

# Lakewood High School

## ATHLETIC HANDBOOK



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Since research has indicated that a student involved in extra-curricular activities has a greater chance for future success, the athletic programs at Lakewood Public Schools have been established. Many of the character traits required to be successful in adult life are taught in athletics. We hope the information provided in this handbook will make the student-athlete’s and your experience with the Lakewood High School Athletic Program more enjoyable.

**Help your child have fun: Be a fan!**

Lakewood is a member of the Capital Area Activities Conference

## **ADMINISTRATION OF LAKEWOOD HIGH SCHOOL ATHLETICS**

As a member of the Michigan High School Athletic Association, Lakewood High School pledges to abide by the MHSAA constitution and the by-laws which govern its members. As a member of the Capital Area Activities Conference, Lakewood High School pledges to abide by the conference rules and regulations as put forth by the principals of the member schools who formulate, regulate and interpret conference policy.

All assets, and real or personal property of the Lakewood High School Athletic Department shall revert to Lakewood Public Schools if the Athletic Department ever dissolves.

### **ATHLETIC CODE FOR THE SUPERINTENDENT OF SCHOOLS**

1. Use all means possible to bring to the community a full realization of the value of athletics as an educational tool in training citizens.
2. Develop district-wide policies that foster good sportsmanship, protect civil rights of all constituents, and promote maximum opportunities for participation by students.
3. Create a definite understanding with principals and athletic director concerning the school athletic policy and expect and give mutual support in carrying out that policy.
4. Evaluate those in charge of the athletic program by the conduct and attitudes of contestants and spectators rather than on the number of games won or lost.
5. Advise the board of education of the privileges and obligations of the schools' membership in the Michigan High School Athletic Association, keep the board informed of proposed and adopted changes in MHSAA regulations, and hold the board accountable for the support and enforcement for its school in the MHSAA.

### **DUTIES OF SCHOOL BOARD AND SUPERINTENDENT**

Overall the school board and the superintendent of schools determine policies of the school. They in turn, delegate authority to the high school principal for the efficient operation of the entire school program, which includes the athletic program. The high school principal is held responsible by the MHSAA for conducting the athletic program in his/her school and in delegating authority as set down by the superintendent and school board.

1. Salaries for coaching duties are determined by the superintendent, the school board, and the education association.
2. The school board and the superintendent must authorize adding or dropping interscholastic sports.

### **ATHLETIC CODE FOR THE PRINCIPAL**

1. Develop a complete understanding of the athletic policy of the school system and of the individual responsibility of all concerned.
2. Certify eligibility of contestants and base that certification on complete information concerning the student's athletic and scholastic status. Questionable cases will be referred to the Michigan High School Athletic Association before the privilege of competition is given.

3. Support coaches in their efforts to carry out MHSAA and Lakewood policies.
4. Instruct the student body of its responsibilities in making the athletic program a valuable one and require desirable types of conduct at “home” and “away” contests.
5. Endeavor to foresee possible differences and misunderstandings with other schools and, as far as possible, settle them or provide means of settlement before they materialize.
6. Insist that any misunderstanding that may arise be settled privately between official representatives of the schools concerned.
7. Have a definite understanding with the athletic director about officials, schedules, supervision of coaches, etc., and give that person every assistance in carrying out such duties.
8. Present promptly and privately to the school involved any information received about possible rule violations by that school; and if the internal investigation and action by that school is not satisfactory, report that potential violation to the MHSAA.
9. Attend as many of the athletic contest of the school as responsibilities will allow.
10. Commend opposing schools for outstanding examples of fine citizenship and sportsmanship.

### **DUTIES OF THE PRINCIPAL**

1. The high school principal is the administrative head of the school athletic program. He/she is responsible to the MHSAA for the athletic program. The principal may delegate authority to a designee (i.e. athletic director).
2. The principal must approve player eligibility and contracts. The principal is held responsible for the conduct of the students, athletes, coaches, and the fans at all athletic events in which his/her school is involved.
3. The final decision for the scholastic eligibility of Lakewood athletes rests with the high school principal, who will in turn follow MHSAA regulations along with school policy.
4. The principal may authorize payment of claims other than supplies and equipment, which are authorized by the athletic director.
5. The principal shall represent our school in all matters concerning the MHSAA and Capital Circuit Conference.

### **ATHLETIC CODE FOR THE ATHLETIC DIRECTOR**

1. Place the athletic policy of the school district in writing and communicate it often to coaches, athletes, parents, spectators and support groups.
2. Cooperatively lead the school and the community in creating and maintaining an atmosphere, which is conducive to an educationally sound athletic program.
3. Arrange all athletic schedules in cooperation with head coaches that present a minimum amount of interference with the academic program.
4. Originate contracts with school and officials, which are complete and specific.
5. Hire officials and arrange for their comfort and security.
6. Support officials in cases of adverse rulings, and make sure the rating of officials is objective on the basis of all parts of their effort and all events, not isolated parts of one contest.
7. Provide every athlete on each level in all sports proper equipment and uniforms for practice and competition.
8. Prepare and maintain the contest site in the best possible condition.
9. Refuse admission to athletic contests to persons who have shown a lack of sportsmanship.

10. Provide working accommodations for media covering the athletic contest.

### **DUTIES OF THE ATHLETIC DIRECTOR**

The athletic director acts as the principal's designee in all matters concerning the athletic program. He/she is charged with the supervision of the athletic program.

The athletic director should constantly be aware of the need for good public relations with the staff, administration, patrons, and opposing schools. This also includes maintaining a highly acceptable level of publicity for the entire athletic program.

It is the duty of the athletic director to work with the principal and coaches of the sport in season in setting up a schedule of games that has minimal conflict with school procedure.

He/she also:

1. Formulates all schedules for interscholastic contests. In so doing, considers suggestions from the head coach in each sport and makes contracts with the approval of the principal.
2. Contracts and makes payment to all game officials. Considers the coach's recommendations pertaining to which officials to hire.
3. Checks and keeps on file scholastic eligibility of each athlete. Reports on it to MHSAA through the principal.
4. Checks and keeps on file athletic physical and parent consent forms. Reports on it to MHSAA through the principal. These forms will be kept on file in the athletic director's office.
5. Distributes emergency medical cards to all coaches.
6. Keeps on file an inventory of athletic equipment and supplies as reported by the head coaches.
7. Keep records on file pertaining to each sport's won-loss record by season, letter winners, and individual record holders as reported by each head coach.
8. Arranges for all transportation for away athletic contests with the transportation director.
9. Schedules the use of all athletic facilities with the cooperation of the coaches involved.
10. Is personally responsible or delegates the responsibility to oversee ticket sales and collecting of money for athletic contests.
11. Supervises advertising and publicity for athletic contests. This may be delegated to coaches as appropriate.
12. Supervises the maintenance of athletic equipment and facilities. Facility maintenance will be coordinated with the director of maintenance.
13. Is personally responsible or delegates the responsibility to schedule all ticket takers, sellers and supervisory help for home athletic contests.
14. Is personally responsible or delegates the responsibility for supervision of all home athletic contests and has responsibility for crowd control.
15. Submits all forms to the MHSAA pertaining to tournaments.
16. Orders and distributes tournament tickets.
17. Works with the Lakewood Athletic Boosters in promoting Lakewood athletics. Establishes a policy of funding requests with the coaches to be presented to the boosters club.
18. Evaluates all head coaches and makes recommendations to the principal regarding employment. Discusses with the head coach their evaluations of the assistant coaches.

19. Is personally responsible, or delegates the responsibility, to check all supplies and equipment received. He/she authorizes payment. No bill for athletic supplies and equipment will be paid unless the athletic director has checked the invoice and approved it. (To facilitate this process, all major equipment purchases must have a purchase order number, a receipt of delivery, and must include the vendor's name and sport on the invoice.)
20. Is personally responsible or delegates the responsibility to keep a financial record of all receipts and expenses of each sport.
21. Makes recommendations for the selection committee in the hiring of head coaches.
22. Interviews and hires all assistant coaches with input from the head coach of that sport.
23. Conducts coach's meetings with a minimum of three per year.
24. Organizes and arranges for trophy cases as needed.
25. Administers building and field keys for coaches along with the principal. (No keys should be copied without administration consent.)
26. Requisitions and distributes first aid supplies with help from qualified trainer.
27. Arranges for the contraction of trainer services and physician coverage of selected athletic events whenever possible.
28. Oversee the use of advertising on school property per board policy 1200.
29. Register Lakewood's concern regarding Wednesday evening athletic competition at the league committee per board policy 1155.

### **Athletic Code for Coaches**

In Lakewood Public Schools, the acceptance of a coaching duty automatically involves the acceptance of all responsibilities outlined in this handbook.

Coaches are expected to conduct themselves in a professional manner at all times; especially when directing our athletes in competition with other schools. The coach is the official representative of the school at interscholastic athletic activities. In this important capacity, these standards should be practiced:

1. Develop an understanding of the role of interscholastic athletes and communicate it to players, parents and the public.
2. Develop an up-to-date knowledge of the rules, strategies, safety precautions, and skills of the sport and communicate them to players and parents.
3. Develop, communicate and model policies for athletes' conduct and language in the locker room, at practice, during travel, during competition, and at other appropriate times.
4. Develop fair, unprejudiced relationships with all squad members.
5. Allow athletes to prove themselves anew each season and not base team selections on previous seasons or out-of-season activities.
6. Allow athletes time to develop skills and interests in other athletic and non-athletic activities provided by the school and community groups.
7. Give the highest degree of attention to athletes' physical well being.
8. Teach players, by precept and example, respect for school authorities and contest officials, providing support for them in cases of adverse decisions and refraining from critical comments in public or to the media.
9. Teach players strict adherence to game rules and contest regulations.

10. Present privately, through proper school authorities, evidence of rule violations by opponents; and counteract rumors and unproven allegations of questionable practices by opponents.
11. Attend required meetings, keep abreast of MHSAA policies regarding the sport, and be familiar with MHSAA eligibility and contest regulations.

## **Duties of the Head Coach**

### PRE-SEASON RESPONSIBILITIES (prior to first contest)

1. Establish a practice starting date based on MHSAA starting date and school policy for your sport.
2. Inform your athletes of:
  - A. Physical exam requirements
  - B. Eligibility requirements and regulations that are established in the Lakewood Public Schools Student Handbook. MHSAA handbook rules must also be followed.
  - C. Policies regarding "cutting"
    1. Definition -The necessity of reducing the numbers on a squad to a figure, which can be adequately taught in the confines of facilities, uniforms, and staff.
    2. Choosing members of athletic squads is the sole responsibility of the coaches of those squads.
    3. Prior to trying out, coaches shall provide the following information to all candidates:
      - a. Extent of tryout period
      - b. Criteria used to select the team
      - c. Number to be selected
      - d. Practice commitment if they make the team
      - e. Game commitments
    4. It is recommended that the coach communicate with any member before he removes him from the squad in any way.
  - D. Practices
    1. Teams will practice before or after school as scheduled by the coach and Athletic Director. Athletes should have personal items, such as coats, textbooks, and etc., so that it will not be necessary to return to hall lockers after practices.
    2. The coach will determine length of practice. Every attempt will be made by the coach to be consistent with starting and ending times. Alert the Athletic Director if practice is called off. (Preparing a monthly calendar for athletes is recommended.)
    3. Athletes are expected to attend the entire practice period, unless excused by the coach.
  - E. Team policies and discipline (missing practices, curfews, late for practices, requirements for awards, etc.) Written policies handed out to athletes and copy of it on file in the Athletic Office. This is to be included in the team handbook.
  - F. Contest schedules, transportation schedules, event time, etc.
  - G. Remind athletes that school issued equipment is not to be worn at any time other than practice or contests unless directed to do so by their coach. **Exception of Parents on Parent's night.**
  - H. Training Rules -Student Handbook conduct and training rules should be reviewed.

## I. Role on the team

3. Submit to the Athletic Director by the dates established, the following:
  - A. Completed physical examination and permission form is collected from each player prior to his or her first practice. Make sure you identify the sport in which the student is competing. (Late additions to eligibility lists must be cleared prior to first practice/participation and must be submitted in writing to the Athletic Office).
  - B. Eligibility lists must be in ten (10) days prior to the first game.
  - C. Bus departure times by date.
4. Cooperatively arrange athletic schedule with the Athletic Director.
5. Cooperatively assist in recruitment of workers at athletic contests or games.
6. Compiling and distributing a team handbook to be given at a pre-season parent meeting is required.
  - A. Fall Meet-The-Team-Night. Date and time to be announced.
  - B. Winter Meet-The-Team-Night. Date and time to be announced.
  - C. Spring Meet-The-Team-Night. Date and time to be announced.
7. Head coach is required to attend required MHSAA sponsored rules meetings if one is held in the sport.
8. Head coaches are required to attend all Capital Circuit Conference Sport meetings scheduled for their sport.
9. The Director of Athletics may call meetings of the coaching staff when he/she feels there is a need for a meeting. Generally there is a pre-season coaches meeting for all the coaches of that particular season.
10. The head coach is responsible to make sure all student athletes have been picked up or are involved in an activity under the supervision of another adult after any competition or practice prior to the last coach leaving the school.

## SEASON LONG RESPONSIBILITIES

1. Communicate with your athletes on a team basis and one-on-one.
  - A. Emphasize the importance of academics along with monitoring grades and attendance.
  - B. Discuss the athlete's role in school, behavior, grades, and attendance.
  - C. Discuss athletes as role models.
  - D. Discuss the athlete's team responsibility.
  - E. Discuss the athlete's behavior outside of school.
  - F. Provide the empowerment to parents to share the responsibility.
  - G. Any team rules that go above and beyond this handbook or athletic code.



## 2. Locker Room Responsibilities

- A. All your athletes must be out of the locker room, practice area, and building premises before you leave after a game or the late practice.
- B. Remind athletes to lock lockers at all times. Lakewood Public Schools are not responsible for lost and/or stolen items. The athlete is responsible for all school equipment.
- C. School owned locks, if available, are to be used.
- D. Shut off lights in the locker room if another team is not using it.
- E. Lock locker doors, unless another team is using it.
- F. Check showers area and turn off lights.

## 3. Hallways - Running

- A. In-Season athletes have the priority but must share (main hallways only!)

**NOTE: Coaches and athletes are responsible to use proper safety measures.**

## 4. Weight Room

- A. All athletic teams are able to use the weight room and are encouraged to do so.
- B. Athletes are to be supervised at all times when weight training (No exceptions).
  - 1. When an in-season athlete from a specific sport is using the weight room, the coach of that sport must supervise.
  - 2. If that coach cannot be there, he/she must make arrangements with another authorized paid or volunteer coach to supervise the athlete.
  - 3. A coach may supervise athletes in more than his/her sport.
- C. All precautions should be made to avoid interrupting another coach's practice.
- D. In-season sports have time preference priority over out-of-season sports for the in-school weight room. Coaches must make arrangements with one another.
- E. Listed below are the weight room training rules all coaches are expected to follow:
  - 1. Appropriate supervision required at all times
  - 2. No lifting without prior instruction
  - 3. Appropriate dress attire required
  - 4. Proper warm-up required
  - 5. Don't over-lift...only enough to control
  - 6. Must have spotters
  - 7. Unload racks evenly
  - 8. Do not drop weights
  - 9. Re-rack weights after using
  - 10. No horse play
  - 11. No food, pop, water, or gum
  - 12. Coaches: Lock up when you leave

**NOTE: Weight room belongs to the school. All equipment and facilities are to be taken care of by our coaches and athletes.**

## 5. Practice on Sundays and Holidays

- A. Practice cannot be required for these days.

- B. Building security is the coaches' responsibility.
  - 1. Remember, if you open the gym, lock it when you leave unless another team is using it. Let the other coach know it is his/her responsibility to secure all doors.
  - 2. Clear weekend practices with the Athletic Director so that he/she knows that the facilities are being used and there are no conflicts.
  - 3. Check to make sure all your athletes have been picked up or involved in another activity under the supervision of an adult after practice or event before leaving the school. (Home or away)
  - 4. No facility shall be used on Sundays, holidays, or any non-school calendar days for team practice or any other activities unless special permission is granted by the Principal or Athletic Director. Permission must be sought in writing and approved by the Athletic Director. Permission will be granted to teams who have a game on Monday and practice can only be between the hours of 1:00 PM and 5:00 PM.
  - 5. No staff member can bring in a group of people and let them use the facility without a building consent form.
  
- 6. Practice on "snow days" or Inclement Weather
  - A. If School is called off during the school day; all activities scheduled are cancelled for all levels. **School Board policy 6150.**
  - B. Tornado watches or warnings:
    - 1. If one occurs before the event takes place, the event will be cancelled.
    - 2. If a warning takes place during an event, the activity is curtailed and all persons should seek shelter immediately. As soon as the warning is lifted, those present should leave the building as soon as possible.
    - 3. If a watch is issued while an activity is in progress, the activity shall be curtailed as soon as notification is received.
  
- 7. Game Suspension Guidelines:
  - A. On threatening days, game management should consult with contest officials about steps to be followed if conditions worsen.
  - B. Lightning necessitates that contests be suspended. The occurrence of lightning is not subject to interpretation or discussion --lightning is lightning!
  
- 8. Reporting the contest results is the responsibility of the head coach. (Home contests) A varsity coach will assume or delegate responsibility to contact all radio, television and newspapers from a list generated by the athletic director. A coach may have to contact the Grand Rapids news organizations on away contests.
  - A. Write School Announcements
    - 1. Must be in before 9:00 AM, the next day after the contest. You may use ***lhsspringboard@yahoo.com***.
    - 2. Announcements need to be brief.
  - B. Turn in a game report to the athletic department so we have it for calls from interested people, school newspaper, school's yearbook, and the local papers for sub varsity events.

9. Bus Trips and Transportation:
- A. It is the coach's responsibility to know the directions to the destination on all athletic trips. Directions are on file in the Athletic Director's Office. **Map Quest is always an option.**
  - B. Athletes are required to ride the team bus to and from the athletic contest unless prior arrangements have been made. A parent must be present to sign student out to ride home with them. A note from the parents to allow their child to ride home with another parent must be submitted before the bus trip.
  - C. Athletes are not to drive to or from an athletic contest unless special permission is granted by the Principal or Athletic Director. If an athlete misses the bus, the parent shall present the athlete to the coach upon arrival.
  - D. Transportation of teams shall be by school bus/school van or, as approved, by the administration.
  - E. Discuss the appropriate behavior and dress for bus trips.
10. To the Athletic Director or Principal:
- A. Communicate any or all problems before, during or after all sporting events, including all discipline problems. (Written when appropriate or requested)
  - B. Communicate concerning injuries. (If an injury report is needed, complete it within 24 hours)
  - C. Any and all requests to the athletic boosters should be made by the head coach in writing to the Athletic Director and approved by the Athletic Director. If approved, the coach should present the request at the next boosters meeting
11. It is the responsibility of all coaches to be aware of updated procedures regarding medical emergencies, heat stress, etc. In "contact" sports, coaches are to use proper techniques so as to avoid potential serious injury. Injury warnings are to be communicated to athletes.
12. Select student managers and train them as to their duties on trips, practice sessions, and games.
13. Be responsible for informing the athletic director of team activities (scrimmages, etc.) so that he/she can request proper preparations of fields, gyms, and/or transportation.
14. Head coaches are responsible for the entire program in his/her sport...NOT just the varsity team.
15. Requests for hosting invitational tournaments are to be made by the head coach of that sport to the Athletic Director. Rationale, planning and organization of the tournament is the responsibility of the head coach working with the Athletic Director. Conference and M.H.S.A.A. tournaments bring recognition to your sport and Lakewood High School. Coaches from the designated sport should assist in the hosting of these tournaments.
16. Be responsible for meeting of deadlines for entries in tournaments and invitationals.

17. Remind the athlete that they must be in school for a minimum of the last four hours of the day to participate in a contest unless the school administration or athletic director grants special permission.
18. Remind the athlete that when he/she competes in a contest during the week, he/she is expected to be in school the following day. An exception would be in the case of an injury, illness, or emergency.
19. Cooperate fully with the Athletic Director so that the Athletic Program is an efficient system.

#### POST -SEASON RESPONSIBILITIES

1. Supply the athletic director with a list of athletic awards one-week before your awards night.
2. In order to be paid for their season, coaches must:
  - A. Submit student/varsity award winners to the Athletic Director.
  - B. Submit an inventory sheet.
  - C. Submit anticipated needs for next year.
  - D. Submit a list of all lost items by students.
  - E. If not a member of the teaching staff, all keys shall be turned into the athletic director's office unless other arrangements are made.
  - F. Make sure all equipment is properly and securely stored. (No equipment can be loaned out without permission of Athletic Director or Principal)
  - G. Submit a coach's pay request form which contains fourteen possible requirements. (See appendix)
  - H. Meet with Athletic Director
    1. Discuss possible changes in the schedule.
    2. Review the season.
    3. Head coaches are to evaluate assistant coaches and volunteer coaches. These written evaluations are to be returned to the athletic director prior to the head coach's evaluation.
    4. Review coaches written evaluation.

**NOTE: All the above items must be completed the Friday before the expected pay.**

#### YEAR-ROUND RESPONSIBILITIES

1. Serve as a role model for students, teachers, and community members.
2. In committing to the school's athletic philosophy, coaches will encourage athletes to participate in fall, winter, and spring seasons.
3. Report to Athletic Director the need for repairs of equipment and/or facilities because of damage or deterioration.

4. Once an athlete has committed to a particular sport, a coach will not recruit that athlete to switch to his sport. Example of this rule: getting an athlete to switch from golf to football. Coaches of both programs must agree to a switch of sports in the same season, and the Dual Sport Athlete Form must be completed.
5. Out of season training is to be used to help an athlete stay in shape if the athlete chooses not to participate in a school sponsored sport. Out of season training is defined as the training or conditioning of an athlete according to MHSAA starting and ending dates. Any athlete that quits a sport during the season cannot begin any training for any other sport until the regular season in question has been completed, unless the coaches of the two sports involved mutually agree to release the athlete to participate.
6. Out-of-season training may occur if all of the following criteria are met:
  - A. The athlete has clearly stated his/her intent to not go out for a school sponsored sport.
  - B. The training does not start until four weeks after the said season starting practice date as stated by MHSAA, unless the Athletic Director grants special permission. (This includes extending of all seasons)
  - C. The training follows MHSAA rules regarding out-of-season training. Example: MHSAA states that a coach may teach or coach a maximum of seven athletes in football and three in any other sport.
7. A coach is reminded to take advantage of opportunities presented for self- improvement. Attendance at league meetings and rules clinics is required. Special workshops and clinics in specific fields and similar in-service training programs are recommended. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers and magazines and utilizing enrichment material available in other media forms is also encouraged.
8. Head coaches should be aware of our budget limitations and be prepared to live within them.
9. Spring Trips: Requests for spring trips are to be approved by the Athletic Director and can only taken every other year. All transportation, parental permission forms, and other requests are to be completed and handed in prior to scheduled events. Approved itinerary and chaperones are to be turned in prior to final approval. *(See policy 6420 for guidelines.)*
10. Head Coaching Responsibility toward Assistants  
Assume strong leadership in directing your assistants. There must be no doubts to who is responsible for the successful running of the said program.

## **DUTIES: ASSISTANT COACH**

1. Conduct themselves in a professional manner at all times; especially when directing our athletes in competition with other schools.
2. Encourage the participation of all students, especially at the lower levels of competition.

3. Encourage all of our athletes to excel in the classroom as well as in athletics.
4. Strive to develop qualities, in our athletes, of sportsmanship and fair play.
5. Assist in establishing practice schedules for teams in their programs. Practice schedules will be submitted to the athletic office prior to the beginning of each practice season.
6. See that all athletes meet MHSAA requirements.
7. Help in collecting, cleaning, and storing uniforms and equipment at the conclusion of their competitive seasons. School-owned equipment and uniforms are not to be used during outside competitions.
8. See that athletic areas are safe prior to the start of and secure following the conclusion of their practices.
9. Supervise dressing and shower rooms, when appropriate, and inspect areas after the last athlete leaves.
10. Keep an accurate record of all equipment and supplies issued to their athletes.
11. Submit an end-of-the-year inventory to be included in the final report of the head coach.
12. Hold athletes financially responsible for all unreturned school-owned equipment.
13. Be directly responsible to the head coach.
14. Assume responsibility for the teams they are assigned to coach.
15. Organize and conduct their programs under the guidance and dictates of the appropriate head coach.
16. Assume responsibility for equipment and supplies used by their teams and submit accurate lists of said equipment.
17. Attend all required athletic department meetings.
18. Carry out scouting duties as assigned by the head coach.
19. Submit team rosters along with eligibility forms to athletic office by date requested.
20. Keep accurate supervision of athletes under their coaching.
21. Be knowledgeable in the latest techniques of coaching their sport.
22. Provide contest scores and summary of season for the yearbook.
23. Cooperate with school advisors (class, play, prom, etc.) when scheduling conflicts occur. Academic programs are the first priority.

### **Lakewood Athletic Department Volunteer Coaching Policy**

1. A volunteer coach is a person from the community or teaching staff and is approved by the head coach, Athletic Director, and Principal who contributes his/her services on a regular basis for an athletic team.
2. Volunteer coaches can be assigned to assist the school-district coaches in providing instructional services to students.
3. Volunteer coaches cannot be assigned to relieve coaches of their responsibilities or to change the overall pupil-teacher-coach ratio.
4. Volunteers shall work only under the direct supervision of the designated head or assistant coach, Athletic Director, or principal.

5. Volunteers must abide by and enforce all school and team regulations and decisions regardless of whether or not they personally support them.
6. Volunteers are not authorized to make personal decisions, cuts, etc.
7. Volunteers are not to deal directly with parents' concerns, and should refer all contacts by parents to the head coach as per parent-coach communication procedures.
8. Volunteers shall not receive compensation from the district for their services.
9. All authorized volunteers must sign a school contract before the season begins and have the required fingerprint/background checks done before any contact with the athletes.
10. Volunteers are **NOT** covered by Workers Compensation.
11. Volunteers shall not treat injuries, except emergency first aid, or prescribe a rehabilitation program. (Exceptions made to licensed physicians.)
12. A volunteer is personally responsible for her/his actions. Inappropriate conduct may result in the individual being asked to discontinue her/his relationship with the program.
13. A volunteer shall not drive a personal vehicle to transport students. If an exception is necessary, prior approval of the Principal or Athletic Director is required. A volunteer driver assurance form is also required.
14. A volunteer shall **NOT** discipline student-athletes.
15. A volunteer serves and their tenure is totally at the discretion of the Athletic Director or Principal.
16. A volunteer assumes all assistant coach's duties not previously covered.

### **Evaluation Procedures for Lakewood Athletic Coaches**

The adopted evaluation system shall be used for two purposes: (1) the growth and improvement of a coach's performance; and (2) to dismiss a coach due to unsatisfactory performance. The athletic director shall evaluate the performance of each varsity athletic head coach. The head coach in that sport will evaluate the assistant coaches. The Athletic Director must agree with the evaluation before it is finalized.

Evaluation for a head and assistant coach will be mandatory every year of his/her coaching career.

## **EVALUATION PROCESS**

### **STEP ONE:**

The Athletic Director will hold a pre-season meeting with varsity head coaches to discuss goals and expectations for the upcoming season. The head coach will meet with the assistant coaches to discuss the goals and expectations for the upcoming season.

### **STEP TWO:**

Additional meetings, if necessary may be conducted with the coach when there is concern about a coach's performance. Problems, which have surfaced, should result in two specific actions: (1) suggested corrective measures; and (2) documentation of the items discussed with the coach.

### **STEP THREE:**

The final evaluation between the athletic director/head coach and the coach will be held as soon as possible following the completion of the coach's sport seasons. Prior to the conference, the coach will be sent an evaluation form to review the areas being evaluated. The athletic director/head coach will complete the evaluation form and discuss the rationale used for the ratings at the final conference. After the conference, the athletic director/head coach and the coach will both sign the form. The athletic director/head coach will indicate an overall rating for the coach and the final disposition with respect to the evaluation (re-employ, place on probation or terminate). The coach may attach a memo explaining his/her disagreement regarding any aspect of the evaluation.

### **STEP FOUR:**

A coach receiving an overall unsatisfactory evaluation may, at the athletic director's/head coach's discretion, be placed on probation for one year or recommended for termination. Coaches recommended for probation will receive a follow-up letter from the athletic director/head coach listing the areas of concern and the prescriptive measures, which the coach must take to improve his/her performance to be removed from probationary status. When the seriousness of the problem warrants, the coach will not be subject to a probationary period and may be dismissed.

**Coaching assignments are for one year and may be renewed or terminated at any time by the administration. *Schedule B* appointments are not covered by the Master Contract.**

**Evaluation Process – continued**

Recommendations for hiring or dismissing of coaches are to be made, in writing, to the athletic director or principal by the head coach/athletic director.



## **PERFORMANCE EXPECTATIONS FOR COACHES**

The director of athletics and the principal are responsible for monitoring the performance of interscholastic athletic coaches. To accomplish this task, a formalized process for the evaluation of all coaches is in place. In addition to the formalized evaluation system, a progressive system of discipline shall be utilized for any coach who fails to meet coaching-job expectations.

The progressive system of discipline shall be utilized as needed and is contained in a three-step approach. It is our hope that most job-related performances can be resolved at step one and two of the process listed below:

### **STEP ONE:**

When it has been confirmed that a coach is not satisfactorily meeting his/her job responsibilities, he/she will receive a verbal warning from the athletic director or principal.

### **STEP TWO:**

In the event of a second such occurrence or a new occurrence, the coach shall receive a written warning from the athletic director or principal.

### **STEP THREE:**

Should a third such occurrence take place, the coach will be suspended from his/her coaching assignment and a recommendation for dismissal submitted to the principal. Utilization of this procedure will not be subject to appeal as the coach serves on a year-to-year basis at the discretion of the administration.

Specific areas where this system will be utilized are as follows:

1. Inappropriate gestures, language, or other behaviors while coaching, as outlined in the Code of Conduct.
2. Failure to attend mandatory meetings called by the MHSAA (rules meeting), principal and/or athletic director.
3. Failure to adhere to directives from the superintendent's office, principal or athletic director.
4. Failure to enforce training rules, regulations, and eligibility requirements.
5. Failure to provide appropriate supervision of athletes under his/her charge on trips, practices and in locker rooms.
6. Failure to adhere to proper safety procedures and follow-up to athletes who are injured in the course of their participation.
7. Failure to properly follow hiring, purchasing, inventory control, and facility usage procedures.
8. Posting of inappropriate material on Social Media.

**It is our hope that most situations can be resolved short of utilizing such measures.**

## **Hiring of Coaches**

All coaching jobs are posted as per contract in each of the Lakewood Public School's buildings. All applications are to be sent to the superintendent's office. A committee will be established to assist in the selection of any varsity head coach where two or more candidates have applied for that position. To hire assistant coaches, the athletic director and varsity coach will conduct interviews. The athletic director will interview all voluntary coaches. Preferred qualifications are:

1. Shall have experience as a player in the sport being conducted.
2. Shall have knowledge of coaching techniques and coaching philosophy.
3. Shall have basic knowledge of first aid and training techniques.
4. Shall be of excellent character and serve as a good example to student athletes.
5. Shall be willing to work cooperatively in all aspects of our interscholastic athletic program.
6. Shall have an ability to relate well with students, parents, and school personnel.
7. Should be willing to attend a MHSAA PACE Program.
8. Shall submit to a criminal background and fingerprint check prior to working with students.

**All paid coaching positions are subject to approval by the Lakewood Board of Education.**

## **INJURIES**

### Emergency Procedure

Emergency injury is defined as: any injury to an athlete that potentially endangers the life or limb of the individual.

1. Send someone to get the trainer if on duty.
2. Send someone to call a physician or ambulance if the injury warrants it.
3. Implement all policies and practices relative to bloodborne infectious diseases.
4. Remain calm and do not be hurried into moving the injured person.

5. Be sure that nothing is done that will cause further injury to the injured person.
6. Keep onlookers away from the injured person.
7. Administer only reasonable, prudent first aid or whatever emergency treatment the situation dictates.
8. Make the injured athlete as comfortable as possible.
9. Contact a parent immediately for instructions, if possible, before the student is taken to emergency.
10. If a parent cannot be reached, the responsible person on the scene must assume parental authority.
11. All questionable injuries shall be referred to a certified trainer.
12. A certified trainer will be on duty for selected sporting events. All injuries at these events should be reported to the trainer.
13. All coaches should make a "follow-up" call to parents on all injured players.
14. Complete an injury report within 24 hours.
15. If a coach is in doubt as to whether the injury is an emergency or serious in nature, fill out an injury report.
16. Coaches are responsible for completing accurate insurance reports for parents upon request.

### General Information

1. Have the emergency medical cards available at all practices and games.
2. Have a first aid kit, appropriate to the activity available. First aid supplies are to be checked regularly and kept up-to-date. Kits are available from the trainer.
3. No athlete is to be given any internal medication by coaches. Coaches should collect any medications athletes may have and keep them in a locked container. Athletes may self-administer prescription medication in front of two adult witnesses. A record of students taking medication and the time it was taken should be kept at all times. (policy 5490)
4. Questionable athletic injuries must be reported to the Athletic Director the next morning at the latest. An accident report form must be filled out.

5. When an athlete requires medical attention or treatment following a contest, the athlete cannot resume participation until written consent has been obtained from a physician or the athlete's parent.
6. Coaches shall acknowledge all treatment and recommendations of physician/certified trainer and follow recommendations.

## **LIABILITY**

1. In the place of parents, the teacher (coach) must act in relation to the student as a reasonable, prudent, and careful parent would under the circumstances.
2. There can be no liability for an injury unless negligence can be proved.
3. Definition of negligence: it is gauged by the ability to anticipate danger. If such foresight is reasonable, failure to seek the precautions to prevent the danger is negligence.
4. As a teacher (coach), be sure to inform students of dangers; teach them the methods and the precautions to be used to prevent them injury, and make certain they follow them.



## Parent – Coach Communication

### Parent – Coach Relationship

Both parenting and coaching are difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to the student-athlete. As parents, when your child becomes involved in a Lakewood Athletic Program, you have a right to understand what expectations are placed on your child. This starts with clear communication from the coach of your child's sport.

### Communication you should expect from your child's coaches

1. Philosophy of the coaching staff.
2. Expectations the coaches have for your child and all other participants.
3. Location and times of all practices, contests, and bus departures.
4. Team requirements including fees, special equipment, and off-season conditioning.
5. Procedure should your child be injured during participation. **(Parents will need to fill out emergency cards)**
6. Individual team rules, which include discipline that results in the denial of your child's participation.

### Communication coaches expect from parents

1. Concerns first expressed directly to coaching staff.
2. Notification of any schedule conflicts as soon as they are discovered.
3. Specific concerns regarding coaching expectations.

Participation in athletics at Lakewood High School can be a rewarding experience. Our programs are designed to leave student-athletes with many fond memories. Please remember that athletics can be a life-learning event. At times there may be disappointments. At these times, dialogue with the coaches may be necessary and is encouraged.

### Appropriate concerns to discuss with coaches

1. The physical, mental, or emotional treatment of your child.
2. The ways in which your child can improve.
3. Concerns about your child's behavior.

It is very difficult to accept your child not playing as much as you would like. Please remember, **“coaches are professionals.”** They will make decisions based upon what is best for the entire team. The list above contains the things that can be discussed with the coach.

## **Issues Not Appropriate to Discuss**

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

There are situations that may require a conference between the coach and the parents. These conferences are to be encouraged. It is important that both parties involved understand the other's position. When these concerns require a conference, the following procedures should be followed to help promote a resolution to the issue of concern.

### **Procedure to follow if there is a concern**

1. Make sure your child has discussed the matter with the coach. This should be the first step.
2. Call to set up an appointment. The athletic office number is **(616) 374-0211** and an appointment will be scheduled for you.

Please **do not** attempt to confront a coach before or after a contest or practice. This can be an emotional time for both parents and coaches. Meetings of this nature do not promote a resolution. Please let emotions cool and use the procedure listed above.

### **Procedure to follow if a solution is not developed**

1. Call and set up an appointment with the athletic director to discuss the situation. Phone **(616) 374-0211**.
2. At this meeting, the appropriate next step can be determined.

**Help your child have fun: BE A FAN!**

## **Student-Athlete Responsibilities**

Representing Lakewood Public Schools in interscholastic athletic competition is regarded as a privilege and not a right. Students who participate in interscholastic athletics while attending Lakewood Public Schools are expected to represent the highest ideals of character by exemplifying good conduct, good sportsmanship, good citizenship and good training. Student-athletes will need to abide by:

1. The school's athletic code of conduct
2. The school's student code of conduct
3. The School Board of Education's policy on Eligibility
4. Team Athletic Rules and Bus Transportation Procedures.

### **ATHLETIC CODE OF CONDUCT FOR LAKEWOOD HIGH SCHOOL STUDENTS**

**The athletic code is in effect during an athlete's entire career. Since the code is a part of the high school student handbook and all incoming students must sign that the handbook has been received, it is understood that the athletic code will go into effect upon the entrance of any student to the high school. Each athlete and parent will be expected to sign a copy of the Athletic Code during their first High School Athletic Season, or in the case of any revisions. The form will be kept on file in the Athletic Office. This code is in effect for 365 days for the student's entire high school career.**

### **PHILOSOPHY**

Participation in athletics at Lakewood Public Schools is a privilege. It teaches valuable lessons about life, fair play, sportsmanship, social adjustment, and the rewards of competition. Such participation provides opportunities to develop:

1. Physical, mental, and emotional health.
2. Ethical and moral values.
3. Logical thinking and good judgment.
4. The ability to communicate ideas.
5. Knowledge and realistic understanding of one's self and one's environment.
6. Physical skills and vigor.
7. An appreciation of other's ability and self.
8. A wise use of leisure time.
9. A zeal for continuous learning and self-improvement.

Lakewood athletes are special people and their behavior reflects upon themselves, their community, their parents, their school, their teachers, and their coaches.

Lakewood athletes are students first and athletes second; and should plan and budget their time so their academic responsibilities are met.

### **Violations and Punishment \***

A coach, school employee or police officer can report violations of the athletic code. Other forms of evidence in the opinion of the principal and athletic director can be used as proof of

violation and can result in a disciplinary action.

Possession shall be defined as found on the person, in the personal belongings, in a school locker, or in a vehicle being driven or under the control of the athlete.

Misconduct other than that listed in this code may give rise to discipline. The severity of an infraction may result in the penalty being modified. In addition to the violations listed here, the student code of conduct also applies to athletics. Discipline for in school offenses may extend to athletics.

#### I. Use/Possession of Tobacco and E-Cigarettes:

If an athlete is caught using or in possession of any form on or off school property while the code is in effect, the following disciplinary action will be taken:

1. First offense – the athlete will lose eligibility for their next scheduled contest. (Full day of competition)
2. Subsequent offenses – For each subsequent offense, the athlete will lose eligibility that accumulates at a rate of 20% for each additional offense.

#### II. Use/Possession of Alcohol, Steroids, Illegal Drugs, Inhalants, Drug Paraphernalia or Misuse of Prescription Drugs.

(Steroids or human growth hormones or substances purported to be illegal, abusive, or performance-enhancing [i.e., look-alike drugs]. Use, possession, care, custody, control or sale of devices designed for and/or associated with the use of controlled substances, e.g., to include but not be limited to a marijuana pipe, “roach” clip, rolling papers, or devices used to smoke, inhale, inject or otherwise consume controlled substances.)

If an athlete uses or is in possession of the above mentioned items:

1. First Offense – the athlete will lose eligibility for 25% of the scheduled contests.
2. Subsequent Offenses – For each subsequent offense, the athlete will lose eligibility that accumulates at a rate of 25% for each additional offense

Note: It shall not be a violation of the code 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 a more severe penalty.

#### III. Violations of Federal, State, or Local Laws/Ordinances

***An athlete suspended under this section may immediately appeal the suspension to the Board of Education seeking reinstatement.*** All violations will be determined on a case-by-case basis, but will be consistent with cases of similar nature.

##### A. If an athlete commits any act involving a felony:

1. Immediate suspension upon arrest or issuance of a warrant.



2. Convictions may result in a permanent ban from athletic competition.

B. If an athlete commits a lesser offense:

1. First Offense may range from 10% to 50% of the season.

2. Subsequent Offense – Each offense of similar nature will result in percentage increases that accumulate at the original rate.

#### IV. Acts Involving Hazing or Bullying

All violations will be determined on a case-by-case basis, but will be consistent with cases of similar nature.

A. First Offense – penalties may range from 10% to full sports season

B. Subsequent Offense – may range from a full sports season to a permanent ban in participation.

#### V. Acts Punishable under the Student Handbook

All violations will be determined on a case-by-case basis, but will be consistent with cases of similar nature.

A. First Offense – may result in loss of eligibility ranging from one day of participation to 25%.

B. Subsequent Offense – may result in percentage increases that accumulate at the original rate.

#### VI. Transportation Rules

A. First Offense – written warning

B. Second Offense – loss of eligibility for one day.

C. Subsequent Offenses – loss of eligibility at an accumulated rate of one day per offense.

*\* The administering of these percentages shall be consistent in each case with the following exception:*

The principal may, in an unusual case, recommend a different percentage to the Athletic Discipline Committee.

If the Committee approves, then the different percentage shall prevail. If the committee does not approve the principal's recommendation, then the above stated percentage will be administered.

#### **Application of Penalties**

A. The Athletic director will determine the validity of the allegation and administer the penalty. The athlete will be provided an opportunity to respond to the allegations.

B. The athlete, athlete's parents/guardian, coach, principal, and the superintendent will be advised of the disposition of the case within five school days of the decision.

C. The percentage shall apply to the current and/or next sport based on the number of regular contests scheduled at the start of the season.

- D. Penalties will be applied during state tournaments if they fall during the penalty period.
- E. All suspensions must be served at the same level of competition. For instance, a varsity athlete will serve their entire suspension for that sport at the varsity level. No combining the JV and Varsity or A and B events to expedite the suspension.
- F. If there are not sufficient contests left in the current season, the remaining percentage will apply in the athlete's next sport participation.
- G. Credit for percentages served will only be credited if the athlete successfully completes the season in good standing.
- H. The athlete will not dress for contests while being disciplined, but may practice unless suspended from school more than one day.
- I. The athlete will not participate in the next possible contest (day of competition) and all those thereafter until the disciplinary action has been completed.
- J. When percentage application results in a fraction, it will be rounded to the nearest whole contest.
- K. An athletic event or contest shall mean one day of competition.
- L. The Athletic director shall keep a record of all percentages administered and credited.
- M. Coaches will be held responsible to report all violations to the athletic director and will abide by the decisions made. The coaches may not, at their own discretion, change the penalty in any way.

### **Duties and Definition of Athletic Discipline Committee**

- A. If the athletic code does not cover a specific case; the athletic director shall make a recommendation to the Athletic Discipline Committee. The committee shall have the options of accepting the athletic director's recommendation or by a majority vote, revise, or change it. If there is not a majority agreement, the athletic director's recommendation shall prevail.
- B. The Athletic Discipline Committee shall be made up of the following:
  - ◆ High School Principal
  - ◆ High School Faculty member appointed by the Principal
  - ◆ Middle School Athletic Director
  - ◆ The in-season coach and/ or coach of the athlete's next season
  - ◆ One other Varsity Coach.

### **Appeals Process**

- A. Any athlete disciplined under the provisions of this code may appeal his/her case in writing to the Athletic Discipline Committee within three school days from the date of the athletic

director's decision.

- B. The Athletic director will call for the Athletic Discipline Committee to meet. At this time the athletic director will state all reasons for the penalty applied.
- C. The athlete will be given the opportunity to speak on his/her behalf if he/she so choose.
- D. The Athletic Discipline Committee will issue their ruling within forty-eight hours of the hearing.
- E. All committee decisions are final.

### **Michigan High School Athletic Association Eligibility Rules**

Enrollment – You must have been enrolled in a high school not later than fourth Wednesday after Labor Day (1<sup>st</sup> Semester) or the fourth Wednesday of February (2<sup>nd</sup> Semester).

Age – You must be under 19 years of age at the time of contest unless your 19<sup>th</sup> birthday occurs on or after September 1 of a current school year, in which case you are eligible for the balance of that year.

Physical Examination – You must pass a physical examination for the present school year. A record of that exam must be on file in the high school, dated after April 15<sup>th</sup> of the current year.

Semesters of Enrollment – You must not have been enrolled in grade 9-12 for more than 8 semesters. The 7<sup>th</sup> and 8<sup>th</sup> semesters must be consecutive.

Previous Semester Record – You must have received at least 2.5 credit hours during your last regular semester of enrollment. (Have passed at least five classes.)

Current Semester Record – You must be carrying successfully at least 2.5 credit hours during the present semester. (Be passing at least five classes.)

Transfers – You must have moved to a new school district accompanied by the persons with whom you were previously living or transferred for equally valid reasons as specified by the rules. Check with your principal.

Awards – You must not accept any money or other valuable consideration for participating in any form of athletic performance other than an emblematic award. The value of an emblematic award may not exceed \$25.

### **Lakewood High School Eligibility Rules:**

- (1) To participate in any extracurricular activity, the student must have passed 2.5 credit hours (five classes) the semester before he/she wishes to participate. Eligibility checks will be made approximately every nine weeks.

- (2) A student must remain above the minimum available credits to graduate with his/her graduating class to remain academically eligible. If a student falls below the minimum requirements for their class, they will be rules academically ineligible until they gain credit in enough courses to rise above the minimum available credits.
- (3) Grade Checks—Grades will be checked on all athletes approximately every nine weeks and at the end of each semester. Any athlete not passing five (5) classes after a grade check will be ineligible for the next week (Sunday to Sunday)\* Students coming under this policy will regain their eligibility to play athletics when their weekly progress report confirms they are again passing at least five (5) classes.

*\* The athlete may practice and sit with the team but they may not “dress” for any contest during the time they are ineligible.*

- (4) Semester eligibility—Students not passing five (5) classes at the end of the semester are ineligible to participate in athletics for the entire following semester.

## **NCAA**

**NOTE:** All potential college athletes should contact the high school counseling department during their freshman year for assistance in selecting appropriate classes so as to meet the NCAA eligibility requirements before graduation. NCAA eligibility packets are available in the athletic office by request.

## **Miscellaneous**

- A. The coach of each sport shall be expected to establish his/her own training rules and discipline code in the areas of sportsmanship, profane language, attendance, and attitude for all team members both at practice and during competitions. These rules are expected to promote the desired traditions of Lakewood and be within community expectations.
- B. An athlete must have completed the season in good standing to receive any awards or recognition from the Lakewood Athletic Department.
- C. This code shall be reviewed annually by the Athletic Discipline Committee.
- E. All other eligibility inquiries should be directed to the Athletic Department or the Michigan High School Athletic Association.

## **POLICIES AND ANNUAL NOTIFICATIONS**

### **Substance Abuse**

District policy specifically prohibits sale, use or possession of controlled substances, look-alike products and drug paraphernalia. Cigarettes or the chewing of tobacco are unlawful for minors and is prohibited for all individuals at all times in the building, on the school grounds, on school buses, or at school activities and athletic events. Any student in violation of this rule may be subject to suspension.

### **Sexual Harassment**

The Lakewood Public Schools prohibits sexual harassment of students. Sexual harassment of students is not only illegal; it is disruptive of the educational process and interferes with this District's commitment to provide a stable learning environment to its students. All students, District staff and volunteers are expected to conduct themselves with respect for the dignity of others. The Lakewood Public Schools, because of its desire to prevent and prohibit sexual harassment of its students, adopts this policy to give notice that sexual harassment of students is wrong and will not be tolerated by this District. This policy prohibits sexual harassment of students by District staff, District volunteers, students, or other members of the public at school or school activities.

### **Bullying**

Bullying is a form of harassment. For the purposes of this policy, “bullying” is defined as: “The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender-based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school.” Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while enroute to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate, that is protected by state or federal law.

### **Hazing**

Soliciting, encouraging, aiding, or engaging in “hazing” on or in any school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited.

“Hazing” means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District.

Students engaging in any hazing or hazing-type behavior that is, in any way, connected to any activity sponsored or supported by the District, will be subject to one or more of the following disciplinary actions:

- Removal from participation in extra-curricular activities
- Conference with parent(s)/guardian(s)
- Suspension for up to 10 days
- Long term suspension for the remainder of the school term
- Long term suspension for the remainder of the school year i.e.:  
Longer than one term or semester, but less than a full school year
- Referral to an appropriate law enforcement agency
- Permanent expulsion from the School District

### **FERPA COMPLIANCE**

Lakewood Public Schools recognizes the rights given to parents and students regarding student records under the Family Educational Rights and Privacy Act (FERPA). These rights are 1) The right to inspect and review the student’s education records. 2) The right to request the amendment of the student’s education record. 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records. 4) The right to file a complaint with the U.S. Department of Education. Further details may be obtained in Board of Education Policies #5240, #5250, and #5260, which are available at the Superintendent’s office.

### **GRIEVANCE PROCEDURES FOR TITLE VI, TITLE IX, TITLE II, SECTION 504 AND AGE DISCRIMINATION**

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

**RANDY FLEENOR**  
**SUPERINTENDENT**  
223 West Broadway  
Woodland, MI 48897  
(616) 374-8043

Any person believing that the Lakewood Public School District 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) Section 504 of the Rehabilitation Act of 1973, (4) The Age Discrimination Act of 1975, and (5) Title II of the American with Disabilities Act of 1990 may bring forward a complaint, which shall be referred to as a grievance, to either of the local Civil Rights Coordinators listed above.

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Assistant Superintendent of Schools 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 the grievance signed by the complainant shall be submitted to the Assistant Superintendent of Schools within (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) business days.
- Step 2** A complainant wishing to appeal the decision of the Assistant Superintendent may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Assistant Superintendent'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 in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) business 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 the meeting.

## **General Information**

### **Miscellaneous Forms**

The following forms will be available through the athletic department or high school office.

1. Athletic Awards Request and Winners Sheet
2. Season Summary – see appendix
3. Season Scoreboard – see appendix
4. Athletic Inventory – see appendix
5. Coach's Evaluation Form – see appendix
6. Assistant Coach's Evaluation
7. Injury Report Form
8. Physical Cards
9. Medical Emergency Card
10. Coach's Pay Request Form – see appendix
11. Volunteer Coach's Application – see appendix
12. Volunteer Coach's Evaluation
13. Volunteer Driver's Information Sheet
14. Athletic Code

