

# Petoskey High School Athletic/Co-Curricular Handbook

## **Introduction**

This portion of the Student Handbook is designed to inform Students and Parents of the role that Co-Curricular activities play at Petoskey High School. All guidelines that are listed in the PHS Student Handbook apply to the Co-curricular handbook.

By becoming a member of a Petoskey High School Co-Curricular activity, you become a unique and special person in the eyes of the community, your coaches or sponsors and the school. More is expected of you than of other students. For this reason, this booklet has been prepared. Read the material carefully and set your goals to conform to the rules herein. Set your goals to include the following:

- Follow the rules.
- Be a good citizen.
- Work hard every day.

Co-Curriculars are a part of the total educational program of Petoskey High School. They are offered as an extracurricular activity. Anyone who wishes to participate may benefit from interscholastic athletics or co-curriculars. Athletics and co-curriculars may provide the opportunity for a student to grow physically, mentally and emotionally. Participation in athletics or co-curriculars at Petoskey High School is a privilege, not a right.

## **Michigan High School Athletic Association**

As a member of the MHSAA, Petoskey secondary schools agree to follow and enforce all rules and regulations of the MHSAA. These include rules governing transfers, grades, age, amateur status, etc. These rules that were adopted by the Petoskey Board of Education, can be found on the MHSAA Website at [www.mhsaa.com](http://www.mhsaa.com)

Partial list of rules and regulations of the MHSAA. The rest can be found at [www.mhsaa.com](http://www.mhsaa.com)

**Enrollment-** Students must be enrolled in Petoskey public schools to participate in athletics. Exception: Students enrolled in schools that Petoskey has co-op program agreements with.

**Age-** A student may not turn 19 before September 1<sup>st</sup> of the current year to be eligible to participate in Athletics. A student turning 19 after September 1<sup>st</sup> of the current year, is eligible to participate the entire school year.

**Physical Exam-** Students must have a current physical on file with the Athletic Office prior to participating in any athletic practice, tryout, or contest. Physicals must have a date after April 15<sup>th</sup> from the previous school year to be acceptable the next school year. Any physical done before that date, will not be excepted. Physical forms can be picked up at the school or on [www.MHSAA.com](http://www.MHSAA.com)

**Previous Academic Credit Record-** Students must pass 4 of 6 classes in the previous semester to be initially eligible to participate on any athletic teams. Petoskey Schools have other academic stipulations used for weekly checks. Credits can be made up working through the Guidance office.

**Transfers-** Students who transfer into Petoskey Schools should fill out the proper forms for athletic eligibility. Students are not eligible until the Athletic Director ensures compliance with all MHSAA rules.

**Armature Status-** Eligibility is limited to amateurs, meaning those student-athletes who have not received gifts of materials or money and have not received other valuable considerations because of athletic performance or potential.

Again, this is a partial list of eligibility requirements from the MHSAA. For more information please visit [www.mhsaa.com](http://www.mhsaa.com)

## Co-Curricular Code

Interscholastic sports and co-curricular activities are part of our total educational experience. All students are encouraged to participate in these activities and share in the benefits these programs bring.

-A participant is defined as any student who chooses to take part in co-curricular activities.

-Co-curricular activities are any and all groups, teams, clubs, etc. that exist to enhance the students educational experience, are voluntary, and in general, take place beyond the classroom school day.

## Petoskey Schools Academic and Behavioral Eligibility Rules

Petoskey Schools have their own set of guidelines for Academics and Behavior that all participating students need to follow to be eligible for participation in Co-curricular activities.

**Attendance-** For all co-curricular activities, students are expected to be in attendance for a full day of school to participate in contests or performances. Absences must be pre-excused with the administration to allow participation. Missing parts of hours will result in students losing playing time or performance time.

1<sup>st</sup> offense- missing less than one hour, students will sit a portion of that day's event.

2<sup>nd</sup> offense or more- students are not eligible to participate on that day.

**Current Academic Progress-** Students will have no “Es” and no more than 2 “Ds”.

Grades will be checked in Power School on Monday morning. Lists comes out on Monday before Noon.

If your name appears on the list:

1. Coach or Sponsor will notify you
2. You have the rest of the week to improve grade
3. Must bring a note (or email or Power School grade change) to the Athletic Department for sports or to their sponsor for other co-curricular activities to verify that you are now meeting the requirements for a passing grade.

If you don't meet the requirements by the following Monday:

1. You remain ineligible until you do
2. You may practice, but no games or performances
3. You will not be released from school early to attend games or performances
4. You may attend games and sit with team; however, not in uniform

Your responsibilities

1. Stay eligible
2. Communicate:
  - a. With your teachers- find out in advance what assignments you will have during your absence
  - b. With your coach or sponsor on status
  - c. With your parents on status

Seek academic assistance before you fall behind from peers, teachers, or a tutor.

**School behavior-** Students are expected to have proper behavior in class and around the school. If a student's behavior becomes an issue, the student may be subject to suspension from play or activities.

**Substance Abuse or Possession-** The use or possession of Tobacco, Vapes, Alcoholic beverages, Steroids, NCAA banned substances or possession or use of any other controlled substance will subject a student/athlete or co-curricular participant to the following discipline:

**First Offense:**

**For Tobacco or Vape:** The student will be suspended for 20% of the regularly scheduled season contests/dates. If offense occurs with only tournament contests remaining, the student will be suspended for all of the post season tournament. If the offense occurs when there are no season

contests or tournament contests remaining, the athlete's suspension will be invoked at the beginning of the next sport in which the athlete participates. Suspended athletes must attend all practices and games, but may not suit up/dress for the contest(s).

**For alcohol/drugs/steroids/NCAA Banned/controlled substances:** The student will be suspended for 20% of the regularly scheduled season contests/dates. If offense occurs with only tournament contests remaining, the student will be suspended for all of the post season tournament. If the offense occurs when there are no season contests or tournament contests remaining, the athlete's suspension will be invoked at the beginning of the next sport in which the athlete participates. Suspended athletes must attend all practices and games but may not suit up/dress for the contest(s). In addition, the suspended athlete shall be required to receive counseling from a licensed drug/alcohol counselor or agency. Written verification of the completion of or continuing compliance with counseling shall be provided to the Athletic Director. This verification must be received before the athlete is allowed to participate in any contests. The district is not responsible for counselling costs incurred.

A student-athlete who, by him/herself or together with his/her parent(s) or legal guardian, voluntarily discloses his/her violation of the substance abuse policy under this code prior to any reports, charges or complaints may have the penalty reduced by 50% for that violation, pending administrative approval. Self-disclosure, whether by the student alone or together with a parent or legal guardian, must be made to the Athletic Director, Principal, or designee (coach). The provisions for self-disclosure contained in this section shall apply only once to any student/athlete during his/her years in grades 9-12 and may only be exercised for a first or second violation. Admitting to a drug use, abuse, or dependency problem after being confronted or investigated by school or law enforcement officials is not self-disclosure.

#### **Second Offense:**

**For tobacco and alcohol/drugs/steroids/NCAA banned/controlled substances:** The student will be suspended for 60% of the regularly scheduled season contests/dates. If the offense occurs when there are no season contests remaining, the athlete's suspension will be invoked at the beginning of the next sport in which the athlete participates. If offense occurs with only tournament contests remaining, the student will be suspended for all of the post season tournament plus the 60% of the next season. Suspended athletes must attend all practices and games, but may not suit up/dress for the contest(s). In addition, the suspended athlete shall be required to receive counseling from a licensed drug/alcohol/addiction counselor or agency. Written verification of the completion of or continuing compliance with counseling shall be provided to the Athletic Director. This verification must be received before the athlete is allowed to participate in any team functions. The district is not responsible for counselling costs incurred.

**Third Offense:**

For tobacco and alcohol/drugs/steroids/NCAA banned/controlled substances: The student/athlete or co-curricular participant will be permanently suspended from all athletic or Co-curricular participation.

\*Offenses that occur before 9<sup>th</sup> grade (become 9<sup>th</sup> grader on last day of school in 8<sup>th</sup> grade), will not be carried forward in these offense steps. Consequences can be carried over to fulfill discipline from previous infractions.

**Travel-** Students must travel with teams or programs to and from events. This must be followed unless permission is granted to travel otherwise by the coach or parent. Parents must sign students out if they are not riding home with a team or program. (2020 Covid- allow for parents to take student to away activities to lessen the number of students on district transportation.)

**Equipment-** Students are responsible for equipment/uniforms/costumes that are issued to them. These items should be maintained and returned. If items are not returned, students will be responsible for the cost of replacing lost items.

**Insurance-** The Board of Education does not assume any legal responsibility nor provide any insurance relative to doctor and hospital expenses. Athletics/Co-curriculars are voluntary and the student participates with the knowledge of his/her parents/guardians and at their own risk of injury.

**Team/Activity Rules-** Teams or Activities can have reasonable rules that will ensure the proper conduct of members of these groups. Ex: missing practice, tardy to meetings, etc.

**VARSITY AWARDS-** For an athlete to earn a Petoskey varsity award, he/she must finish the season with the team in good standing and be recommended by the coach. Finishing the season can be waived by the coach in cases of injury or extenuating circumstances. The criteria for earning a varsity letter in a particular sport is available from the head coach and may be used as a guideline for coaches' recommendations.

**Dropping a Team-** Athletes are expected to finish a season once they have started a team. If an athlete decides to leave a team or is removed from a team in bad standing, they will not be able to join another program. The exception to this, is if the athlete and coach feel it is in the best interest of the athlete to leave a team and join a new program. The athlete must be in good standing and a model teammate.

**Dual Sport Athletes-** Being a dual sport athlete requires a tremendous amount of time and dedication to both sport and academics. Students wishing to play multiple sports at the same time, must first talk with their coaches. Meeting with each to declare their desire to play both sports. They must choose a primary sport to attend if there are conflicts. They will need to follow the practice schedules for each sport attending based on the guidance of their coaches. If problems arise, the student/athlete will revert back to their primary sport. Grades must be maintained to continue to be a multisport athlete.

## UNDERSTANDING CONCUSSION

### Some Common Symptoms

Headache  
Pressure in the Head  
Nausea/Vomiting  
Dizziness

Balance Problems  
Double Vision  
Blurry Vision  
Sensitive to Light

Sensitive to Noise  
Sluggishness  
Haziness  
Fogginess  
Grogginess

Poor Concentration  
Memory Problems  
Confusion  
“Feeling Down”

Not “Feeling Right”  
Feeling Irritable  
Slow Reaction Time  
Sleep Problems

### 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:

- 1. 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.
- 2. 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.
- 3. 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.

Reminder: 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](http://www.cdc.gov/concussion).

**Parents and Students Must Sign and Return the Educational Material Acknowledgement Form**

# CONCUSSION AWARENESS

## EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM

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/or the Concussion Fact Sheet for Students provided by Petoskey Public Schools.

\_\_\_\_\_  
Participant Name Printed

\_\_\_\_\_  
Parent or Guardian Name Printed

\_\_\_\_\_  
Participant Name Signature

\_\_\_\_\_  
Parent or Guardian Name Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Return this signed form to the sponsoring organization that must keep on file for the duration of participation or age 18.

Participants and parents please review and keep the educational materials available for future reference.

**I HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS AS DESCRIBED IN THIS BOOKLET AND AGREE TO ABIDE BY THEM. RETURN THIS SIGNED SHEET TO THE COACH.**

The Basic Philosophy of the Petoskey Athletic Program

1. Play by the rules:
  - MHSAA
  - PHS
  - local, state, federal
2. Be a good citizen:
  - scholarship
  - sportsmanship
  - in school and out
3. Play hard every day:
  - practices and
  - games

Proposed: 4/26/13

Adopted: 3/18/04

Revised: 8/5/19