

DELTON KELLOGG HIGH SCHOOL

ATHLETIC HANDBOOK



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DELTON, MI 49046

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DELTON KELLOGG SCHOOLS

DISTRICT BELIEFS

WE BELIEVE our schools should create quality learning opportunities for all.

WE BELIEVE all relationships should be built upon respect and responsibility.

WE BELIEVE our schools should reflect leadership which builds consensus, ownership, and accountability

MISSION STATEMENT

We, the staff of Delton Kellogg High School, are committed to providing quality in education. It is, therefore, our responsibility to work with our students, parents, and community to create a school environment in which all students will demonstrate:

- the ability to think critically and solve problems;
- civic responsibility;
- the ability to be a self-directed and lifelong learner;
- skill in developing and maintaining wellness, self-esteem and self-worth;
- skill in communicating effectively; and
- high cognitive achievement.

NOTICE OF NONDISCRIMINATION POLICY

No child shall be discriminated against because of race, color, national origin, sex, age or handicap.

FIGHT SONG

Maroon and White will always be on top,
Give us a team that we can beat or stop,
We're out for victory and all its fame,
Give us a chance and we'll win this and every other game,
We're holy terrors once we're in,
We'll pack a wallop that will make us win,
We're out for victory so team let's go,
Rah Rah, Rah,
Delton High. Fight!!

All Hail to Delton High School,
We are full of fight,
Hail to our Panthers,
We will win tonight,
Rah, Rah,
All Hail to those school colors,
Maroon and White, too,
We'll fight for Delton High,
In all we do.
Fight!

***Your child's success or lack of
success in sports does not indicate
what kind of parent you are.***

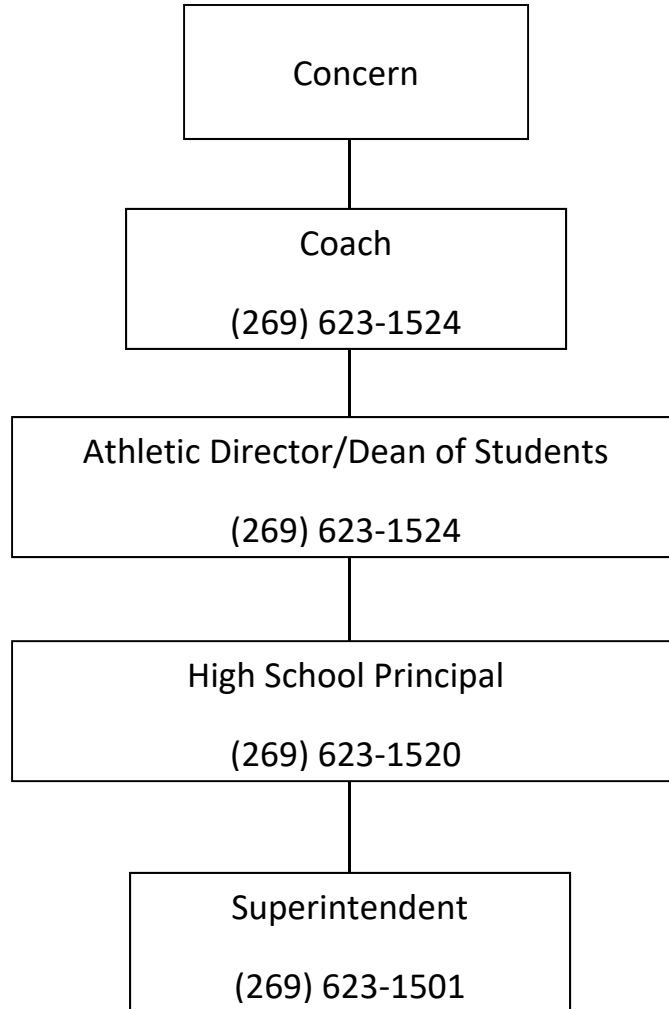
***But having an athlete that is
coachable, respectful, a great teammate,
mentally tough, resilient and tries their best
IS a direct reflection of your parenting.***

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COMMUNICATION PROCEDURE FOR ADDRESSING STUDENT/PARENT CONCERNS

Delton Kellogg Schools believes that problems can be solved by conversation among the involved parties. The chart below indicates the recommended process to follow.



At the end of each season, parents and students will also be invited to share their ideas for improving the athletic program through group meetings and opinion surveys.

SPORTS OFFERED

FALL

Cheerleading - Sideline

9th - Varsity

Cross Country

7th - Varsity

Football

9th - Varsity

Men's Soccer

Varsity

Volleyball

7th - Varsity

Women's Swimming/Diving

9th - Varsity

WINTER

Men's Basketball

7th - Varsity

Women's Basketball

7th - Varsity

Competitive Cheerleading

7th - Varsity

Wrestling

7th - Varsity

Men's Swimming/Diving

9th - Varsity

SPRING

Baseball

JV - Varsity

Women's Soccer

Varsity

Softball

JV - Varsity

Men's Track & Field

7th - Varsity

Women's Track & Field

7th - Varsity

Golf

JV - Varsity

DELTON KELLOGG SCHOOLS TELEPHONE DIRECTORY

Superintendent	623-1501
Superintendent's Secretary	623-1501
Superintendent's Office Fax	623-1508
High School Principal	623-1520
Dean of Students	623-1520
24 Hour Attendance Line.....	623-1520 Press Option 2
High School Fax	623-1150
DK Academy Office	623-1521
DK Academy Classroom	623-1207
DK Academy Fax	623-1150
Middle School Principal	623-1541 / 623-1542
Middle School Fax	623-1548
Elementary Principal/Office	623-1531 / 623-1532
Elementary School Fax	623-1538
Barry Intermediate School District	945-9545
Food Service	623-1223
Head Start	623-2096
Maintenance	623-2327
Transportation.....	623-1515

DELTON KELLOGG BOARD OF EDUCATION

Jim McManus.....	President
Kelli Martin.....	Vice-President
Marsha Bassett.....	Secretary
Andrew Stoneburner	Treasurer
Jessica Brandli	Trustee
Robert Houtrow	Trustee
Sarah Austin.....	Trustee

ATHLETIC DEPARTMENT

Athletic Director	623-1524
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PARTICIPATION

Participation in interscholastic athletics is a privilege, not a right. Students who choose to become involved are responsible for reviewing this entire handbook. Student-athletes are responsible for all rules and regulations during the time that they are an “in-season athlete”.

An in-season athlete is defined as one whom: During the M.H.S.A.A. sanctioned season has attended a practice. The season shall conclude when the student-athlete team is eliminated from further competition. Athletes involved in “individual” sports teams shall have their season defined by the coach at the beginning of the season.

REQUIREMENTS FOR PARTICIPATION

As an athlete, you will be eligible to practice and participate in a sport when the following items have been completed:

- A. A physical examination has been completed and the form turned in to the Athletic Director’s office.
- B. All of the academic eligibility requirements have been met and approved by the Athletic Director.
- C. The emergency treatment card must be filled out and returned to the Athletic Office.
- D. *High School:* The insurance (\$5.00) and participation (\$85.00) fees have been returned to the Athletic Office. If the student qualifies for reduced lunch the fee is (\$5.00) and participation (\$40.00). Students who qualify for free lunch the fee is (\$5.00) and participation (FREE).
Middle School: The insurance (\$5.00) and participation (\$45.00) fees have been returned to the coach. If the student qualifies for reduced lunch the fee is (\$5.00) and participation (\$20.00). If the student qualifies for free lunch the fee is (\$5.00) and participation (FREE).
- E. The student-athlete/parent form is completed and returned to the Athletic Office.

EXPECTATIONS OF STUDENT ATHLETES

We expect the student athletes to perform their athletic skills to the best of their ability, to spend time learning, perfecting the skills being taught and taking full advantage of the knowledge available from the coaching staff. The Athletic Department of Delton Kellogg Schools has expectations of its student athletes. They are:

- A. The student athletes shall conduct themselves in a manner so as to bring credit to the student.
- B. Insubordination, unsportsmanlike conduct, use of profanity, and unexcused absences will not be tolerated.
- C. Only uniforms authorized by the Athletic Department will be permitted to be worn for contests.
- D. The athlete must make every effort to be in school the day after a contest since it is as important as the day before or day of competition.
- E. An athlete will not engage in or be an accomplice to the act of theft, extortion, gross disrespect, vandalism, hazing or sexual harassment.

Violations of these expectations will be dealt with by the Athletic Department.

MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION

To be eligible for interscholastic athletics, a High School student must meet the following requirements:

ENROLLMENT: to be eligible for participation during the first and second trimester, a student must be enrolled in the high school not later than the fourth Friday after Labor Day. To be eligible for participation during the second and third trimester, a student must be enrolled in the high school not later than the fourth Friday of February.

AGE: be under 19 years of age at time of contest unless 19th birthday occurs on or after September 1 of the current school year in which case the student is eligible for the balance of the school year in all sports.

PHYSICAL EXAMINATIONS: have passed a physical examination prior to the official start date of the specific sport's start date. Record must be on file in the athletic office. (Physical exams must be dated on or after April 15 of the previous school year.) Physicians Assistants, Nurse Practitioners, along with Medical Doctors and Osteopathic Doctors may approve and sign a physical form. *MHSAA designated start dates.

TRIMESTER/SEMESTER OF ENROLLMENT: not have been enrolled for more than 12 trimesters or 8 semesters in grades 9-12, inclusive. The 10th, 11th, and 12th trimesters or 7th and 8th semesters must be consecutive.

TRIMESTERS/SEMESTERS OF COMPETITION: A student, once enrolled in 9th grade, shall be allowed to compete in only four first, four second, and four third trimesters or four first and four second semesters.

PREVIOUS TRIMESTER/SEMESTER RECORD: have passed at least 66% of credits attempted during the previous trimester or semester of enrollment. A first year senior high school student may compete without reference to their 8th grade record. A student who fails to pass at least 66% of credits attempted at the end of any trimester or semester shall be ineligible for 90 school days unless the deficiencies are made up during a subsequent session.

CURRENT TRIMESTER/SEMESTER RECORD: If a student is not passing at least 66% of credits attempted that student is ineligible for competition until the next check, but not less than the next Monday through Sunday.

TRANSFERS: First part of the year: A transfer student who enrolls before the 4th Friday after Labor Day is eligible on Dr. Martin Luther King Day regardless of whether classes are held that day. Second part of the year: A transfer student who enrolls before the 4th Friday of February is eligible the following August 1st eligible for the start of the next school year.

(See M.H.S.A.A. Handbook for complete regulations)

DELTON KELLOGG HIGH SCHOOL ACADEMIC REQUIREMENTS

To be eligible for interscholastic athletics, a High School student must:

ATTENDANCE: An athlete may not participate in practice or competition on the day the student has been absent for more than two class periods without just reason and prior approval from the Athletic Director and/or other building administration. If an athlete is too ill to attend class, he/she is too ill to participate in athletics. Disciplinary absences will be considered in the following manner for our student-athlete:

- In School Suspension and/or Planning Room referrals may participate in practices, but not in same day contests.
- Out of School Suspension **MAY NOT** participate or be on school grounds.

COLLEGE ELIGIBILITY: The N.C.A.A. establishes standards for high school students which will determine college athletic eligibility. The Athletic Director and/or Guidance Counselors can provide you with current standards and other information as requested. SEE N.C.A.A. SECTION IN THIS BOOK FOR MORE INFORMATION.

MIDDLE SCHOOL ATHLETICS

FALL:	Boys X-Country - Grs 7-8	WINTER:	Wrestling - Grs. 7-8
	Girls X-Country - Grs. 7-8		Comp. Cheer - Grs. 7-8
	Girls Volleyball - Grs. 7-8	LATE	Boys Basketball - Grs. 7-8
EARLY	Boys Track - Grs. 7-8	WINTER:	Girls Basketball - Grs. 7-8
SPRING:	Girls Track - Grs. 7-8		

PRACTICES: You are expected to attend all practices. If a student is enrolled in a physical education class, he/she must be dressed and must participate in the physical education class period. Failure to do so will automatically exclude the student from any practice or game that day. A doctor's excuse or a parental excuse excluding the student from physical education will automatically exclude the student from athletic practices and games for the duration of the P.E. exclusion. Younger/older brothers and sisters or friends are not allowed to attend athletic practices.

In order to participate in athletics, a student enrolled in five or six classes must not be failing more than one class. A student enrolled in seven classes must be passing five classes. Note: This must include three core classes and two non-core classes."

All school sponsored athlete activities not only operate under the rules of the Michigan High School Athletic Association, but also must adhere to DKMS athletic policy.

Middle School Athletic Eligibility Policy and Athletic Code **(Addition to the High School Athletic Policy)**

Participating in Delton Kellogg Middle School athletics is a privilege that needs to be earned. In order to earn the privilege of trying out/competing in interscholastic athletics, a student needs to do the following:

- Athletic eligibility is checked every week and counts for the week AFTER it is taken, so if an athlete is not eligible on the Friday of eligibility, it means that he/she may not participate in any competitions/games/matches the following Sunday - Saturday.
- If ineligible, he/she will not be able to dress or participate at contests. This will continue until grades improve to a passing/eligible level.
- Behavior is also a consideration for participation. If a student is referred to the office for committing a major behavior violation the day of a contest, he/she will not be eligible to practice or compete that day. This is also true for either in-school or out-of-school suspensions occurring on the day of a competition/game or match.

- Students also need to have a current physical on file with the athletic director BEFORE being eligible to practice/tryout for a sport. The physical must be completed on or after April 15th of the previous school year. Forms are available in the middle school office. *DK will offer sports physicals each spring for a reasonable cost to families.

Student athletes must always keep in mind that they are representatives of the entire Delton Kellogg Schools District and need to accept this responsibility seriously and with pride. Again, participation in extra-curricular activities, including athletics, is a privilege, not a right and must be treated accordingly.

During the time of suspension or expulsion, students are not allowed on school property at any time. This means you will not be allowed to attend and/or participate in any school sponsored athletic program or other school-sponsored activities.

In the event that school is canceled due to severe weather or natural disaster, all middle school practices and events are automatically canceled for that day

(See M.H.S.A.A. Handbook for complete regulations)

ATHLETIC DEPARTMENT POLICIES

JOINING A SPORT:

Limits must be enforced for athletes to join a sports team after the team has begun practicing. Students need to make the decision to join a team at the beginning of the season. If “CUTS” are made, no one will be allowed to join, on or after the “CUTS” date. If a team does not make “CUTS”, an athlete may join with the knowledge they will be required to sit out until they are physically ready to participate, in accordance to normal conditioning practices of the specific sport. Exception: Incoming eligible transfer students and those recovering from long-term illness or injuries.

DROPPING FROM A SPORT:

Dropping out of a sport without valid reason is always considered a serious matter. If an athlete wants to quit a sport, he/she has one (1) week of practice or one (1) week after the team has been established, whichever comes first, to make that decision. After that week, they may not participate on another team during that particular season.

FIRST OFFENSE:

The athlete shall be suspended for a minimum of 10% of contest dates of the next scheduled sport season. The student athlete is also suspended from any on campus preparation for next season until the DROPPED season is complete. (i.e. Lifting sessions, shoot arounds)

SECOND OFFENSE:

The athlete shall be suspended for a minimum of 50% of contest dates of the next scheduled sport season. The student athlete is also suspended from any on campus preparation for next season until the DROPPED season is complete. (i.e. Lifting sessions, shoot arounds)

THIRD OFFENSE:

The athlete shall be suspended for the remainder of his/her high school career.

At each level of Offenses, the student may appeal to a coaches committee made up of the Athletic Director, Head Coach from the neutral team and building administrator. There will be an appeal application that will need to be filled out prior to the meeting and given to the Athletic Director for review.

SCHOOL EQUIPMENT:

School equipment issued to an athlete during the season is his/her responsibility. He/she is expected to keep it clean and in good condition. Any student who has not returned or fulfilled their responsibilities due to loss or damaged

equipment or uniform will not be allowed to participate in another sport until this debt has been cleared. Participation begins on the first day of the MHSAA and/or DKS scheduled season. School issued equipment is to be worn only during competitions or practices.

UNEXCUSED ABSENCES:

An athlete should always consult his/her coach before missing a practice and/or game. Missing practice or a game without good reason will be dealt with by the individual coach with consequences approved by the Athletic Director.

TEAM ALIGNMENT:

In the interest of safety, program improvement and/or enhancement in the quality of the athletic experience for our athletes, it may at times be necessary or beneficial to implement a variety of teaming alignments, which may include cuts at the middle school level. This policy is available to all middle school sport teams and will be left to the discretion of the individual program's head coach and Athletic Director.

TEAM RULES AND REGULATIONS:

Each coach has his/her own set of team rules which have been approved by the Athletic Director and will be enforced by the coaches, Athletic Director and other building administration. Copies of team rules may be obtained through the coach or Athletic Director. Rules are to be signed by the parent and/or the student-athlete and returned to the coach to demonstrate knowledge of the rules.

TRANSPORTATION:

1. Athletes will remain with their squad and under the direct supervision of the coach when attending away contests.
2. Athletes will dress appropriately and in good taste at home events and when traveling to away contests.
3. If a student is suspended from the regular school bus, they cannot ride the activities bus to an athletic event.
4. Bus regulations:
 - a. All regular school bus rules will be followed.
 - b. No yelling, whistling or screaming.
 - c. NO EATING.
 - d. No jumping seats while the bus is in motion or at any other time.
 - e. Only plastic spikes may be worn on the bus, all others must be removed.
 - f. NO SMOKING, CHEWING, SPITTING, OR POSSESSION OF OTHER DANGEROUS ITEMS.
 - g. No profane language or obscene gestures.
 - h. All equipment properly bagged and stored.
 - i. When school transportation is available, students must be transported to an extra-curricular activity by the school vehicle. When students are not using school transportation, they must be accounted for by the coach and may only ride home with a parent or guardian. Students may not ride with other students or drive themselves. If an exception needs to be made, it must receive prior approval from the athletic office.

Any exceptions to this rule are to be approved by the coach and processed through the Athletic Director. A violation of this rule will be dealt with as a violation of the Athletic Code.

LOCKERS:

A charge may be assessed by the school when damage has occurred to a locker, the school assigned locker or when a student has not removed his/her materials at the end of the sports season. Hall and/or gym lockers are not secure enough to store valuables, and students are encouraged to make arrangements with office personnel to store these items.

ALTERCATIONS:

We will follow the MHSAA guidelines when it pertains to the handling of fighting incidents. The MHSAA rules state that athletes participating in the fight will be disqualified for the remainder of that game plus the next contest. If the incident occurs after the game, the athlete will be suspended for the next 2 contests. The suspension would carry over into the next season in that sport for undergraduates and coaches or the next season in any sport for seniors.

We will follow the specific building policies in addition to the athletic policies if a fight occurs while in the charge of the school or a school official. This includes practices, bus rides, locker rooms, before and after contests at game sites. Suspensions will be enforced as stated in the appropriate building handbook.

GAME EJECTION GUIDELINES:

The following additional consequences are to be applied to student-athletes who are ejected from a competition for unsportsmanlike conduct:

1. Student-athletes will be withheld from the next day of competition as is mandatory by M.H.S.A.A. Regulations.
2. Student-athletes will be required to write a two-page essay explaining the value of sportsmanship. It will be the responsibility of the athletic director to ensure that this task is met satisfactorily.
3. The student-athlete will be required to serve three hours of community service for the athletic department. This assignment will also be the responsibility of the athletic director to assign and to supervise.
4. Following consultation between the athletic director and the coach, a letter(s) of apology may be assigned.
5. In the event that completion of this task is not possible before the next contest, it will not be reason to withhold a person from competition. The service will be completed as soon as possible.

COLLEGE RECRUITMENT POLICY:

In the event an athlete should be contacted personally by a college recruiter, he/she has the obligation to work with the specific sport coach and the Athletic Director. Inform your coach of such a contact as soon as possible. College recruitment information is available in the Athletic Office and through your coaches.

CONFLICTS IN EXTRA-CURRICULAR ACTIVITIES:

An individual student may attempt to participate in too many extra-curricular. When a conflict occurs, the sponsors will meet and work out a solution so the student does not feel caught in the middle. If a solution cannot be found, then the principal will make a decision considering the following:

1. The relative importance of each event.
2. The importance of each event to the student.
3. The relative contribution the student can make to the event.
4. How long each event has been scheduled.
5. Conversation with the parents.

Once the decision has been made and the student has followed the decision, he/she will not be penalized in any way by the faculty sponsor or athletic coach. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity.

DUAL SPORT ATHLETES:

Delton Kellogg Schools has adopted a policy that allows students to compete on two athletic teams during the same season. The purpose for a dual sport situation is to benefit both primary and secondary team. The student athlete should consider the academic, physical, social and mental aspects of this decision prior to making the commitment.

The guidelines regulating this policy are as follows:

- The student athlete must complete an application to request the possibility for dual sport athlete consideration. The approval of both the primary sport head coach, secondary sport head coach, and Athletic Director will be required.
- The student must meet with the coaches of both teams with his/her parents prior to the season to complete a formal written agreement which clearly identifies the terms, conditions and expectations of both coaches and teams. The purpose is to ensure that all parties have a full understanding of the requirements.
- Both coaches must agree that the dual sport situation would be in the best interest of the success of both teams as well as the student athlete. If one or both of the coaches decide that it is not in the best interest of

their team, the possibility of dual sport is not accepted.

- The dual sport athlete must meet a satisfactory academic eligibility to participate. The student's GPA will be recorded at the beginning of the season. If at any time the athlete's GPA drops below the level of the start of the season, he/she will no longer be able to participate in the secondary sport until the GPA is returned to the level of the start of the season.
- The student must indicate a 'primary' sport and a 'secondary' sport. The athlete will only participate/practice in the 'secondary' sport when it does not conflict with the team activities of the 'primary' sport. Conflicts would include practices, games and team activities.
- The student athlete may under certain circumstances, and with mutual agreement between both coaches, compete on more than one team on a given day.
- The athlete would be required to undergo a skills assessment to determine if the athlete would be able to perform at a high varsity level that would positively affect the outcome of the secondary sport.
- Dual sport athletes are only acceptable for varsity teams.
- If one of the sports is a cut sport, the cut sport must be the primary sport of the athlete.
- Any disciplinary action due to violation of Delton Kellogg or MHSAA rules must be served in both the primary and secondary sports. This would also include suspension from previous sport season, ejections from a contest, or penalty for Drop of Sport.
- If a dual sport athlete chooses to drop their secondary sport without incurring the "drop a sport" penalty, it must be done in the time frame stated in the "Drop a Sport" portion of the student Athletic Handbook. If the athlete chooses to drop their secondary sport, the "Drop a Sport" policy would apply.

SUPERVISION REQUIREMENTS:

No student is to be in the gym, locker room, training room or other athletic department area without being directly supervised by an authorized coach or adult. Activities will, undoubtedly, be in a position of conflict of obligations.

The Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in extra-curricular activities and, to this end, will attempt to schedule events in a manner to minimize conflicts.

Students have a responsibility to do everything they can to avoid continuous conflicts. This would involve being cautious about being involved in too many activities. It also means notifying the faculty sponsors involved immediately when a conflict does arise.

PRACTICES:

YOU ARE EXPECTED TO ATTEND ALL PRACTICES. If a student is enrolled in a physical education class, he/she must be dressed and must participate in the physical education class period. Failure to do so will automatically exclude the student from any practice or game that day. A doctor's excuse or a parental excuse excluding the student from physical education will automatically exclude the student from athletic practices and games for the duration of the P.E. exclusion. In order to be eligible to participate in an athletic contest, the student-athlete must practice consistently for the number of days as specified by their choice of sports below:

- Football:14 days & 3 days conditioning.
- Soccer:11 days.
- Basketball:.....14 days.
- Volleyball:.....12 days.
- Wrestling:.....17 days.
- All other sports:..... 5 days.

a. **HOLIDAY PRACTICES:**

On days of legal holidays **NO ATHLETIC TEAM** will have a mandatory practice. Any athlete not in attendance at an optional practice on this day will not be punished in any way or form.

b. **SUNDAY PRACTICES:**

The Delton Kellogg coaching staff will refrain from having practice on Sunday. On the rare instance where a practice may be needed, the approval of the Athletic Director and/or Principal shall be obtained. The practice shall be non-mandatory.

c. **OUT OF SEASON TRAINING AND CONDITIONING:**

Off-season training and conditioning may be available on a limited basis with our major intent of encouraging participation in other sports as a priority over off-season training. Out-of-season programs will only be available with appropriate and approved supervision. Students who quit a sport are not able to participate in an off-season conditioning program for another sport until the initial sport season has concluded. All MHSAA regulations must be followed during these sessions.

d. **WEATHER DELAYS OR CLOSING:**

When school is closed or dismissed early for emergency reasons, all school-sponsored activities and programs will be automatically cancelled or postponed. The only deviation of this will be by the Superintendent. These announcements are available on the school's Hotline: (269) 623-9201, (press) #2 for Athletics, when prompted (press) #1 for High School, (press) #2 for Middle School. Notification of these deviations will be available on the **Hotline – after 12:00 noon, as necessary**. If activities are held, they will be considered to be optional.

HAZING AND INITIATIONS:

Hazing occurs when an act is committed against a student or a student is coerced into committing an act that creates a substantial risk of harm to the student or to any third party in order for the student to be initiated into or affiliated with any school group, club, athletic team, grade level, activity or organization. Hazing includes, but is not limited to:

1. Any activity involving an unreasonable risk of harm, including paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body and participation in physically dangerous activities.
2. Any activity involving the consumption of alcohol, drugs, tobacco products or any other food, liquid or other substance that subjects the student to an unreasonable risk of physical harm.
3. Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature.
4. Any activity that subjects a student to an extreme and unreasonable level of embarrassment, shame or humiliation or which creates a hostile, abusive or intimidating environment.
5. Any activity involving any violation of federal, state or local law or any violation of school district policy and regulations.

**TRAINING RULES AND REGULATIONS FOR
THE STUDENT-ATHLETE**

All student athletes agree to abide by the following Code of Conduct, which prohibits illegal or inappropriate actions.

Offenses related to the use or possession of tobacco, E-Cigarettes, alcohol, illegal drugs, prescription medications, inhalants, steroids, look-alikes, or what is represented as any of the above, or breaking of the local, state, or federal laws shall result in disciplinary measures as outlined below.

Allegations of Code of Conduct violations may be made to the Athletic Director at any time and the policies will be enforced on a year-round basis. Allegations made by students or adults must be presented in writing to the Athletic Director who will investigate and determine the validity of the accusation prior to administering any disciplinary action. Employees of Delton Kellogg Schools, including coaching staff and volunteers, are obligated to report any and all allegations of athletic code violations to the Athletic Director as soon as they become aware of said violation.

The fact that a student athlete is not formally petitioned or charged and/or convicted of any infraction, misdemeanor or felony, shall not prevent the building Principal or Athletic Director from making an independent investigation determination as to whether such actions by the student athlete are a violation of these rules. The building principal or Athletic Director may determine that a violation of these rules occurred if there is reasonable cause to believe a violation of these rules has occurred. Photos, texts, messages, etc. posted to social media sites may be used as evidence that a violation of the Code of Conduct has occurred. Police charges, other than traffic violations, may be considered an Athletic Code violation prior to a court determination if there is sufficient proof.

FIRST OFFENSE:

The athlete shall be suspended for a minimum of one (1) contest date and limited to no more than 20% of the scheduled sport season.

If an athlete willingly admits when confronted by the athletic director and/or building principal or turns themselves in for violating a training rule, the athlete may be given the minimum penalty. This will encourage an athlete to be honest and truthful in these tough situations. If an athlete does not turn themselves in or is found to have told untruths in his/her defense, he/she will be given the maximum penalty. This 'honesty/truthful' clause is only in effect for the first offense.

SECOND OFFENSE:

The athlete shall be suspended for one (1) calendar year. The athlete may have his/her suspension reduced by 50% if all of the following conditions are met:

1. Voluntarily, and at his/her own expense, begin to actively participate in and complete an approved program of substance abuse counseling. The student athlete is responsible for verification of participation in this program being delivered to the Athletic Director.
2. Work as a volunteer at three dates of athletic competition or an approved equivalent.
3. Attend a meeting with his/her parents, the Athletic Director, a representative of the Administrative Team, and a Coaches Committee member. The purpose of the meeting will be to discuss and review the athlete's progress in fulfilling the requirements for resuming contest participation. The athlete will not be allowed to resume competition until the committee determines that he/she has satisfactorily completed the above requirement.
4. This reduction in consequences may only be put into effect once during the student's high school career.

THIRD OFFENSE:

The athlete shall be suspended for the remainder of his/her high school career.

NOTES:

- * For students who are found to be in violation of a training rule on game day either prior to, during, or until released from school supervision and property or while wearing a Delton Kellogg uniform, the minimum penalty will be double based on the number of violations previously committed.
- * Penalties may be carried over to the next sport season if it is not fulfilled during the previous season.
- * Any treatment program expenses are the responsibility of the student and family.
- * All parents/guardians will be initially contacted by phone or in person and will receive a follow-up letter with the investigation findings and consequences.
- * Offenses accumulated in the middle school will not be carried over into the high school. If all suspensions have been served, the student athlete's record will be cleared if he/she completes two calendar years without an additional violation.
- * Though violations may not be actually witnessed by the reporting individual, disciplinary action may still be taken by the school's administration if such offenses can be verified.
- * Any student found to be in violation of the DKS Athletic Code of Conduct is also subject to the consequences outlined in the DKMS and DKHS Student Handbooks.
- * Students have the right to due process as stated in the Student Handbook.
- * An athlete suspended for a portion of a season must participate in all practices during the time of the suspension. Failure to do so will result in the athlete being disciplined in accordance with the rules and guidelines set forth by the individual coach.
- * An athlete suspended for an entire season may not participate in team-related activities.
- * It is recognized that not all situations can be covered in the Athletic Handbook. Therefore, the school reserves the right to discipline student athletes for violations when the action taken is coordinated between the Athletic Director, other school administration, and the coach.

ATHLETIC AWARDS

Delton Kellogg High School athletes are honored at the conclusion of each season at an awards program. Only Delton Kellogg sponsored teams will receive designated awards. Athletic awards are the joint responsibility of the Athletic Director and the specific sport coaches. Coaches must submit a list of athletes who participated in their particular sport and classification of award (Varsity, Junior Varsity and Freshman) they have earned. The coach will communicate to the athlete the criteria used to determine Varsity award winners. The Athletic Department will issue awards based on the following criteria:

1. All participants receive a certificate of participation.
2. Athletes will receive only one chenille “DK” letter regardless of how many Varsity awards they earn. They will receive the “DK” upon completion of their first Varsity sport.
3. Athletes will receive only one chenille panther head regardless of how many high school sports they participate in. They will receive the panther head upon completion of their second high school sport
4. Athletes will receive only one set of chenille numbers regardless of how many sports they participate in. They will receive these numerals upon completion of their first high school sport.
5. Athletes who perform in the same Varsity sport for more than one season will receive an award for each additional year.
6. Freshman & Sophomores competing on a Junior Varsity or Varsity team prior to their traditional year of participation, will have an opportunity to receive either their numerals and/or panther head at the appropriate time. They will also receive the Varsity award as listed:
 - A. First Year Varsity - Chenille Letter, Metal Insert
 - B. Second Year Varsity - Service Bar, Silver Certificate
 - C. Third Year Varsity - Service Bar, Gold Certificate and/or Silver Plaque
 - D. Fourth Year Varsity - Service Bar, Gold Plaque
 - E. Silver & Gold Plaques are available only to seniors
7. To graduate with Athlete Honors please see the criteria below. Twenty-eight (28) points earned during four (4) years of high school are required to earn this honor.

CRITERIA	POINTS EARNED
<i>EARN POINTS</i>	
FRESHMAN SPORT	1
JUNIOR VARSITY SPORT	1
MOVED TO VARSITY DURING SEASON	1
VARSITY SPORT	3
CAPTAIN	2
ALL CONFERENCE - 1ST TEAM	2
ALL CONFERENCE - HONORABLE MENTION	1
ALL AREA OR BARRY COUNTY*	1
STATE QUALIFIER	1
STATE PLACE/ALL STATE (INCLUDING HONORABLE MENTION)	2
ALL AMERICAN	3
ALL STATE ACADEMIC	1
ACADEMIC CUMULATIVE GPA 3.00 TO 3.74	1
ACADEMIC CUMULATIVE GPA 3.75 +	2

LOSE POINTS

EJECTION FROM GAME (PER INCIDENT) GRADES 9 & 10	-2
EJECTION FROM GAME (PER INCIDENT) GRADES 11 & 12	-4
RULE VIOLATION (PER INCIDENT) GRADES 9 & 10	-2
RULE VIOLATION (PER INCIDENT) GRADES 11 & 12	-4
QUIT SPORT OR REMOVED FROM TEAM DURING SEASON	-1
DURING GRADES 9 & 10	-1
DURING GRADES 11 & 12	-2

*All Area includes Battle Creek Enquirer or Kalamazoo Gazette teams.

PHYSICALS AND INSURANCE:

PHYSICALS:

According to the Michigan High School Athletic Association, ALL students who participate in interscholastic athletics must have a physical form requirement for the full school year. Students must seek and receive approval from an M.D., D.O., a Physician’s Assistant or a Nurse Practitioner. Forms are available at the high school or middle school office, or a form from the specific physician is accepted. **COMPLETED FORMS MUST BE IN THE ATHLETIC OFFICE PRIOR TO THE FIRST DAY OF PRACTICE, NO ONE WILL BE ALLOWED TO PARTICIPATE WITHOUT THIS FORM. NO EXCEPTIONS!**

INSURANCE:

The Athletic office must have records of the student athlete’s insurance and emergency information on file before that person may participate in practices and games. A new insurance form must be signed by parents for every year in which the student-athlete participates. **THE FORM MUST BE FILLED OUT COMPLETELY WITH ALL CORRECT INFORMATION, IF A CHANGE OCCURS DURING THE YEAR, THE ATHLETIC OFFICE MUST BE CONTACTED SO EMERGENCY INFORMATION IS CORRECT FOR THE STUDENT ATHLETE.**

A program of accident coverage for all the students in our school has been through the WBA Athletic Foundation underwritten by the Guarantee Trust Life Insurance Company and Sentry Life Insurance Company. The coverage is in force for any accident to a student during any school sponsored activity including interscholastic sports.

This is intended as an outline of the student and athletic accident insurance for the coming school year. Highlighted below are some areas of importance that should be reviewed and understood by all concerned parties with respect to the coverage guidelines.

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

DEFINITION OF ACCIDENT:

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

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

This coverage is written on the excess basis which means any family or employer group insurance or plan must contribute its maximum first before this coverage has any liability. This is supplemental coverage designed to pick up balances left by the family or employer group insurance or plan, if no other coverage is available, to honor those medical expenses incurred up to the limits of the policy.

This plan of insurance is **EXCESS ONLY**. It will not duplicate benefits paid or payable by any other insurance or plan including HMOs or PPOs. **Questions regarding claim procedures may be directed to First Agency, Inc. at 5071 West H Avenue, Kalamazoo, Michigan, 49009 or 616 - 381-6630.** First Agency, Inc. administers the coverage which is underwritten by Guarantee Trust Life Insurance Company of Glenview, Illinois.

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

HMOs & PPOs

IMPORTANT NOTICE: Should the family coverage be with an HMO or PPO, students must use the authorized medical vendors through their HMO or PPO. Coverage purchased through Guarantee Trust Life Insurance Company is **EXCESS** coverage and does contain an exclusion for those bills incurred that were "payable" by other insurance or plans. If the parents or students choose not to use their plan's authorized medical vendors, they should be aware that the coverage through Guarantee Trust Life Insurance Company will not be able to pay the bills incurred that would have been honored by the parental coverage had they used the proper medical vendor.

PRINT ON EMERGENCY CARDS – AUTHORIZED MEDICAL VENDOR, SO MISINFORMATION IS NOT GIVEN.

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

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

A **\$100 DEDUCTIBLE**, which may be satisfied by other insurance payments, will be applied to each claim.

SCHOOL PERSONNEL WILL NOT RECOMMEND SPECIFIC MEDICAL VENDORS.

CLAIM PROCEDURE:

1. School official who is in charge must be notified of the accident and is to complete an accident report and turn the report in to the athletic office within 20 days of the accident.
2. Parents must present medical expenses to **their** insurance company or plan administrator **FIRST**. **First Agency**, the **school's insurance company**, must have proof of benefits paid or their letter of denial. **Proof of loss must be submitted to First Agency, Inc. within 90 days after medical treatment ends.**
3. **Parents**—Complete your portion of the insurance form **IN DETAIL**.
4. **Parents**—Send the completed form along with itemized statement(s) of all bills to:

**FIRST AGENCY, INC,
130 N. WESTNEDGE AVE
KALAMAZOO, MI 49007
PHONE (269) 381-6630
FAX (269) 381-3055
E-MAIL 1stagency@1stagency.com**

ATHLETIC TRAINER AND TRAINING ROOM

Student athletes who are injured in an athletic practice or contest are to immediately report the injury to the coach on scene and report to the Athletic Trainer as soon as possible, after practice or the next school day. This is to assure the correct injury reports are completed and recorded, to assure factual and accurate information.

All student athletes treated by a physician prior to reporting the injury to the Athletic Trainer will need to have a **signed release** or directions of treatment prior to returning to the specific sport team. This is to insure proper treatment of all injured student athletes.

Medical items distributed by the Athletic Trainer will be returned to that office immediately following the final treatments as determined by the medical staff.

IF YOU BELONG TO AN HMO OR PPO, IT IS IMPERATIVE YOU PROVIDE US WITH THE NAME OF THE PRIMARY CARE PHYSICIAN AND PHONE NUMBERS IN CASE OF INJURY OR EMERGENCY.

POTENTIAL DANGERS IN ATHLETIC PARTICIPATION

Parents and student athletes should fully understand and appreciate the risk of serious personal injury associated with participating in the educational sports program provided by Delton Kellogg School.

SEXUAL HARASSMENT

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is also a form of sexual discrimination and is unacceptable to the policy of the Delton Kellogg Board of Education for any Board member, administrator, other employee, volunteer (subsequently “employee”), independent contractor, and/or student, male or female, to sexually harass another employee, student, or volunteer. The Board will not tolerate sexually harassing behavior, files/reports of sexual harassment, or retaliation against persons reporting allegations of sexual harassment or cooperation in the investigation of such allegations.

Sexual harassment is prohibited and is defined as:

- A. Unwelcome sexual advances; or
- B. Requests for sexual favors; or
- C. Other verbal or physical conduct or communication of an intimidating, hostile, or offensive sexual nature when:
 - 1. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of a person’s employment status, a term or condition of a student’s educational status, receipt of educational benefits or services, or participation in school activities; or
 - 2. Submission to or rejection of such conduct or communication by an individual is used, explicitly or implicitly, as a basis for decisions affecting a person’s employment status, a student’s educational status, receipt of educational benefits or services, or participation in school activities; or
 - 3. Such conduct or communication has the purpose or effect of substantially interfering with a person’s work or creating an intimidating, hostile, or offensive employment environment, interfering with a student’s education or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, which fails to respect the rights of others, which lowers morale and which, therefore, interferes with an employee’s work effectiveness or which creates an intimidating, hostile, or offensive educational environment.

Sexual harassment may take different forms - one specific form is the demand for sexual favors, and other forms of harassment include, but are not limited to:

- A. Verbal - sexual innuendoes, suggestive comments, rumors, jokes of a sexual nature, sexual propositions, threats, and suggestions or demands for sexual involvement that are accompanied by implicit or explicit threats concerning a staff member's employment status or a student's educational status including grades, graduation, participation in curricular or co-curricular activities or other school-related matters.
- B. Nonverbal - sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, whistling, or obscene gestures.
- C. Physical - unwanted and/or unwelcome physical contact of a sexual nature, including but not limited to touching, pinching, coerced sexual intercourse, and assault.

Sexual harassment encompasses any sexual attention that is unwanted and/or unwelcome. Examples of the verbal or physical conduct prohibited include, but are not limited to:

- A. Physical assault;
- B. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- C. Direct propositions of a sexual nature;
- D. Subtle pressure for sexual activity, an element of which may be conduct such as repeated and unwanted staring;
- E. A pattern of conduct (not legitimately related to the subject matter of a course, if one is involved) intended to discomfort, humiliate or both that includes one or more of the following:
 - 1. Comments of a sexual nature; or
 - 2. Sexually explicit statements, questions, jokes, or anecdotes;
- F. A pattern of conduct that would discomfort, humiliate or both, a reasonable person at whom the conduct was directed and that includes one or more of the following:
 - 1. Unnecessary touching, patting, hugging, or brushing against a person's body; or
 - 2. Remarks of a sexual nature about a person's clothing or body; or
 - 3. Remarks about sexual activity or speculating about previous sexual experience.
- G. Favoring persons who submit to sexual overtures while disfavoring those who reject sexual overtures.

All employees, volunteers, contractors, and students of the Delton Kellogg School District are required to comply with this policy and take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action designed to stop the harassment immediately and to prevent its recurrence will be taken against persons who violate this policy as follows:

- A. Discipline imposed upon students for violation of this policy may include suspension or expulsion, depending upon the nature and severity of the offense. Sexual harassment under this policy also may be regarded and punished as a violation of other rules of student conduct prohibiting assault, battery, threats, fighting and/or intimidation.
- B. Discipline imposed upon employees for violation of this policy may include dismissal, depending upon the nature and severity of the offense. When an employee is covered by a collective bargaining agreement or an individual contract, discipline shall be assessed according to the procedures and standards contained therein.
- C. Volunteers and contractors violating this policy shall be subject to exclusion from school facilities, programs, and activities. The Board reserves the right to discontinue any contracted services or commercial relationship with any contractor, vendor, or other service provider found to have violated this policy.

HARASSMENT COMPLAINT PROCEDURE

The sexual harassment complaint procedure has been developed in conjunction with the sexual harassment (Policy Code GAAD) of the Delton Kellogg School District. For more information on this procedure, see a school administrator.

N.C.A.A. CLEARINGHOUSE

Beginning August 1, 1994, a central clearinghouse will certify our student-athletes eligibility for Division I and II. To participate in college athletics as a Freshman you must register and be certified by N.C.A.A. Initial-Eligibility Clearinghouse to be eligible to participate. Student release forms and the brochure "Making Sure You Are Eligible to Participate in College Sports" is available in the athletic office and from the counselors. Any student wanting to participate in college athletics should discuss these plans with the appropriate coach, athletic director, parents, and high school counselors to make sure you are academically on the correct course for these goals.

COURSE REQUIREMENTS FOR N.C.A.A. ELIGIBILITY

N.C.A.A. DIVISION I

Freshman-Eligibility Standards, College Entrants 1996-97 and Thereafter All Student Athletes Must Register With the N.C.A.A. Initial-Eligibility Clearinghouse.

QUALIFIER

Can practice, compete and receive athletics scholarship as a Freshman.

REQUIREMENTS:

- Graduate from High School
- Can convert and combine subscores from an SAT taken before April 1, 1995, and an SAT taken April 1, 1995, or later to achieve the standard;
- The highest scores achieved on the verbal and mathematics section of the SAT or the highest scores achieved on the four individual tests of the ACT may be combined to achieve the highest scores;
- The core GPA in 13 courses meeting the N.C.A.A. core courses definition with the corresponding ACT sum or SAT total score is needed.

CORE COURSES:

- At least 4 years English;
- At least 2 years Math; [one (1) year algebra and one (1) year geometry (or one year of a higher-level math course for which geometry is a prerequisite)];
- At least 2 years Social Studies;
- At least 2 years Natural or Physical Science (including 1 lab course, if offered by any high school you attend);
- At least 1 additional course in English, Math or Natural or Physical Science; and
- 2 additional academic courses in any of the above areas, or foreign language, computer science, philosophy or comparative religion.

PARTIAL QUALIFIER (Does not meet standards for qualifier)

Eligible to practice at institution's home facility freshman year. No competition during freshmen year. Three seasons of competition. May receive institutional financial aid during freshman year, including athletics scholarship.

REQUIREMENTS:

- Graduation from High School;
- The core GPA core courses with the corresponding ACT sum or SAT total score is needed.

NON-QUALIFIER

No practice or competition during freshman year. Three seasons of competition. May receive institutional need-based aid only during freshman year, which may not be from an athletics source.

Does not meet standards for qualifier or partial qualifier.

N.C.A.A. DIVISION II

Freshman-Eligibility Standards, College Entrants 1996-97 and Thereafter All Student Athletes Must Register With The N.C.A.A. Initial-Eligibility Clearinghouse.

QUALIFIER

Can practice, compete and receive athletics scholarship as a Freshman.

REQUIREMENTS

- Graduate from High School;
- Have a GPA of 2.000 in 13 core academic courses; and
- Must achieve a 68 (sum of scores on the ACT) or an 820 on the SAT.
- The highest scores achieved on the four individual tests of the ACT may be combined to achieve the highest scores.

CORE COURSES:

- At least 3 years English
- At least 2 years Math
- At least 2 years Social Studies
- At least 2 years Natural or Physical Science (including 1 lab course, if offered by any high school you attended)
- At least 2 years additional courses in English, Math, or Physical or Natural Science;
- 2 additional courses in any of the above areas or foreign language, computer science, philosophy, or comparative religion.

PARTIAL QUALIFIER

Cannot practice or compete during freshman year. Will have four years of eligibility during college career. Can receive institutional financial aid, including athletics scholarship during freshmen year.

REQUIREMENTS:

- Does not meet requirement for qualifier;
- Graduate from High School;
- Successfully completed the 13 core courses with a minimum 2.000 core grade-point average; or
- Attained a minimum 68 ACT (sum of scores) or 820 SAT. NON-QUALIFIER

Cannot practice or compete during freshman year. Will have four years of eligibility during college career. May not receive athletics scholarship freshman year but can receive regular need-based financial aid if the school certifies that aid was granted without regard to athletics ability.

REQUIREMENTS:

- Has not graduated from High School; or
- Did not achieve the core-curriculum grade-point average and SAT/ACT score required for a qualifier or partial qualifier.

NATIONAL ASSOCIATION OF INTERCOLLEGIATE ATHLETICS
(NAIA)

ELIGIBILITY REQUIREMENTS:

You must, if an entering freshman, meet two of three entry level requirements:

1. Achieve a minimum score of 18 on the ACT and 860 on the SAT for tests taken on or after April 1, 1995. Test must be taken on a national testing date (residual tests are not acceptable). Scores must be achieved on a single test.
2. Achieve a minimum overall High School grade-point average of 2.000 on a 4.000 scale.
3. Graduate in the top half of your High School graduating class. The ACT/SAT test must be taken on a national testing date and certified to the institution prior to the beginning of the term in which the student initially participates.

If you have questions, please contact the Athletic Director and/or Guidance Counselors. They are here to assist you and your student in the future.

NOTE:

In 1995, the N.C.A.A. Council voted to use a sum of the four parts of the ACT test for the required standardized test score, rather than the average as in the past. Students who graduate after June 1996 or who take the Act test after August 1996 will be required to achieve a 68 or above and corresponding grade-point average in the core courses to play sports their freshmen year.

As of February 15, 1996, the N.C.A.A. will offer recordings of information on initial-eligibility standards, the Initial-Eligibility Clearinghouse and other information via a toll free number. That number is:

1 - 800 - 638 - 3731

ELASTIC CLAUSE

The school reserves the right to set forth as part of the Athletic Code of Conduct those rules and regulations necessary and proper for carrying into execution the athletic program of the school which are not specifically stated here or as the need arises.

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