

# PONTIAC ACADEMY



**f o r E X C E L L E N C E**

## DISTRICT ATHLETICS HANDBOOK

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# TABLE OF CONTENTS

## Contents

TABLE OF CONTENTS.....	2
SECTION I: PHILOSOPHY, EXPECTATIONS & COMMUNICATION.....	5
FORWARD .....	5
MESSAGE TO THE PARENTS .....	5
PHILOSOPHY OF INTERSCHOLASTIC COMPETITION.....	6
STUDENT-ATHLETE DEFINED.....	6
TO THE STUDENT-ATHLETE .....	6
ATHLETICS PHILOSOPHY.....	7
ATHLETICS MISSION .....	7
GOVERNANCE - MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION (MHSAA) .....	7
NON-DISCRIMINATION POLICY .....	8
SPORTSMANSHIP .....	8
PARENT/COACH COMMUNICATION .....	8
Communication You Should Expect from Your Son/Daughter’s Coach .....	9
Communication Coaches Expect from Student-Athletes.....	9
Issues Not Appropriate To Discuss With Coaches.....	9
If You Have A Concern To Discuss With A Coach, the Procedure You Should Follow .....	9
SECTION II: ELIGIBILITY INFORMATION.....	10
ELIGIBILITY GUIDELINES .....	10
AGE.....	10
PHYSICAL EXAMINATION/DISCLOSURE.....	10
MAXIMUM ENROLLMENT .....	10
MAXIMUM COMPETITION .....	11
UNDERGRADUATE STANDING.....	11
PREVIOUS ACADEMIC RECORD .....	11
TRANSFER STUDENTS.....	12
POLICY FOR TRANSFERS FOLLOWING CODE VIOLATIONS .....	12
UNDUE INFLUENCE .....	12
AWARDS AND AMATEURISM .....	12
LIMITED TEAM MEMBERSHIP .....	13
ALL-STAR COMPETITION .....	13

SECTION III: GENERAL POLICIES.....	14
SCHOOL ATTENDANCE .....	14
PRACTICE/COMPETITION ATTENDANCE .....	14
TEAM RULES AND POLICIES .....	14
TEAM PRACTICES DURING SCHOOL VACATIONS .....	14
CANCELLATIONS.....	15
EQUIPMENT AND UNIFORMS .....	15
TRANSPORTATION .....	15
FUNDRAISING.....	15
ASSUMPTION OF RISK.....	16
INJURIES .....	16
INSURANCE .....	16
GROOMING AND DRESS POLICY .....	16
SQUAD SELECTION/TRY-OUTS .....	17
LEAVING A TEAM.....	17
PLAYING OUT OF LEVEL.....	17
DUAL SPORT MEMBERSHIP.....	17
NCAA ELIGIBILITY CENTER (TDB) .....	18
DISQUALIFICATION FROM A CONTEST.....	18
CONFLICTS IN CO-CURRICULAR ACTIVITIES .....	19
SUMMER AND OFF-SEASON PROGRAMS .....	19
SECTION IV: ATHLETIC AWARDS.....	20
ELEMENTARY/MIDDLE SCHOOL ATHLETIC AWARDS .....	20
HIGH SCHOOL ATHLETIC AWARDS.....	20
Varsity .....	20
Scholar-Athlete Award .....	20
SECTION V: ATHLETICS CODE OF CONDUCT.....	21
All scholar-athletes are bound by the Pontiac Academy for Excellence Code of Conduct rules and regulations. Additional regulations are stated below.....	21
PERFORMANCE ENHANCING SUBSTANCES .....	21
SECTION VI: ATHLETIC CODE APPEALS .....	22
DUE PROCESS OF LAW .....	22
RECORD KEEPING .....	22
APPEAL PROCEDURE FOR SUSPENSION .....	22
CONDITIONS DURING SUSPENSION OR APPEAL.....	22

# **PONTIAC ACADEMY FOR EXCELLENCE SPORTS OFFERINGS**

## **MIDDLE SCHOOL**

- Cross Country
- Basketball
- Cheer
- Volleyball
- Flag Football
- Soccer

## **HIGH SCHOOL**

- Cross Country
- Basketball
- Cheer
- Volleyball
- Flag Football
- Soccer

# ***Pontiac Academy for Excellence***

## **SECTION I: PHILOSOPHY, EXPECTATIONS & COMMUNICATION**

### **FORWARD**

It is the desire of the Pontiac Academy for Excellence's Athletics Department that all students have a quality experience in interscholastic athletics. Good sportsmanship is expected from athletes, coaches and fans that participate in, or attend events. The athletic department staff is dedicated to providing a quality experience to all students that participate. Student welfare and safety are a top priority as athletes enter the spirit of competition.

If you would like more information regarding Pontiac Academy for Excellence athletics, please contact the District Athletics office at (248) 745-9420.

### **ATHLETIC PARTICIPATION**

Participation in interscholastic athletics is a privilege and an honor. Students who are involved in athletics are in a leadership role representing their family, school, community and school district. Students have a responsibility to exemplify high ideals, fair play and leadership in the competitive arena and in the community. We believe that participation in sports provides a wealth of opportunities and experiences, which assist students in personal development. It should be recognized that involvement in interscholastic athletics is a privilege enjoyed by those students who meet the requirements – it is not a right.

The primary purpose of the athletics program is to promote the physical, mental, social, emotional and moral well-being of the participants. Pontiac Academy for Excellence supports its students in their endeavors to be peak performers.

Students who use alcohol, tobacco, and other drugs and who engage in inappropriate behavior, sacrifice peak performance. The athletic department intends to protect and promote the health and safety of its athletes through its policies and procedures. To create a safe and healthy environment for its athletes, the athletic department expects its athletes to follow its guidelines and procedures.

In addition, students are governed by the rules of the Michigan High School Athletic Association, the policies of the PAE Board of Directors and the PAE Student Code of Conduct.

### **MESSAGE TO THE PARENTS**

This material is presented to you because your son or daughter has indicated a desire to participate in interscholastic athletics and you have expressed your willingness to permit him/her to compete.

A student who elects to participate in athletics is voluntarily making a choice of self-discipline

and commitment. Because the health and safety of the participants must be our top priority, we must place conditions on involvement. Good training habits and a healthy lifestyle are necessary for us to ensure this experience. It is the role of the athletics department to establish and maintain rules that govern the spirit of training and competition for the school district. These are the clear and consistent boundaries that ensure the success of our young people. These rules need a broad basis of community support, which is achieved only through communication to the parent, the coaches, the student-athletes, fans and alumni. It is our hope to accomplish this objective through this athletics publication for students and parents.

### **PHILOSOPHY OF INTERSCHOLASTIC COMPETITION**

At Pontiac Academy for Excellence, the program of interscholastic and intramural athletic participation exists to supplement the educational process through skills development (K-8) and competition (K-12). As stated previously, participation is limited to eligible student-athletes who commit themselves to the team and program. Our aim is to make our programs as accessible as possible to every student.

Grade Level: In general, participation in K – 8<sup>th</sup> grade teams will focus on sport fundamentals, skill development, sportsmanship and introduction to competitive athletics. Although some squads may have to be reduced in size at the beginning of the season (see Squad Reduction in Section III), participation in practice and competition by all students is strongly encouraged.

Junior Varsity Level: Junior varsity teams generally consist of 9<sup>th</sup> and 10<sup>th</sup> grade students, but may also include 10<sup>th</sup>, 11<sup>th</sup>, and even 12<sup>th</sup> graders in very rare circumstances. The concepts introduced at the middle school or 9<sup>th</sup> grade levels are reinforced here, but the purpose of the junior varsity team is primarily to serve as a reserve, developmental squad for the varsity team. Students are introduced to the earned playing time concept that not only takes into account adherence to team rules and demands, but athletic and sport-specific talent as well.

Varsity Level: The focus of varsity competition is to train the school's best representation of Student-athletes in their chosen sport(s). The goal of the varsity team is to strive to win contests while adhering to the game rules. There will be a major focus on mastering fundamentals, cultivating leadership, maintaining a proper attitude and being the best teammate possible. There is no guarantee of playing time at the varsity level.

### **STUDENT-ATHLETE DEFINED**

A student-athlete is any member of any interscholastic sports team. This includes, but is not limited to team managers and student trainers. All student-athletes are expected to maintain a 2.2 grade point average for the remainder of the 2019-2020 school year. For the 2020-2021 school year, students are expected to maintain a 2.5 grade point average overall.

### **TO THE STUDENT-ATHLETE**

As a student-athlete, you are subject to the policies and procedures outlined in this handbook and 9<sup>th</sup> – 12<sup>th</sup> grade student-athletes are also subject to the regulations of the Michigan High School Athletic Association (MHSAA). MHSAA Guidelines/Rulebook can be found in the Athletics Office or online at [www.mhsaa.com](http://www.mhsaa.com).

The rules and standards outlined in this Handbook are not designed solely to describe punishment, but rather they are intended to serve as a guide for successful participation. As a student-athlete, you will be expected to understand and abide by these rules and the team's rules. It is the student-athlete's responsibility to follow them to the fullest.

### **ATHLETICS PHILOSOPHY**

Pontiac Academy for Excellence's School athletics programs revolve around the firm belief that participation in school sports can be one of the most significant and meaningful learning experiences for a student.

Interscholastic athletics is viewed as an extension of the academic curriculum where, along with other extra-curricular offerings such as art, music, dance etc., students can learn important skills, and develop positive character traits such as confidence, self-discipline, dependability, respect and commitment. Interscholastic athletics also brings together students from diverse ethnic and social backgrounds, offering opportunities for mutual friendship and cooperation.

In addition, through team membership, leadership opportunities are afforded as well as the chance to learn to work effectively as a team member. Our athletics program is committed to providing a wholesome atmosphere, directed by dedicated faculty coaches whenever possible, that encourages, teaches and assists young athletes in their quest to participate and improve in sports.

In addition to placing emphasis on team participation, character development and learning proper and safe athletic skills, PAE athletic programs value sports as a vehicle to promote positive social development and physical fitness in our students. Finally, we expect our athletes and coaches to be good examples of sportsmanship, displaying a sense of fair play and dignity in winning and losing that will bring honor and respect to both themselves as athletes and Pontiac Academy for Excellence.

### **ATHLETICS MISSION**

- To help young people to develop physically, emotionally, and intellectually through sports participation
- To provide student-athletes with opportunities to participate as team members in either interscholastic or intramural athletic competition
- To promote the development not only of physical skills and fitness, but also of sportsmanship, teamwork, self-discipline, loyalty, perseverance and self-control

### **GOVERNANCE - MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION (MHSAA)**

Pontiac Academy for Excellence High School and PAE Middle School are members of the MHSAA. Through its membership, our schools help the MHSAA promote, develop, direct, protect and regulate amateur interscholastic athletics between member schools. The MHSAA, through the Representative Council, also helps schools stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools and communities. All individuals involved in the interscholastic athletic programs at PAE should strive to know, understand and adhere to

all rules, regulations and interpretations of the MHSAA to the letter and spirit of the rule. By enrollment, Pontiac Academy for Excellence is classified as Class C (determined by enrollment numbers) and usually competes in Division 4 in all divisional MHSAA Sports.

### **NON-DISCRIMINATION POLICY**

Pontiac Academy for Excellence does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, sexual orientation/identity, marital status or any other legally protected characteristic, in its programs and activities, including employment opportunities.

### **SPORTSMANSHIP**

As an athlete and as parents, you can help to maintain a reputation for good sportsmanship. We must all work hard in conducting ourselves in a commendable manner. A display of unsportsmanlike conduct can result in sanctions against the offending athlete, parent and/or school. Always observe the guidelines for good sportsmanship.

#### **Acceptable Behavior:**

- Cheering *for* your team, not *against* the other team
- Respecting the efforts of coaches
- Accepting all decisions of officials and security personnel
- Treating the competition as a game, not a battle
- Giving credit for outstanding effort regardless of the team
- Showing concern for *any* injured player
- Encouraging surrounding fans to display only the best sportsmanlike conduct

#### **Unacceptable Behavior:**

- Trash talking, taunting, and other intimidating actions on behalf of players and spectators
- Displaying disgust for official's calls
- Name calling to distract opponents
- Refusing to shake hands or give credit to opponents
- Blaming the loss of a game on coaches, players, or officials
- Using profanity or displays of anger that draw attention away from the game

Any person who behaves in an unsportsmanlike manner during an athletic or extracurricular event may be ejected from the event and/or denied admission for conduct that includes, but is not limited to: using vulgar or obscene language; possessing or being under the influence of any alcoholic beverage or illegal substance; possessing a weapon; fighting or otherwise striking or threatening another person; failing to obey a security officer or school employee; and engaging in any activity which is illegal or disruptive.

#### **PARENT/COACH COMMUNICATION/Athletic Director**

You have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.



**Communication You Should Expect from Your Son/Daughter's Coach:**

1. Expectations the coach has for your child as well as other players on the squad
2. Locations and times of all practices and contests
3. Team requirements, i.e. fees, special equipment, out-of-season conditioning, etc.
4. Procedure for handling and reporting injuries during participation
5. Team rules, guidelines, and requirements for earning awards
6. Discipline that may result when your child does not meet the expectations of the program

**Communication Coaches Expect from Student-Athletes:**

1. Concerns expressed directly to the coach
2. Notification of any schedule conflicts in advance
3. Special concerns regarding safety or a coach's philosophy and/or expectations

**Appropriate Concerns for Parents to Discuss with Coaches:**

1. The treatment of your child, mentally and/or physically
2. Ways to help your child improve
3. Any concerns about your child's behavior

**Issues Not Appropriate To Discuss With Coaches:**

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes

**If You Have A Concern To Discuss With A Coach, the Procedure You Should Follow:**

1. If you have a concern, contact the Athletic Director, then the Principal.
2. If the concern is not satisfactorily resolved after the meeting with the coach, the athlete and parent(s) should discuss the situation with the Athletic Director informally to resolve the situation.
3. If the athlete and/or parent(s) wish to make a formal complaint to the Athletic Director about the coach, it must be in writing. The Athletic Director will investigate the complaint and discuss the concern with the coach. The investigation may include observation of practice sessions by the Athletic Director, if necessary. Results of the Athletic Director's investigation and subsequent action(s) to be taken to resolve the complaint will be documented in writing.
4. If the formal complaint is not satisfactorily resolved by the Athletic Director, the athlete and/or parent(s) may appeal in writing to the building Principal. Either, or both, will meet with the parties involved in a further attempt to resolve the situation.
  5. If the complaint is not satisfactorily resolved at this level, the athlete and/or parent(s) may appeal to the Superintendent.
6. A conference that is set up with the coach or Athletic Director and a parent shall not Result in disciplinary action against the student-athlete simply because of the meeting.

## **SECTION II: ELIGIBILITY INFORMATION**

### **ELIGIBILITY GUIDELINES**

Eligibility guidelines are set by the MHSAA and adopted by member schools. Schools may set their own policies regarding athletics, but local standards may not be more lenient than those set by the governing body. Failure by an institution to enforce at least the minimum standards may result in extended student ineligibility, forfeiture of contests, MHSAA probation, denial of team participation in MHSAA tournaments, or further sanctions as determined by the MHSAA Executive Director, Executive Council, or Representative Council.

The PAE Board of Directors has mandated the GPA requirement for participation in school athletics to be a 2.0 in the card marking prior. All student-athletes are expected to maintain a 2.2 grade point average for the remainder of the 2019-2020 school year. For the 2020-2021 school year, students are expected to maintain a 2.5 grade point average overall.

### **ENROLLMENT**

Students must have enrolled at PAE prior to the 4<sup>th</sup> Friday after Labor Day (1<sup>st</sup> half of school year) or 4<sup>th</sup> Friday of February (2<sup>nd</sup> half of school year). A student must be enrolled in the school for which he/she competes. Participation in one or more interscholastic athletic scrimmages or contests shall be considered as enrollment.

### **AGE**

A student becomes ineligible for high school athletics if they are 19 years old before September 1<sup>st</sup> of the current school year. Middle school students must meet the following age limits to compete on middle school teams: 6<sup>th</sup> and 7<sup>th</sup> grade team – not 14 years old prior to September 1<sup>st</sup>; 8<sup>th</sup> or 7<sup>th</sup>-8<sup>th</sup> grade combined teams – not 15 years old prior to September 1<sup>st</sup>.

### **PHYSICAL EXAMINATION/DISCLOSURE**

All high school students must have on file, in the athletics office, a current signed physician's (M.D., D.O., or Physician's Assistant) statement (including FERPA and HIPPA disclosure) for the current school year certifying that he/she is physically able to compete in athletic practices and contests, prior to the first date of practice or tryouts. The MHSAA Physical Exam form is required for all high school students participating in sports.

### **MAXIMUM ENROLLMENT**

A student shall not compete in athletics that has been enrolled in grades 9-12, inclusive, for the equivalency of more than eight (8) semesters or twelve (12) trimesters. The seventh and eighth

semesters or the tenth, eleventh and twelfth trimesters must be consecutive.

### **MAXIMUM COMPETITION**

A student, once enrolled in grade nine shall be allowed to compete in only four (4) first semesters and four (4) second semesters, or four (4) first trimesters, four (4) second trimesters and four (4) third trimesters. A student shall be limited to participation in only one MHSAA sport's season when that sport is sponsored twice during the school year.

### **UNDERGRADUATE STANDING**

A student who is a graduate of a regular four-year high school shall not be eligible for interscholastic athletics.

### **PREVIOUS ACADEMIC RECORD**

*High School:* A student must have passed sixty-six percent (66%) of a full credit load potential for a full-time student during the previous semester/trimester in order to participate in the current semester/trimester.

Students must maintain a 2.5 GPA to be eligible to participate in athletics. A student shall be placed on probation if the GPA falls below a 2.5 in the marking period. The student will be reinstated upon the maintenance of the state GPA requirement. During this time the student may participate in practice.

Deficiencies in credits of the previous semester may be made up during a subsequent semester, summer session, correspondence, online, by tutoring, or any method acceptable to the counseling office and that is available to all students. Eligibility may be reinstated during the next semester/trimester when the credit is accepted and recorded on the student's official transcript.

### **IN SEASON GPA CHECKS**

If a card marking or report card grade is given out in season then that grade will be checked by the Principal. If a student does not reach the GPA requirement at this time then they will be removed from the team.

### **ACADEMIC PROGRESS**

During all seasons, after school study sessions are mandatory for all athletes. Attendance will be taken and excessive absences from study sessions may constitute removal from the team. Weekly progress reports from all teachers must be submitted as well. The Athletic Director will coordinate these study sessions with all coaches and monitor the progress of athletes. Academic progress reports for all athletes will be given to the High School Principal from the Athletic Director on a weekly basis with discussion when needed.

## **TRANSFER STUDENTS**

A student in grades 9 through 12 who was eligible at his/her previous high school (see following section) and transfers to Pontiac Academy for Excellence is eligible to compete on an athletic team as long as they did not play in that sport the year prior at their previous school. Any student transferring into PAE will need to sit out a year in a sport played the year prior at their previous school. All transfer students must meet with the Athletic Director before participating.

## **POLICY FOR TRANSFERS FOLLOWING CODE VIOLATIONS**

Pontiac Academy for Excellence will enforce upon a transfer student any period of ineligibility to which that student would have been subject to discipline or athletic code violation(s) at that student's previously attended school. A student who transfers to Pontiac Academy for Excellence after becoming ineligible because of a student or athletic conduct code violation(s) at the previously attended school shall remain ineligible at PAE for not less than the period of ineligibility imposed by the previously attended school. This would be the case even if the student's situation would otherwise satisfy one or more of the exceptions to the transfer regulation of PAE and the MHSAA, and even if the act, which caused the student's ineligibility at the previous school, would not be a violation or cause the same period of ineligibility at PAE.

## **UNDUE INFLUENCE**

The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student at Pontiac Academy for Excellence for athletic purposes, shall cause the *student* to become ineligible for a minimum of one semester and a maximum of one year. Further sanctions may be assessed to the offending coach or school and any suspected instances of undue influence must be reported to the Director of Athletics immediately.

## **AWARDS AND AMATEURISM**

Students cannot receive money or other valuable considerations for participating in MHSAA sponsored sports or officiating in interscholastic athletic contests, except as allowed by the MHSAA *Handbook*. Students may accept, for participation in MHSAA-sponsored sports, a symbolic or merchandise award that does not have a value over \$25.00. Banquets, luncheons, dinners, trips and admission to events, are permitted if accepted "in kind." Awards in the form of cash, merchandise, gift certificates, or any other negotiable documents are never allowed in any amount.

### **LIMITED TEAM MEMBERSHIP**

A student who, after practicing with (including tryouts) or participating in an athletic contest or scrimmage as a member of a high school athletic team, participates in any athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next three (3) days of competition and maximum of the remainder of that season in that school year. However, during the seasons of cross country, track & field or wrestling, an athlete may participate in a maximum of two (2) non-school meets, contests or competitions while not representing his or her school only after notification to the Athletic Director.

### **ALL-STAR COMPETITION**

Students shall not compete at any time, in any sport, under MHSAA jurisdiction in all-star contests or those purported to be national championships, regardless of the method of selection. Participation in such a contest shall cause that student to become ineligible for a maximum period of one year of high school enrollment. Exceptions are made for Olympic Development Programs (ODP) that meet MHSAA guidelines.

## **SECTION III: GENERAL POLICIES**

### **SCHOOL ATTENDANCE**

Attendance in all classes of each school day is required for students to be eligible to participate in practices and contests. A student who has an excused absence because of a funeral, medical appointment, field trip or some other school-approved activity is considered to be in school for that day. Exceptions will be dealt with on an individual basis through the athletics department. Athletes who are absent or tardy the day after a contest can expect an unexcused absence for classes missed or tardy. It is not acceptable to miss class(es) because of a late athletic contest the night before. (As monitored by the Athletic Director)

A student with an unexcused absence from school or study table may not participate in the athletic contest or practice scheduled for that day. If a violation is discovered after that day's contest, the student may not participate the next scheduled day.

### **PRACTICE/COMPETITION ATTENDANCE**

Attendance at all required practices and contests is mandatory. Coaches have the authority to establish their own attendance policies and consequences for unexcused absences and/or tardiness to team practices or competition reporting times. Team penalties may vary, but may include loss of participation, loss of captain status, forfeiture of awards, dismissal from the team, and/or ineligibility from participation on other teams during the same season.

If a student is suspended from school, he/she will be suspended from competition and practices until the new school year. That student will be put on final notice and if another suspension occurs they will be removed from the team.

### **TEAM RULES AND POLICIES**

Although the purpose of this Handbook is to outline the general rules and policies governing interscholastic athletics at Pontiac Academy for Excellence, coaches may also issue rules, expectations and policies specific to their team or program. Coaches must submit team rules and policies to the Principal for approval before distributing to players and parents. A copy of those rules shall be kept on file in the athletic office. A copy should also be distributed to each student-athlete in advance of the season.

### **TEAM PRACTICES DURING SCHOOL VACATIONS**

School sports teams may hold practices during school-scheduled vacation periods. Students must provide written documentation from parent(s) to coaches stating the reason for not attending practices or contests during vacation periods. Coaches are encouraged to keep practices to a minimum during vacation days and weekends.

### **CANCELLATIONS**

When schools are closed due to inclement weather, power outages, or other unforeseen events, ALL after school activities, classes, sporting events and practices will also be cancelled unless permission is granted by the Superintendent or designee. Special consideration will be given to varsity teams and teams who are participating in MHSAA postseason tournaments. Cancellations will be posted on the PAE website, automated mass call emailed to parents and athletes and all other stakeholders as necessary.

### **EQUIPMENT AND UNIFORMS**

School equipment and uniform items that are issued to an athlete are the athlete's personal responsibility to make sure that all items are checked regularly for safety defects and are to be returned in good condition upon completion of the season. If the student leaves the squad for any reason, he/she will have one (1) week to turn in all equipment to the team coach. If there is damage or loss due to carelessness or destructiveness, the athlete and his parent(s) will be responsible for the replacement cost as determined by the athletic department.

Equipment and uniform items shall be turned into the coach, not the athletic office. Failure to adhere to the terms of this subsection will prevent athletes from joining other school teams, receiving awards. Failure to adhere to the terms of this subsection may deter seniors from the graduation ceremony and will even place a hold on the student's records and prevent them from participation in graduation ceremonies until the matter is resolved.

### **TRANSPORTATION**

Any student traveling to an away athletic practice/competition as a member of a team on school owned or chartered vehicles must return to the home school on the same vehicle after the practice/competition is completed. Exceptions may be made if the parent makes prior arrangements with the coach. If permission is granted, the student will be allowed to return home with the student's parent(s), guardian(s) or those specifically listed on the signed transportation form – no others are acceptable.

Failure to comply with this policy or any other PAE transportation policies may result in suspension from contests, or being disallowed to travel on school owned or chartered transportation in the future at the discretion of the Athletic Director.

### **FUNDRAISING**

Pontiac Academy for Excellence makes every effort to provide for the needs of its student-athletes. However, there are instances whereby squads and programs must raise funds to help purchase necessary equipment, uniforms or other items that supplement and enrich the athletic experience. Each team/program will conduct at least one (1) fundraising activity. All fundraising activities must be approved by the Principal. Outside sales of merchandise will be kept to a minimum and door-to-door solicitation is prohibited. Participation in approved fundraising will be encouraged, but all fundraising is strictly voluntary. Those students who do participate are responsible for submitting fundraising monies to the Athletic Director by the predetermined deadline as stated at the start of the fundraising activity.

## **PRE-PARTICIPATION REQUIREMENTS SUMMARY**

Each student, prior to sports participation, must provide the following in addition to meeting all eligibility guidelines:

1. A current and complete physical exam
2. Sports Information Form
3. Transportation Waiver Document.
4. ImPact (concussion management) baseline test (specificsports)

## **ASSUMPTION OF RISK**

Although every effort is made to limit the risk of participation in interscholastic athletics, students and parents must understand that there are inherent risks involved in such participation. These risks range from minor cuts, bruises, and strains to brain damage, paralysis and even death. No amount or quality of safety equipment, padding, coaching instruction, adherence to rules or sports medicine care can guarantee or prevent injuries that an athlete might sustain. By joining an athletic team, students and their parents agree to accept these risks as a condition of participation. Furthermore, students must agree to follow all directions and recommendations of their physicians and sports medicine providers associated with the athletics program.

Sport-specific cautionary statements are available upon request.

## **INJURIES**

It is the responsibility of the student-athlete to report any injury or unusual discomfort to the coach immediately. Parents will be notified when a significant injury occurs and the coach shall complete an accident report within one (1) business day after the incident. The parent(s) should relay any pertinent medical information to the coaching staff and/or athletic director. Athletes who sustain a head or neck injury or other injury that requires medical attention, or causes loss of practice or competition time will be required to provide a medical release signed by a physician before returning to practice or competition. A note from a parent or guardian will not be accepted.

## **INSURANCE**

### **Catastrophic Insurance**

The MHSAA provides insurance at no cost to schools or eligible student-athletes to help cover expenses derived from catastrophic accidents sustained in athletic activities under MHSAA jurisdiction. The policyholder (MHSAA) will pay up to \$250,000 per claim after the \$25,000 deductible left unpaid by the primary insurance. Use of this coverage is rare, but if you have questions, please consult with the Athletic Director.

## **GROOMING AND DRESS POLICY**

Members of athletic teams are to be dressed appropriately and well groomed. Appearance, expression and actions always influence people's opinions of athletes, the team and the school. Once you have been accepted as a member of a squad, you have made a choice to uphold



certain standards (including the Code of Conduct) expected of athletes in this community. An athlete shall dress as required for all trips, at assemblies, day of contests or at banquets. The coach shall set the standard for dress, hair and facial hair as it pertains to his/her sport, but the school dress and hygiene code will be enforced.

Athletes may wear their jersey on the day of competition, and follow the school uniform policy unless there is a banquet.

The Athletic Director will provide drinks, emergency equipment per competition.

### **SQUAD SELECTION/TRY-OUTS**

In accordance with our overall athletic philosophy and our desire to see as many students as possible participate in athletics at PAE, coaches will strive to keep as many student-athletes as they can without unbalancing the integrity of their squad. Time, space, facilities, subjective estimation of athletic talent, perceived attitude, and other factors place limitations on the effective squad size for any sport.

All teams that anticipate limited squad sizes must allow a minimum of three (3) tryout/practice periods before reducing the squad. If a squad candidate will be absent during the try-out period, he/she must make prior arrangements with the coach before try-outs begin. Students with excused absences *may* be granted additional try-out periods for the time missed. All students will be evaluated equitably.

### **LEAVING A TEAM**

It is the responsibility of the student-athlete to contact their coach if they believe they want to leave the team. Failure to do so may result in not being permitted to join another sport team until they have a meeting with the coach of the sport they dropped. An athlete may not drop one sport to join another sport in that season or participate in the next seasonal sport until the dropped sport's season concludes. The Athletic Director, who may grant exception, will hear appeals due to unusual circumstances and render a final decision. Under no circumstances is an athlete to join another team in the same sport season after being excused from a team due to disciplinary reasons.

### **PLAYING OUT OF LEVEL**

PAE junior varsity teams are usually for 9<sup>th</sup> and 10<sup>th</sup>-graders and varsity teams are for juniors and seniors. However, coaching staff may consider moving a student-athlete from one squad to another. Questions regarding academic, emotional, social, physical and playing time will be considered when the coaches, parent(s) and athlete meet with athletic administration to discuss the move (if necessary) and make a final decision.

### **DUAL SPORT MEMBERSHIP**

Students are normally not permitted to participate in two school sports during the same sports season (fall, winter, spring). Students who desire to participate in dual sports shall, be required to apply and receive permission from the Athletic Director no later than one (1) week after the first practice date of the season. The Athletic Director will establish a "major" and "minor" sport and consider input from a number of sources, but the Athletic Director's decision is FINAL.

### **COLLEGE RECRUITMENT**

In the event a college coach, booster or recruiter contacts you personally regarding athletic opportunities at that institution, you have an obligation to work through your coach and the athletic department. Inform your coach of such contact as soon as possible.

### **NCAA ELIGIBILITY CENTER (TDB)**

The National Collegiate Athletic Association (NCAA) Eligibility Center exists to certify the minimum academic and amateurism requirements of students who wish to be eligible for intercollegiate athletics at NCAA Division I or Division II institutions. The Eligibility Center works with the NCAA to determine a student's eligibility for athletic participation in his or her first year of college. Registration for consideration should take place at the beginning of the student's junior year. More information can be found in the Athletics or Counseling offices. Any student interested in participating in an NCAA sanctioned sport must be registered with the NCAA Clearinghouse.

### **DISQUALIFICATION FROM A CONTEST**

MHSAA Regulation V Section 3 (D) governs rules of disqualification from contests for coaches and athletes. The following policies for disqualification shall apply in all sports:

When a student is disqualified during a contest for flagrant or unsportsmanlike conduct, that student shall be withheld by his/her school for at least the next contest/day of competition for that team.

- When a coach is disqualified during a contest for unsportsmanlike conduct, that coach shall be prohibited by his/her school from coaching at or attending at least the next day of competition for that coach's team.
- Any coach who is disqualified for unsportsmanlike conduct two or more times during a season, any player who is disqualified for unsportsmanlike conduct three or more times during a season, and any coach or player who is ejected for spitting at, hitting, slapping, kicking, pushing, or intentionally and aggressively physically contacting an official at any time during that season, is not eligible to participate in the MHSAA tournament for that sport that season. If the tournament disqualifying ejection for that individual occurs during the MHSAA tournament, that player or coach is ineligible for the remainder of that tournament.
- Failure of the school, for any reason, to enforce this regulation will prohibit the school from entry in the next MHSAA tournament for that sport, or from the remainder of the current tournament if the disqualification occurs during an MHSAA tournament or during the last regular season contest/day of competition. Disqualification from one season carries over to the next season in that sport for undergraduates and coaches, or the next season in any sport for seniors.

If the playing rules for a sport specify an additional penalty or more rapid progression, or use of such a progression for other violations, the playing rules apply. Violation of Michigan High School Athletic Association Rules will be reported directly to the MHSAA.

### **CONFLICTS IN CO-CURRICULAR ACTIVITIES**

Despite all scheduling efforts by the administration, coaches and sponsors, conflicts will develop between athletic and non-athletic activities and events. The following guidelines shall apply to students who experience conflicts between school-related activities:

- When a conflict occurs between two scheduled activities, the student's first duty is to notify both coaches/sponsors as early as possible. The coaches/sponsors, along with the student, will attempt to resolve the conflict to best allow the student to participate in as many activities as possible. The student will then be advised of the recommended solution to the conflict. It is expected that the student will follow the recommendation OR propose an equally acceptable alternative to all parties.
- When a conflict occurs between a competition/performance and a scheduled practice, students will be expected to attend the competition/performance without loss of group membership or standing on the sports team.
- When a conflict occurs between scheduled practices, the students will be expected to participate in one without loss of group membership or standing in the other activity. Frequently missing practice sessions may jeopardize a student's standing within his/her group or team. Frequent conflicts will be balanced to the extent possible so that the student attends both activities equally.
- When a conflict occurs between competitions/performances, students may participate in one activity without loss of group membership or standing in the other activity. Preference will be given to activities that earn the student a letter grade in an academic class, unless credit can be earned in an alternative manner. There may be times when students may simultaneously participate in multiple PAE activities/events by prior arrangement with the sponsors/coaches.

It is strongly recommended that any athlete participating on an interscholastic team refrain from participating on any recreation or non-school team in another sport while the interscholastic sport is in season. The first obligation and responsibility of the athlete is to Pontiac academy for excellence and athletic programs.

### **SUMMER AND OFF-SEASON PROGRAMS**

A variety of sport camps, schools, clinics, workouts and training programs are offered to athletes during the off-season and summer months by individual coaches, parks and recreation departments and other entities. These programs provide opportunities to aspiring athletes to improve their skills in a chosen sport. These summer and off-season programs are strictly voluntary. Athletes shall not be required to enroll in these programs as a condition for membership or placement on an athletic team the succeeding season.

## **SECTION IV: ATHLETIC AWARDS**

A student must complete their athletic season in good standing in order to receive an athletic award. A student athlete that is removed from a team or quits during the season will not be eligible for an athletic award.

### **ELEMENTARY/MIDDLE SCHOOL ATHLETIC AWARDS**

**CERTIFICATES:** All athletes will receive a certificate of participation for the seasons in which they complete.

### **HIGH SCHOOL ATHLETIC AWARDS**

#### ***Junior Varsity***

**CERTIFICATES:** All athletes on a junior varsity team will be awarded a school athletic certificate of participation for each JV sport season they complete.

#### ***Varsity***

**Varsity Letter:** All varsity athletes who qualify based on pre-existing team or departmental criteria will be awarded one (1) gold chenille varsity block "P" letter with burgundy trim for their contributions to the school during their high school years.

**Certificates:** All varsity athletes will receive a certificate each time they meet the letter criteria in each sport they complete after receiving their varsity letter. Should they not meet the letter criteria, they will be awarded a participation certificate.

#### ***Scholar-Athlete Award***

**SCHOLAR-ATHLETE CERTIFICATE:** All athletes that establish a semester/trimester GPA of at least 3.5 (non-rounded) during the term in which they earned a varsity letter will be awarded one (1) Pontiac Academy for Excellence Scholar-Athlete certificate each school year.

## **SECTION V: ATHLETICS CODE OF CONDUCT**

All student-athletes are bound by the Pontiac Academy for Excellence Code of Conduct rules and regulations (which supersedes the athletic code of conduct). Additional regulations are stated below.

### **PERFORMANCE ENHANCING SUBSTANCES**

Students participating, or planning to participate in the athletic program are prohibited from the use, possession, or transmittal of performance enhancing drugs and/or substances including anabolic steroids, androstenedione, creatinine phosphate, diuretics and peptide hormones and analogues (hCG, ACTH and hGH), or any compound labeled as performance enhancing (refer to NCAA banned substance list).

In 1990, the Michigan Legislature enacted Public Law 31, which requires athletic service providers – including both educational and recreational athletic facilities – to post notice that warns that any person who uses or knowingly possesses an androgenic anabolic steroid violates Michigan law and is punishable by imprisonment and fine. Furthermore, Public Act 187 (1999) prohibits school employees and volunteers from promoting or supplying dietary supplements that carry claims of enhanced athletic performance. See MCL 380.1317.

Violations will be addressed as set forth in the PAE Student Code of Conduct Handbook.

### **HAZING**

In 2004, the Michigan Legislature enacted legislation that prohibits hazing activities at educational institutions and provides penalties. Hazing is defined in the law as an intentional, knowing or reckless act by a person who acted alone or with others that was directed against an individual and that person knew or should have known would endanger the physical health or safety of the individual, and that was done for affiliation with, participation in, or maintaining membership in any organization. The law does not apply to an activity that was normal and customary in an athletic program sanctioned by the educational institution.

If the violation resulted in physical injury, the person would be guilty of a misdemeanor punishable by imprisonment for not more than 93 days, a fine of not more than \$1,000, or both. A violation resulting in impairment of a body function would be a felony resulting in imprisonment of up to five years and a fine up to \$2,500, or both. A violation resulting in death of the person hazed would be punishable by up to 15 years' imprisonment and a maximum fine of \$10,000, or both.

## **SECTION VI: ATHLETIC CODE APPEALS**

### **DUE PROCESS OF LAW**

Consistent with the PAE Student Code of Conduct, in all cases requiring disciplinary action, the rights of all students and parents will be respected and protected.

### **RECORD KEEPING**

The Principal in accordance with directives from the Board of Directors will maintain records of student disciplinary actions and procedures that may, or may not be included in the student's permanent (CA-60) file.

### **APPEAL PROCEDURE FOR SUSPENSION**

If the offending student and/or parent(s) or guardian(s) wish to question the facts or the appropriateness of the sanctions imposed by the Athletic Director, these appeal procedures must be followed:

1. The appeal must be registered within the period of the suspension. The appeal must first be made in writing to the Athletic Director, or coach (if coach is the person levying the suspension).
2. The Athletic Director shall review the case with the appropriate individual(s). Based upon this review, the Athletic Director may adjust, revoke or sustain the suspension. A written decision may be requested by the parent(s) or guardian(s).
3. Further appeal may be made in writing to the building principal, who shall review the case with the appropriate individual. Based upon this review, the principal shall render a written decision within five (5) school days of receipt of the appeal.
4. Further appeal after step three concludes may be made in writing to the Superintendent, or designee, who shall review the case with the appropriate individual. Based upon this review, the Superintendent or designee shall render a written decision within five (5) school days of receipt of the appeal.
5. Further appeal after step four concludes may be made in writing to the Board of Directors. Arrangements for such appeal shall be made through the office of the Superintendent. The Board shall render a written decision within fourteen (14) calendar days of receipt of the appeal.

### **CONDITIONS DURING SUSPENSION OR APPEAL**

While the appeal period is pending, the penalties shall normally be served. Based on the type and nature of the violation, the student may be allowed to practice with his/her team during suspension or appeal, but may not dress in uniform for contests, attend team activities or travel with the team to away contests. The student may attend games if allowed to attend school events under the School or Athletic Code, but must observe from general spectator areas.

The PAE Athletics Committee will convene in the spring to review the student athlete GPA requirement.





## ATHLETICS HANDBOOK ACKNOWLEDGEMENT FORM

Student's Name: \_\_\_\_\_  
(Please Print)                                  Last                                  First                                  Middle Initial

Current Grade: \_\_\_\_\_

### Statement to be signed by student and parent/guardian:

I have read the Pontiac Academy for Excellence Athletics Handbook. I understand the guidelines as outlined in the handbook and the consequences for violating the guidelines. I pledge to **NOT** violate the rules & regulations of the PAE Athletic Department and PAE District Code of Conduct.

\_\_\_\_\_ Date: \_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
Student **PRINTED** Name

I acknowledge receiving the Pontiac Academy for Excellence Athletics Handbook. I accept my responsibility for helping my son/daughter abide by the guidelines.

\_\_\_\_\_ Date: \_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
Parent **PRINTED** Name

**THIS FORM MUST BE SIGNED AND PLACED ON FILE IN THE ATHLETICS OFFICE AS A CONDITION OF PARTICIPATING IN ATHLETIC PROGRAMS SPONSORED BY THE PONTIAC ACADEMY FOR EXCELLENCE.**