlete is an important contributor to the team, but that playing time cannot be afforded equally to all. Maximum student-athletic game participation is stressed but not mandated at this level.

## 8 - ACADEMIC ELIGIBILITY

JPEC student athletes are expected to maintain a high academic standard. If you are having trouble, please communicate with your Academic Coach. Do not wait until it is too late.

The JPEC student athlete must be proficient in their full academic course load. A student athlete's Teachers will have final say in terms of evaluation for all academic courses based on competency progression and academic efforts. Students who are ineligible for 60 scheduled school days due to a prior lack of academic progression may regain eligibility through a review of their Educational Development Plans and Student Portfolios at the end of the 60 day period of ineligibility, or the nearest regular check conducted by the Academic Coach after the 60 day period of ineligibility.

- If an athlete is deemed ineligible, it is up to the coach's discretion to allow the athlete to continue with practice.
- Weekly eligibility will begin on the Monday after the first two weeks of each term. If a student athlete is identified to not be demonstrating progress and/or proficiency in two or more academic courses by his/her Academic Coach, and also noted not demonstrating personal responsibility nor effort, the student athlete will be ineligible for one week until eligibility is run again the following Monday.
- Athletic ineligibility is Friday to Friday for both College Preparatory and Early College students.
- A student athlete who is ineligible for three consecutive weeks will result in ineligibility for the season
- Practice time for students ineligible is at the discretion of the coach

## 9 – JPEC RULES AND REGULATIONS

A student is considered a student athlete from the date he/she signs the Athletic Pledge for the following 365 days. It is mandatory that all Athletic Code rules be followed by the student athlete.

Student athletes are representatives of the school on and off the field or floor. They are expected to conduct themselves at all times so they are a credit to their family, school and community.

After participating in formal practice, a high school student will be considered a "team member". He/she may not then decide to change sports unless there is mutual agreement between the coaches, AD and/or administration.

- A) **Physical Cards:** Each student participating in athletics is required to have a physical card on file in the Athletic Office. Physicals are given each spring for a nominal fee or a student can have the card completed by his/her family doctor. Any students not having a

completed physical card dated after April 15th for the upcoming school year will not be allowed to participate in athletic practices or competition.

- B) **Proof of Insurance:** Proof of Insurance will be required before each sport season. Third party insurance packets can be picked up in the Athletic Office. Jackson Preparatory & Early College does not cover insurance for athletes.
- C) **Team Membership:** Once an athlete has participated in a full week of practice and/or made a team through cuts, he/she may not change to another sport without permission from the coach of the sport he/she is dropping and the athletic director. ***If an athlete is dropped from a team for disciplinary reasons, he/she is not allowed to try out for another sport during the same season.***
- D) **School Attendance:** All student athletes are expected to have satisfactory school attendance. They are expected to be in attendance ALL DAY the “day of” the competition. In case of Saturday competition, they are expected to be in attendance ALL DAY the “day before” competition *Any unexcused absence during the day will make the student ineligible for competition for the day of absence or the next day with Saturday contest.* An absence is considered to be ten (10) or more minutes late for a class. Any exceptions shall be administratively approved by the principal or AD prior to the absence. Repeated absences the day after an event shall be considered a chronic minor violation.
- E) **Practice Attendance:** Student athletes are expected to be at practice unless ill, or for some personal reason that has been presented to, and accepted by the coach PRIOR to practice.
- F) **Equipment:** Coaches are responsible for issuing equipment to the athlete. It is the responsibility of the athlete to return equipment to the coach. If an athlete fails to return equipment in a timely fashion, the athlete’s awards, diploma, etc. may be held. When equipment is damaged, lost and/or stolen while in care of the athlete, it is the athlete’s responsibility to pay the replacement cost of the equipment. If the athlete is a graduating senior and fails to return equipment, his/her diploma may be withheld until such items are returned to the athletic office. If the athlete is an underclassman, he/she will not be allowed to practice or participate in other sports until such time the equipment is returned to the athletic office.
- G) **Riding Home with Parents:** Students, who wish to ride home with their parents from an athletic event, must bring a note from a parent to school for administrative approval no later than the day of the competition. We encourage team togetherness. We are aware, however, that families may have plans that require special considerations. Parents may provide a letter asking for their student to ride to or from an event with an immediate family member. We will attempt to facilitate each of your requests as necessary.
- H) **Good Standing:** Each athlete must finish the season in good standing before being able to start a new season/sport. This includes uniforms being turned in and fees being paid.

- l) **Quitting:** The athlete must meet with the AD to discuss being released in good standing. If the athlete does not meet with the AD, he/she will sit out a minimum of 20% of the next sport season in which they participate. **If the athlete is not released by the AD, it is quitting!** Quitting is a major violation. Some examples of quitting are as follows:
- a. The athlete stops showing to practices and contests.
  - b. A parent “removed or pulled” their athlete from a team.
  - c. A parent tells an athlete that “they don’t have to participate anymore”.

## 10 - ATHLETIC VIOLATIONS

Being a member of an athletic team is regarded as an honor and privilege. At no time should a student athlete’s conduct and/or behavior reflect poorly on the team, school, or community. If poor conduct and/or behavior are exhibited, disciplinary action may be issued by the coach and/or the administration.

### A) VIOLATIONS

#### a. Misdemeanors and Felonies

If a student-athlete commits an act that is labeled as either a misdemeanor or felony crime, an immediate athletic suspension may occur. If a student/athlete is convicted of a misdemeanor or felony crime, the student/athlete may be suspended until the Athletic Director, and/or Administration, can meet and review the circumstances which may result in further suspensions.

#### b. Hazing

Hazing of others is not acceptable and will be treated as a major violation. Hazing in general includes an intentional, knowing, or reckless act by a person acting alone or with others that is directed against an individual and that the person knew or should have known endangers the health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization.

#### c. Minor Violations

Minor violations shall be defined by the Student Code of Conduct in the student handbook. Some examples of minor violations include such things as: use of profanity, behavior which infringes on the rights of others, missed practices, **suspensions from school**, and other minor disciplinary problems which come under this definition including training rules and regulations. Minor violations shall in all cases be handled by the coach.

#### d. Major Violations

**Major violations shall be defined by the Student Code of Conduct.** Some examples of major violations **include but are not limited to:**

- i. Possession, use, and sale of tobacco, alcohol or illegal drugs.
- ii. Knowingly attending a gathering of students where the athlete knows or should reasonably know that alcohol or drugs are being used.
- iii. Committing acts of gross misconduct.
- iv. Hazing.



- v. Violent physical acts.
- vi. Quitting.

B) **CONSEQUENCES** (these specific major violations listed above will receive the following consequences):

\*College Preparatory Athletes will follow the rules and regulations of the MHSAA.

- a. **First Offense** 20% loss of regular scheduled sport season and is placed on probation for one (1) calendar year.
- b. **Second Offense** 50% Loss of sport season.
- c. **Third Offense** One (1) calendar year suspension from participation in athletics.

C) **INFORMATION REGARDING SUSPENSIONS**

- a. A cancelled game is not considered a competition.
- b. The head coach of the sport involved will decide whether the student athlete may continue to practice or scrimmage with the team for the period of the suspension.
- c. The second major violation of the student athlete that occurs during the calendar year after the date of the first major violation will result in a 50% suspension from the date of the second suspension and/or subsequent violation.
  - i. % will be calculated by the remainder of the sport season that is left and will be carried over to the next sport season if necessary.

D) **APPEALS PROCESS**

- a. If a student wishes to appeal a suspension, the appeal must be filed with the AD within 48 hours (excluding weekends) of the notification. An Athletic Appeals Committee consisting of one coaching staff member, one non-coaching staff member, AD and Principal will meet and decide to deny or uphold the suspension within 48 hours (excluding weekends). All decisions by the Athletic Appeals Committee may be appealed to the Superintendent in writing within 48 hours (excluding weekends). The Superintendent will decide to deny or uphold the suspension within 48 hours (excluding weekends).
- b. Students serving a one year suspension or probation could ask for reinstatement by the Athletic Appeals Committee after six months. The Athletic Appeals Committee would consist of High School Principal, Assistant Principal/Athletic Director, counselor, head coach and non-coaching teacher. Additional members such as teachers and community members may be added if deemed appropriate.

## 11 - FRESHMAN ON VARSITY TEAMS

The following procedure will be used when a freshman student/athlete is being considered for participation at the "varsity team" level at Jackson Preparatory & Early College in the following

sports: football, girls and boys basketball, volleyball, cheerleading, baseball, softball, golf, and wrestling.

- A) The varsity coach will discuss with the Athletic Director and the freshman student athlete in question and provide a rationale for this request.
- B) With the Athletic Director's approval, the varsity coach will discuss with the parents of this student athlete the possibility of "varsity level" competition.
- C) If the parents and student athlete are in agreement that this freshman is physically, mentally, and emotionally ready for varsity level competition, then a letter of agreement will be placed on file and a copies given to all parties involved. The student, parents/guardians, varsity coach, and AD will sign the agreement. It is to be understood that at each level of the above procedure, the most important concern is to always do what is in the best interest of the student athlete in question.

## 12 - ATHLETIC DOUBLING

**\*Note: This only applies to college preparatory athletes only**

Any student who desires to participate in two sports at the same time must:

- A) Obtain an approval form from the AD,
- B) Seek academic approval from the counselor,
- C) Choose a primary and secondary sport,
- D) Secure parental approval,
- E) Get approval from the coaches of both sports, and
- F) Get approval from the AD.

The signatures of the counselor, parents/guardians, coaches, and AD are required.

The student will then meet with the AD to establish the priority of conflicting competitions based on the following guidelines:

- A) League competition takes precedence over non-league competition,
- B) District, regional or state competition takes precedence over other competitions, and
- C) High level of state competition takes precedence over lower levels of state competition

## 13 - OUT OF SEASON PARTICIPATION IN SPORTS

We encourage total commitment to current sport programs but understand the need for practice/competition in non-season sports. Athletes currently participating in a school sponsored sport season wishing to practice/play an unsponsored/out of season sport that they are not currently "in season" for may do so **as long as it doesn't interfere with practice and game schedules of their in season sport.** The use of the school's athletic facilities for this purpose can be used but only after a Facilities Usage Form has been filled out and granted permission. These forms can be found in the Athletic office.

## 14 - SPORTSMANSHIP EXPECTATIONS FROM THE MHSAA

Student athletes are expected to:

- Accept and understand the seriousness of your responsibility, and the privilege of representing your school and community.
- Live up to the standards of sportsmanship established by the school administration and the coaching staff.
- Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the game.
- Treat opponents the way you would like to be treated, as a guest or friend. Who better than you can understand all the hard work and team effort that is required of your sport?
- Refrain from taunting, trash talking or making any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial or sexual nature. Refrain from intimidating behavior.
- Wish opponents good luck before the game and congratulate them in a sincere manner that you would like to be greeted following either victory or defeat.
- Respect the integrity and judgment of game officials. The officials are doing their best to help promote you and your sport. Treating them with respect, even if you disagree with their judgment, will only make a positive improvement of you and your team in the eyes of the officials and all people at the event.
- Win with humility; lose with grace. Do both with dignity. Avoid excessive celebrating after a play or end of a game.

## ATHLETIC PLEDGE

I fully understand that to participate in athletics at Jackson Preparatory & Early College, I must comply with all of the standards of training set up by the Athletic Department and the coaches.

I also realize that I should conduct myself at all times in a manner that is becoming to me, my family, my community and my school. Violation of this pledge will cost me the privilege of representing my school in any form of athletics.

I fully understand and realize that participation in athletic sports includes the potential risk of injury. I also know that each sport is unique in its potential risk for injury. I agree to be careful, follow the coach's training rules, and report all injuries to my coach immediately.

\_\_\_\_\_  
(Signature of Athlete)

\_\_\_\_\_  
(Signature Date)

*I have read and fully understand the pledge my son or daughter has signed.*

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Signature Date)

## INSURANCE FORM

All student athletes are required to be covered with a minimal level of health insurance in order to participate in MHSAA interscholastic sports.

If you have health insurance coverage, please fill in the information needed below. If you do not presently have health insurance coverage, you can purchase the necessary minimal coverage through the group plan offered by MI Child or other options. Please see your coach or the athletic director for any details.

Students without insurance coverage **will not be allowed to participate** in any athletic program. *(It is your responsibility to contact the Athletic Office if your insurance coverage changes during the school year).*

**REQUIRED INFORMATION:**

Parent Name \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Family Health Insurance Company \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

**JACKSON PREPARATORY & EARLY COLLEGE  
INFORMATION & AUTHORIZATION EMERGENCY FORM**

**STUDENT ATHLETE**

Student's Name \_\_\_\_\_  
(Last) (First) (Middle)

Sex \_\_\_\_\_ Birthdate \_\_\_\_\_ Phone \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_  
(Number & Street or Road **AND** P.O. Box)

City \_\_\_\_\_ Township \_\_\_\_\_

Special Assistance? (Circle One) 504 Special Education

**Mandatory 2-part question:**

1. **Ethnicity** (choose one) \_\_\_\_\_ Hispanic or Latino \_\_\_\_\_ Not Hispanic or Latino

2. **Race** (choose one or more, regardless of Ethnicity)

\_\_\_\_\_ American Indian or Alaskan Native \_\_\_\_\_ White

\_\_\_\_\_ Asian \_\_\_\_\_ Native Hawaiian or Other Pacific Islander

\_\_\_\_\_ Black or African American

Local Physician/# \_\_\_\_\_ Medication \_\_\_\_\_

Allergies \_\_\_\_\_

Special Factors: (Braces, wheelchair, seizures, etc.) \_\_\_\_\_

Custody Information \_\_\_\_\_

*(If the school does not have custody information on file, you will be asked to provide court documents)*

ANY OTHER INFO THE SCHOOL SHOULD BE AWARE OF

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARENT(S)/GUARDIAN(S) with whom student lives:**

Name \_\_\_\_\_ Cell # \_\_\_\_\_

Relationship \_\_\_\_\_ E-mail \_\_\_\_\_

Workplace & Phone # \_\_\_\_\_

Name \_\_\_\_\_ Cell # \_\_\_\_\_

Relationship \_\_\_\_\_ E-mail \_\_\_\_\_

Workplace & Phone # \_\_\_\_\_

*If my child is ill or injured, please notify me at home or my place of employment. If I cannot be reached, notify one of the following:*

Name \_\_\_\_\_ Relationship \_\_\_\_\_ # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ # \_\_\_\_\_

*In the event of emergency & I cannot be reached, the Jackson Preparatory & Early College staff, including bus drivers, has my permission to transport my child to a physician/closest hospital & such medical personnel has my permission to administer emergency treatment. It is understood that an effort will be made to locate my family physician but this will not be binding in an emergency.*

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_