

Lakewood Public Schools Student-Athlete Handbook 2024-2025



ATHLETIC DEPARTMENT

Athletic Director: Mike Quinn
Middle School Athletic Director: Brie Guiles
Athletic Secretary: Amanda Evans

(616) 374-0211 phone
(616) 374-1473 fax

Office Hours
Monday - Friday
9:00 am - 4:00 pm

Welcome...

Interscholastic athletics signify more than competition between two individuals or two squads representing schools. Athletics, for some, are a way of life. Participation provides students with positive learning opportunities. Participants master physical skills, exhibit sportsmanship, develop strategies, collaborate with teammates, create positive attitudes, make positive choices, develop relationships with coaches, handle winning and losing, and focus on athletic success. We find these to be qualities that are all valuable and obtainable outcomes of participation.

The success of the Lakewood Public Schools extracurricular programs were not built overnight. It has taken hard work by many people over many years. We are proud of where it is and where it is going. In every situation, participation in interscholastic athletics is regarded as a privilege that is earned through hard work in the classroom, at practice, and through the adherence to the standards of the Code of Conduct outlined in this handbook.

Finally, each of you have our very best wishes for success and remember “Go Vikes”

Mike Quinn, CMAA
Athletic Director
Lakewood High School
MIAAA Past President

Brie Guiles
Athletic Director
Lakewood Middle School

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Athletic Mission Statement

We believe that all students can benefit from athletics – from the participants to the spectators. Our mission is to provide students all possible opportunities to benefit from the positive outcomes provided by participation in athletics.

League Participation

The majority of the teams in the Lakewood Public Schools participate in the Capital Area Activities Conference. Lakewood is a member of the White Division which includes Charlotte, Eaton Rapids, Ionia, Lansing Catholic, Lansing Sexton, Olivet, and Portland.

Activity Fee

Lakewood students in grades 6 through 12 must pay an Activity Fee to participate in athletic programs. The fee (\$105 for MS, \$160 for HS) is a one-time fee per academic year and allows the student to participate in as many athletic programs as s/he wishes. We have a \$300 family cap on our Activity Fee.

Athletic Programs

The athletic program offers many opportunities for the students of Lakewood Public Schools. Many sports offer a variety of competitive levels for all grades and skill levels. The sports offered at Lakewood High School include:

<i>Fall Programs</i>		<i>Winter Programs</i>	
Football	Sideline Cheer	Boys' Basketball	Competitive Cheer
Boys' Tennis	Girls' Volleyball	Wrestling	Girls' Basketball
Boys' Soccer	Girls' Golf	Bowling	Bowling
Boys' Cross Country	Girls' Cross Country		

<i>Spring Programs</i>	
Boys' Golf	Girls' Soccer
Boys' Track	Girls' Track
Boys' Baseball	Girls' Softball
	Girls' Tennis

The sports offered at Lakewood Middle School include:

<i>Fall Programs</i>		<i>Winter Programs</i>	
	Girls' Volleyball	Boys' Basketball	Competitive Cheer
Boys' Cross Country	Girls' Cross Country	Wrestling	Girls' Basketball

<i>Spring Programs</i>	
Boys Track	Girls Track
Tennis	

Athletic Philosophies

Player Philosophy

Athletes, by their nature, concentrate on the development of specific skills to be utilized in competitive sports. Equally important to the development of the mental and physical skills needed to compete in a particular sport is the need for the development of positive social attitudes and interpersonal relations. The student who serves on a team that competes interscholastically represents him or herself, the family, the team, the school, and the Community. For this reason, conduct on and off the playing field should reflect the highest values and standards that the school exemplifies.

Role of the Parent

It is important for a parent to be active in their child's athletic experience and help to foster a positive relationship between the student-athlete and their coaches, teammates, fans, officials, and opponents. Parents should be supportive of the coaching staff and team goals in order to help create better members of the community.

Expectations for Levels of Participation

The primary role of the sub-varsity level (freshman and junior varsity teams) is to develop skills and techniques necessary to compete at the varsity level.

At the varsity level, emphasis is placed upon honing athletic skills, dedication, hard work, and sacrifice in order to be a successful team. Although winning is important, success is not indicated by the win/lose record but by the ability of the athletes to accomplish goals.

Priorities for Competition

Although each level is important to the development of the student-athlete, priority is placed at the varsity level with regards to competition. In the event that a conflict arises between a varsity event and a sub-varsity level event, the varsity competition takes precedence over a sub-varsity level event. Conflicts could arise due to problems with facilities, weather conditions, etc. In the event of any change in the athletic schedule, every attempt will be made by the Athletic Department to notify athletes and parents of any changes.

Athletics as a Privilege

It is a privilege to participate in athletics. When representing Lakewood Schools in athletic competition, the general appearance, dress, and conduct must be such as to bring credit to the athlete, the team, the school, and the community. Since it is a privilege to represent the school in athletics, the school must have the authority to revoke the privilege when student athletes do not meet the standards set forth. The responsibility of an athlete exists 365 days a year and is a reflection of the school and team. The conduct of athletes is always under observation.

Athletic Guidelines

Eligibility

Lakewood Requirements

The student must meet all MHSAA requirements listed below.

1. Must have passed five of their six classes during the previous semester and currently be passing five of six classes.
2. Weekly in-season grade checks will be conducted on Monday. If a student is passing less than 5 classes, the student will be placed on probations for one (1) week. Probation means that the student can continue to practice and play. If the student is still passing less than 5 classes following the probation week, the student would then be placed on athletic suspension which means they can practice but can not participate in contests for at least one (1) week but until 5 classes are being passed.
3. Must meet or exceed the attendance requirements spelled out in the Student Handbook
4. Must be listed on the Master Eligibility List for the sport participating in during the current season.
5. Must be in good standing with the District in regards to academic and athletic fines (i.e. book fines, missing equipment, etc.)
6. Student must be registered on Final Forms.
7. Must have valid Physical, Athlete Emergency Health Form, and Athletic Responsibility

Acknowledgment Form on file in Athletic Office.

8. Athlete must maintain an amateur status. Students are no longer considered amateur if that student:

- Receives money or other valuable consideration from any source for participating in athletics, sports or games;
- Receives money or valuable consideration for officiating in interscholastic athletic competitions; or
- Signs a professional athletic contract.

MHSAA Requirements

The student must:

1. Know and adhere to the athletic Code of Conduct of the school;
2. Meet or exceed all attendance and academic requirements;
3. Observe completely all policies regarding conduct;
4. Consult with the Athletic Director over questions regarding eligibility to participate;
5. Practice good sportsmanship - Sportsmanship is defined as conduct and attitude considered as befitting participants in sports especially fair-play, courtesy, striving spirit, and grace in losing; and
6. Demonstrate respect for opponents and officials before, during, and after contests.

Athlete Expectations

Lakewood student-athletes shall abide by the following guidelines:

- Once a student becomes a member of any team in grades 6-12 s/he will thereafter be considered a student-athlete. All student-athletes are expected to follow all rules, regulations and policies.
- Put team goals ahead of personal goals.
- The athlete will refrain from the use of profanity.
- Be on time and prepared for practices, meetings, and games.
- Must strive toward the development of good sportsmanship, citizenship, and leadership at all times. Student-athletes represent both school and community.
- Any student-athlete suspended from school for any reason will be suspended from all athletic practices and contests during that suspension.
- Student-athletes must attend school the entire school day on the day of the scheduled contest in order to participate in the athletic activity. Exceptions to this policy must comply with the school policy on attendance at the discretion of the Athletic Director.

Concussions

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating and difficulty sleeping.

Parents/guardians who inform coaches and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for a full or limited participation in class, practice, activity or competition. Prior to receiving written clearance from a healthcare

professional, students who have sustained a concussion may not participate in any school-related physical activities.

If a concussion is suspected by a teacher or coach, the student will be removed from the class, practice, activity or game. The student will not be permitted to return to full participation until he or she is evaluated by a healthcare professional experienced in concussion management and receives written clearance for full participation from that professional. Limited physical activity in the physical education context may eventually be permitted, depending on the recommendation of the healthcare professional.

Prior to the beginning of each season and pre-season training, coaches shall notify parents, guardians and student athletes of the fact that written clearance for full participation will be required from a healthcare professional when a concussion is suspected or diagnosed. Information about this guideline will be included in the student handbook.

Hazing

Hazing is any intentional, knowing, or reckless act, occurring on or off-school property, by one person or group directed at a student that endangers the mental or physical health of that student. No form of hazing will be tolerated in the Lakewood Public Schools. Any athlete or group of athletes found guilty of any type of hazing will be subject to disciplinary action.

Ethical and Moral Behavior

Any behavior, involvement, and/or acts that can be construed as unethical, immoral, or detrimental to the team or school in which the student-athlete is a participant, may result in discipline and/or penalties in compliance with the Lakewood Athletic Handbook, High School and Middle School Student Code of Conduct, or team rules.

Internet activity

Any inappropriate activity the student-athlete may participate in on the computer shall be deemed as a violation of the ethical and moral behavior policy.

Heckling or Display of Poor Sportsmanship at Sporting Events

Any behavior, involvement, and / or acts that can be construed as displaying poor sportsmanship toward another person or team may result in discipline and /or penalties in compliance with the Lakewood Athletic Handbook, and Student Code of Conduct, or team rules.

Criminal Acts

Athletes charged with a criminal act that was allegedly committed either on or off school premises will be considered in violation of the Athletic Code of Conduct. Police reports will be reviewed by the building principal and the Athletic Director and appropriate penalties will be imposed at that time. Student-athletes must refrain from the use, possession, distribution, sale of tobacco, narcotics, alcohol, or anything associated with the use of these products, including e-cigarettes and vaping materials. Such items shall include, but are not limited to, steroids, human growth hormones, or any other performance enhancing drugs.

Penalties for General Infractions

Participation is a privilege and, as such, all athletes will be subject to rules and regulations to which the regular student body may not. If the athlete is found guilty of violating the standards set by the school code, athletic department, and/or coach, the following actions will be taken:

FIRST OFFENSE: An athlete found violating the ethical/moral, hazing, internet, criminal acts, or training rules will be removed from their sport for a minimum of 25% of their athletic season. All game suspensions must be served consecutively. In the event that a violation occurs at the end of one sport season the penalty will be carried over into the next sport season in which the athlete participates. All penalties that are carried over to the next sport season will be adjusted to the percentage of games for that season.

SUBSEQUENT OFFENSES: For each subsequent offense, the athlete will lose eligibility that accumulates at a rate of 25% for each additional offense.

NOTE: It is not a violation of the code of conduct for a student to use or possess a prescription or patent drug when taken pursuant to legal prescription issued by a licensed physician or for which permission to use in the school has been granted pursuant to Board policy. A student shall notify his/her coach if he/she is taking a prescription medicine that could alter the student's behavior or affect the student's ability to participate in the activity.

Distribution of substances will result in more severe penalty.

Felony Crime

An athlete found guilty of a felony crime will be immediately removed from participation in all athletic events. A hearing with the athlete, his/her parent/s, a representing coach, the Athletic Director, and the Principal will determine when/if the athlete may return to competition and under what conditions.

Team Rules and Penalties

In addition to the general athletic rules, policies and guidelines, individual coaches may set forth and publish team rules and penalties which will be distributed to athletes and parents/guardians. A copy of these team rules will be on file in the Athletic Office. Any concerns regarding team rules and penalties should be addressed with the head coach of the sport before contacting the Athletic Director.

Suspensions and Participation

Any student who is suspended due to a violation of the Student Code of Conduct or the Athletic Code of Conduct shall be ineligible to participate in practice or competition while serving their school suspension. An athletic suspension cannot be served in conjunction with a school suspension or while the student is academically ineligible to participate unless both events are related, and therefore, must begin once the student becomes a student in good standing.

Disciplinary Process and Appeals

A student-athlete who is found to be in violation of the Athletic Code of Conduct or team rules will be notified as soon as possible of the violation and any potential penalties. The student-athlete will be given the

opportunity to appeal a suspension at the discretion of the Athletic Director. Any appeal will require the student-athlete to appear before a panel comprised of the Athletic Director, head coach of the sport, the Principal, and other members chosen by the Athletic Director.

Additional Athletic Policies

Facility Use and Rules

No athletic activities are to occur on school property (including practice facilities, game facilities, and training facilities) without adequate coach's supervision. **NO COACH = NO ATHLETIC ACTIVITY!!!**

Uniforms and Warm-ups

A student-athlete is responsible for any uniform, practice gear, warm-up, etc. issued to him/her by the Athletic Department. The student-athlete shall be responsible for returning all issued equipment/apparel to the appropriate coach. All uniforms and apparel shall be returned within one week of the conclusion of a sport season or prior to starting another sport, whichever comes first. An athlete cannot receive a uniform from another sport until all the uniforms from a previous sport have been turned in. The athlete shall reimburse the Athletic Department for any lost, damaged, or stolen equipment not turned in after one week. Replacement cost will reflect the current cost to replace the equipment regardless of how old the equipment may have been.

Grooming and Appearance

Uniforms and warm-ups are to be worn during athletic competitions and when instructed by a coach; they are not to be worn in any other circumstances. Only athletic department approved Lakewood apparel shall be worn by student-athletes. An athlete shall dress presentably when representing the team on trips, at assemblies, or at banquets.

Equipment

Athletes are responsible for all equipment issued to them and are expected to keep it clean and in good condition. Athletes are also responsible to maintain team equipment in good condition. Loss or damage to equipment based on the negligent activity of an athlete will result in disciplinary action and the athlete being financially responsible for the lost or damaged equipment.

Transportation

The District continues to work to provide transportation to and from all weekday events. We will arrange transportation to our weekend events on a case-by-case basis. Whenever transportation is provided, we encourage all athletes to ride the bus to and from all events. In the event that the athlete needs to ride home with a parent, that parent must sign the athlete out from the site of the event.

Bus Rules and Regulations

1. Athletes will be ready to leave at the scheduled time.
2. Athletes will not be allowed on busses without appropriate supervision.
3. No spitting.

4. Any athlete causing damage to the bus will be responsible for the cost of repair.
5. No cleats are to be worn on the bus.
6. Only the driver may open the back door to the bus.
7. Athletes shall not block the back door or aisles with equipment.

Fundraising Participation

Fundraising has become a necessary part of school athletics to purchase a variety of needs including equipment, overnight stays, etc. **Fundraising is not mandatory**; however, each athlete is encouraged to participate in any team-sanctioned fundraiser. Providing cash in lieu of participating in the fundraising event is always an option for mandatory items. Athletes are encouraged to pay by check when possible – if not possible, please insist on getting a receipt for any money turned in. All fundraising is to be clearly communicated so that the athlete knows the profit expected and the specific use of that profit – this includes apparel that is purchased at one price and sold at a higher price.

Dual Sport

Every member is vital to the growth, development, and success of each team. It may be beneficial to both the individual and the team for students to be involved in more than one sport at a time. Following is a set of guidelines for students who participate in multiple sports in the same season:

- ❖ The coaches of the two sports shall meet to discuss the expectations and any potential conflicts. The coaches will then meet with the student to discuss the expectations.
- ❖ The student must choose his/her primary sport and is expected to attend all contests in the primary sport.
- ❖ The athlete will only participate in the secondary sport when there is not a conflict with activities of the primary sport.

FINE ARTS AND OTHER SCHOOL RELATED ACTIVITIES

Despite all scheduling efforts by the administration, conflicts will develop between co-curricular activities. The following guidelines shall apply for the students who experience conflicts with school-related activities.

- ❖ The coach/sponsor 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 recommendation **OR** propose an equally acceptable alternative.
- ❖ 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 in the other activity.
- ❖ When conflict occurs between **competitions/performances**, students will choose which activity s/he will participate in without loss of group membership or standing in the other activity.

There may be times when a student may participate in one activity and part of the other by arrangement with

Quitting a Sport

Quitting a sport is strongly discouraged. Any student athlete quitting any sport may not participate in another

sport (including conditioning activities) during the same season until agreement between the head coaches of the respective sports is reached and approval granted by an administrator. Any student athlete quitting a team cannot return to that team during that season without meeting the requirements of an administrator and coach of that team.

Athletic Awards

Varsity Letters

The student athlete who has successfully met the qualifications for a varsity letter will receive the Lakewood “L” from their coach at the conclusion of their season. First time recipients of the award will also receive the other necessary pins and numbers.

Requirements for Receiving Varsity Letter

The requirements for receiving a varsity letter in a sport shall be determined by the varsity coach of that sport and the Athletic Director. These requirements shall be put forth in writing and kept on file in the Lakewood Athletic Office. The varsity coach is responsible for outlining these requirements with students and parents at the beginning of the year at the team’s Parent Meeting.

Awards/Gifts

A student-athlete may accept, for participation in athletics, a symbolic or merchandise award which does not have value or cost in excess of \$40. Awards for athletic participation in the form of cash, merchandise certificates, or any other type of negotiable documents are never allowed. Banquets, luncheons, dinners, non-competitive trips, and fees or admissions to be a spectator at events, if accepted in kind, are permitted.

College scholarships

NCAA Clearinghouse

Any student-athlete who wishes to continue their athletic career in college or at a university must make his or her self-eligible to do so. One requirement to participate in college athletics is to register for the NCAA Clearinghouse. Student-athletes should register for the clearinghouse by their junior year and can do so at:
<http://www.ncaaclearinghouse.net/ncaa/NCAA/common/index.html>.
See your counselor for more detail.

Academic requirements

If you plan to enroll in any NCAA Division I or Division II college or university and play a sport, be aware of the academic requirements for freshman eligibility. Students should check with their Lakewood High School counselors to ensure that they will meet the standards.

GPA and SAT/ACT Test Score

Student-athletes who are interested in playing a Division I college or university must meet minimum grade-point averages and SAT or ACT scores. For Division I, the NCAA uses a sliding scale system. Please see the Counseling Office for the scale.

For Division II, there is no sliding scale. Please see the Counseling Office for expectations and standards.

Parent Handbook

Expectations of Parents

As parents, it is important for parents to be active in your child's athletic experience and help to foster a positive relationship between your student-athlete and their coach, teammates, fans, officials, and opponents. Parents should be supportive of the coaching staff and team goals in order to help create better members of the community.

Parental Sportsmanship

Parents are expected to demonstrate good sportsmanship at all times. Parents should not engage in negative attacks on players, parents, coaches, or officials at any time. Violators may be asked to leave the complex without reimbursement of admission price and may be banned from future athletic events.

Interaction with Coaches

Parents should be supportive of coaches at all levels of athletic competition. Parents should work with coaches to help build a positive team experience and create a supportive and nurturing environment for their student-athlete. Should parents feel the need to address a coach about an issue a timeframe of at least 24 hours following a game must be used.

Interaction with Officials

At no time, should a parent engage in conversation with an official during an athletic competition. Parents who are found harassing officials will be asked to leave the athletic competition without reimbursement of admission price and may be banned from future athletic events.

Parent Meetings and Communications

Each sport is required to hold a Parent Meeting at the beginning of the season. The meeting should be held in conjunction with our "Meet the Team Night". This meeting will outline expectations of the coach, rules for the season, and other information pertinent to your child's involvement in the sport. This meeting should be attended by parents and athletes alike. Coaches may choose to hold parent meetings at other times of the year to address issues such as fundraising and banquets.

Chain of Command

Coaches work to maximize opportunities for student-athletes while maintaining a competitive program. At times, the decision of a coach may come into question by an athlete or parent. When this situation arises, the

athlete or parent should initiate a conversation with the athlete's immediate coach. If a resolution cannot be initially reached, the athlete or parent should then contact the varsity coach (if the issue is at the non-varsity level) or the Athletic Director if the issue is with the varsity coach. We strongly encourage athletes and parents to seek a resolution at the athlete's immediate level coach before taking the concern to the next level.

If something is bothering you about your athlete's status on a team, give yourself 24 hours before you contact the coach. Never attempt to contact the coach directly after a contest, especially a loss. The time away from the situation will give you a chance to search for a perspective that may give you a new way to look at the circumstances. Discussions with the coach will be more meaningful when calmer situations prevail.

Appropriate Concerns to Discuss with Coaches

It is important to understand that there are times when things do not go the way that you or your athlete wishes. At these times, discussion with the coach is encouraged. There are certain issues that are appropriate to discuss with coaches such as:

- What the expectations are for your son/daughter during practices and games;
- Ways to help your athlete improve;
- Concerns about your athlete; and/or
- Academic support and college opportunities.

It is very difficult to accept your athlete not playing as much as you may hope. Playing time is based upon the judgment as to what a coach believes is best for all students involved. Playing time is an issue that is inappropriate to discuss with coaches along with play calling, team strategy, and other student athletes. Keep your comments limited to your child.

Role of Athletic Director

The Athletic Director is responsible for creating the athletic policy for the school district and communicating the policy to coaches, athletes, parents, spectators, and support groups. The Athletic Director is also responsible for developing schedules, hiring officials, providing equipment, monitoring the athletic facilities, and disseminating information to the community. The Athletic Director coordinates the hiring of coaches and evaluates their performance in order help develop their abilities.

Bullying and Other Aggressive Behavior Toward Students

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff or third parties, including Board members, parents, guests, contractors, vendors and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal and psychological abuse, including hazing, gestures, comments, threats or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect and refusing to tolerate harassment or bullying is expected of staff, third parties, including Board members, parents, guests, contractors, vendors and volunteers to provide positive examples for student behavior.

This policy applies to all “at school” activities in the District, including activities on school property, in a school vehicle and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All employees will be required to annually review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The superintendent is responsible to implement this policy and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes she/he has been or is the victim of bullying, hazing or other aggressive behavior should immediately report the situation to the teacher, principal, assistant principal or counselor. The student may also report concerns to any building staff member who will be responsible for notifying the appropriate administrator. Complaints against the building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The principal or designee shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior as well as any remedial action taken, including disciplinary actions and referrals to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegation of bullying or aggressive behavior (as a witness or otherwise) or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Prevention/Training

The Superintendent shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders aimed at the prevention of bullying or other aggressive behavior.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, she/he should report it immediately and allow the administration to determine the appropriate course of action.

“Aggressive Behavior” is defined as inappropriate conduct that is repeated enough or serious enough to negatively impact a student’s educational, physical or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats and hitting, pushing or shoving.

“At School” is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle or at a school-sponsored activity or event, whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

“Bullying” is defined as any gesture or written, verbal, graphic or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA) or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits or programs of one (1) or more students;
- B. Adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking, and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

“Harassment” includes, but not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city etc.)

“Intimidation/Menacing” includes, but not limited to any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.

“Staff” includes all school employees and Board members.

“Third Parties” includes, but not limited to coaches, school volunteers, parents, school visitors, service contractors, vendors or others engaged in district business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

Grievance Procedure

Americans with Disabilities Act of 1990 - Section 504 of the Rehabilitation Act of 1973 - Age Discrimination Act of 1975

Section I

Any person believing that the Lakewood Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of:

(1) Title VI of the Civil Rights Act of 1964 (2) Title IX of the Education Amendment Act of 1972 (3) Title II of the Americans with Disabilities Act of 1990 (4) Section 504 of the Rehabilitation Act of 1973 (5) Age Discrimination Act of 1975, may bring forward a complaint, which shall be referred to as a grievance, to the local civil rights coordinator at the following address:

Compliance Officer
Lakewood Board of Education
223 W. Broadway
Woodland, MI 48897
(616) 374-8043

Section II

The person who believes a valid basis for a grievance exists shall discuss the grievance informally and on a verbal basis with the local civil rights coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps:

Step 1: A written statement of grievance signed by the complainant shall be submitted to the local civil rights coordinator, within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

Step 2: A complainant wishing to appeal the decision of the local civil rights coordinator may submit a signed statement of appeal to the superintendent of schools within five (5) business days after the receipt of the coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3: If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the superintendent's response to Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Anyone at any time may contact the U.S. Department of Education, Office for Civil Rights. The local coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the civil rights coordinator's office.

NOTICE OF NONDISCRIMINATION

The Lakewood Public Schools does not discriminate on the basis of race, color, national origin, sex, age, height, weight, religion, marital status, or disability in its programs and activities. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Inquiries related to discrimination should be directed to:

Superintendent's Office
Lakewood Public Schools
223 W Broadway
Woodland, MI 48897

Extra Curricular Acknowledgement Form

Lakewood Student-Athlete Handbook

Lakewood Public Schools

Student's Name (Please print clearly)

Projected Year of Grad

As a student of the Lakewood Public Schools, I acknowledge that it is important to understand the rules and procedures of Lakewood Athletic Department. Moreover, I understand that participation in interscholastic athletics is voluntary and that during my time in Lakewood Public Schools, I must abide by the rules and procedures outlined in the Lakewood Athletic Handbook along with the rules of the Michigan High School Athletic Association, the Greater Lansing Activities Conference, my sport coaches and the laws of the State of Michigan. Additionally, I will conduct myself in an exemplary manner that will not bring discredit to myself, my family, my team, my school, or my community. I further understand that I will be responsible for all athletic equipment issued to me throughout the season, and I will return such equipment at the conclusion of the season or be responsible for the current replacement cost for any issued uniform or equipment that is not returned.

I have received a copy of and have read the Lakewood Athletic Handbook for all athletic activities sponsored by the Lakewood Public Schools. I understand the guidelines and accept my personal responsibility for following all of them.

Student Signature

Date: _____

I acknowledge receiving the Lakewood Athletic Handbook for all athletic activities sponsored by the Lakewood Public Schools. I accept my responsibility for helping my son/daughter live up to these guidelines.

Parent Signature

Date: _____

**THIS FORM MUST BE SIGNED AND RETURNED AS A
CONDITION OF PARTICIPATING IN ATHLETIC PROGRAMS
SPONSORED BY LAKEWOOD PUBLIC SCHOOLS**