



JACKSON PUBLIC SCHOOLS  
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## ATHLETIC PARENT AND STUDENT HANDBOOK

### Athletic Program Philosophy of Athletics

Athletics is a part of the total educational program of Jackson Public Schools. Athletics must fulfill its proper role in the total educational program. It is important that we make every effort to provide equal opportunity for each student. At no time should the athletic program place the total educational curriculum secondary in emphasis; the program should function as a part of the whole curriculum and strive for the development of a well-rounded individual, capable of taking his or her place in our modern society.

### Objectives

The Jackson Public Schools Athletic Program is dedicated to providing all athletes an opportunity to grow physically, emotionally, and spiritually. In an attempt to accomplish this objective, the Athletic Department will teach the following 10 educational principles:

- To compete within a given set of rules.
- To maintain physical well-being.
- To maintain a constructive release of energies.
- To handle socially acceptable recognition.
- To understand other people's feelings.
- To be under emotional control.
- To maintain self-discipline.
- To persevere toward a goal.
- To think under pressure.
- To be loyal to a situation, cause, school or nation.

### Governing Bodies

The Board of Education is the local governing body for interscholastic athletics. The Athletic Department shall follow all policies of the Jackson Public Schools Board of Education. Michigan High School Athletic Association (MHSAA) has been voluntarily selected by the Jackson Public School Board of Education as the governing body for athletics. The Athletic Department shall enforce all rules and regulations of the MHSAA. The Southeastern Conference (SEC) has been voluntarily selected as Jackson High School's conference affiliation. The Athletic Department shall enforce all policies and regulations of the SEC. JHS is a member of the White Division which includes the following schools: Adrian, Chelsea, Dexter, Pinckney, Tecumseh, Ypsilanti and Lincoln.

### JPS Organizational Chain of Command

Board of Education  
 Superintendent  
 Director of Athletics / Principal for Instruction  
 Head Athletic Game Coaches, Junior Varsity Coaches, 9<sup>th</sup> Grade Coaches  
 Assistant Director of Athletics  
 Middle School Coaches, Assistant Coaches, Trainer Supervisors

<b>Sports</b>			
<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>	<b>SUMMER-FALL</b>
Football	Boys Basketball	Baseball	Bass Fishing
Girls Volleyball	Girls Basketball	Girls Softball	
Boys Cross Country	Boys Swimming	Boys Track	
Girls Cross Country	Boys Diving	Girls Track	
Boys Soccer	Wrestling	Boys Golf	
Girls Swimming	Boys Bowling	Girls Tennis	
Girls Diving	Girls Bowling	Girls Soccer	
Sideline Cheer	Girls Gymnastics		
Boys Tennis	Sideline Cheer		

## MHSAA/JACKSON PUBLIC SCHOOLS POLICY

### Academic Requirements

High school students must have on file evidence of having earned four credits in the previous trimester; otherwise they will be ineligible for the entire next trimester. **Note:** Summer school classes are recorded on the third trimester transcript and can be used in determining eligibility for the first trimester of the following school year. A high school student must be currently passing four full credit courses. A high school student, who has earned a minimum 2.0 GPA for the last trimester, shall be eligible to represent Jackson Public Schools in extra-curricular activities.

## **Academics/Eligibility**

MHSAA athletic eligibility for all students/athletes is conditioned upon meeting the following academic requirements:

- Each student/athlete must have passed four of six classes from the previous trimester, and be passing four of six classes during the current trimester. (Those who did not pass four classes the previous trimester would be ineligible for the current season.)
- Additional JPS athletic eligibility: Each student/athlete that meets the above MHSAA requirement must have achieved a grade point average of at least 2.00 for the trimester previous to the season of competition. Students/athletes who meet the MHSAA requirement but have failed to establish a grade point average of 2.0 during the previous trimester have the option of being placed on probationary status to start a given sports season.

## **Academic Probation**

Academic probations are only used to start a given sports season. High school students/athletes can go on academic probation only twice during their high school career. Athletic office checks grades each Friday. If a student/athlete does not have a 2.0 GPA for the week, he/she will not be eligible to participate in contests the following week. (The week shall be defined as the Monday through Sunday following the Friday grade check.) The athlete would remain ineligible until the next grade check indicates a GPA of 2.00 or above.

## **Academic Eligibility Check**

At the seven week mark of the trimester, the MHSAA requires that grades be checked on all students/athletes participating in a sport at that time. If a student is not passing 66% of the full credit load potential for a full-time student (4 of 6 classes for JPS students/athletes) when checked, that student/athlete is put on a MHSAA weekly grade check. This MHSAA weekly grade check operates the same as the JPS academic probation. When grades are checked, the athletic director will contact those students who are not passing at least 4 classes and those that do not have a 2.0 GPA or above. After the contact by the athletic director, the student will have one week to make up any incomplete grade or to discuss any other grade changes with his or her instructors. It is the student's responsibility to make sure the teachers inform the athletic director of any grade changes that affect eligibility. If there are no grade changes in that week which would raise the GPA above a 2.00, the MHSAA probation will begin on the following Monday. **Note:** *Students/Athletes that start their sports season using probation and have above a 2.00 at seven week grade check will remain on probation for the remainder of the season.*

## **Eligibility**

To increase student opportunities for success, the administration has implemented the following procedures. A student entering 9<sup>th</sup> grade for the first time may participate for the first trimester without reference to his/her record in the previous grade. Transfer students will be given a one trimester grace period for meeting the 2.0 GPA requirements. Athletes joining a sport team must participate in a minimum of 10 practice days prior to competing in a contest. (In football, the MHSAA requires 15 days of practice.)

**IMPORTANT NOTE:** Transfer students are not eligible until cleared by the Athletic Director. All new students should report to the Athletic Director prior to going out for a sport to determine eligibility.

**Age** - A high school student/athlete may not have reached his/her 19<sup>th</sup> birthday before September 1 of the current school year to be eligible to participate.

**Physical Examination** - Each school year, a student/athlete must have on file in the athletic office a physical exam card signed by an M.D., D.O., Physician's Assistant, or a Nurse Practitioner certifying that he/she is physically able to participate in athletics. Forging of a doctor or parent's signature will result in a one-year suspension from interscholastic athletics. In addition, the doctor and parents will be informed of this illegal activity. **Note:** *Complete and signed Physical should only be turned into the Athletic Office, not to a coach or grade office.*

**Enrollment** - Students must be enrolled in the school for which they compete. They must have been enrolled by the fourth Wednesday after Labor Day (1<sup>st</sup> trimester) or the fourth Wednesday of February. Students cannot be enrolled in high school for more than eight semesters. The seventh and eighth semesters must be consecutive. Student athletes in high school are allowed only four course years. Students cannot compete if they have graduated from high school.

**Transfer Students** - Unless a student in grades 9 through 12, who transfers meets one of the 16 exceptions to the MHSAA transfer rule, the student is **not eligible** to participate in any interscholastic contest in any sport that they played at their previous school, during the prior year before their transfer. The student would be automatically eligible for any sport they did not participate in at their other school during the prior year to their transfer.

**Undue Influence** - The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes shall cause the student to become ineligible for a minimum of 90 scheduled school days up to a maximum of four years. The offending school shall be placed on probation for up to four years and the offending individuals disconnected from the program. The offending coach or coaches shall not be permitted to coach at that school for up to four years in any sport and not coach at any other member school in any MHSAA tournament in any sport.

**Amateur Practices** - A student/athlete must not accept any award for athletic performance that exceeds \$40 in value. If you have any questions about accepting an award, please contact the Athletic Director. A student/athlete must not accept any money or other valuable consideration (merchandise, etc.) for participation in any form of athletics, sports or games, for officiating in interscholastic athletic contests, or have signed a contract with a professional team.

**All-Star Competition** - A student who have completed his or her 12<sup>th</sup> grade season in a sport may participate without loss of eligibility for other sports in one high school All-Star event in that sport if held after the MHSAA Final in that sport, providing the following are complied with: The athlete meets MHSAA academic standards, there is no required financial support to participate, participation is approved by the high school Principal and the MHSAA is notified at least 30 days prior to contest.

**Limited Team Membership** - A student who, after practicing with (including tryouts) or participating in an athletic contest or scrimmage as a member of a high school athletic team participates in any athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next three (3) days of competition and maximum of the remainder of that season in that school year. The following exceptions apply: During the high school season in bowling, cross country, golf, gymnastics, alpine skiing, swimming & diving, track & field or wrestling, a member of the school team in that sport may participate in a maximum of two non-school meets or contests in that sport while not representing his or her school.

## **STUDENT ATHLETE CONDUCT**

### **Good Sportsmanship**

Any student/athlete participating on any interscholastic team is responsible for his/her conduct on or off the playing area. The student/athlete will display and adhere to good sportsmanship while a member of a Jackson High School team. A signed contract by parent and athlete reflecting these guidelines must be on file with the athletic office. Participation is contingent upon the completion of this process.

**Note 1:** MHSAA rules require a one game suspension for any athlete who is removed from a contest for unsportsmanlike conduct. (JHS consequences are often more severe.)

**Note 2:** To be eligible to enter or continue in the MHSAA tournament in a sport, a member school must agree to prohibit from being present on the property of the tournament venue for the remainder of the tournament series any player who has been disqualified for unsportsmanlike conduct three or more times in that sport that season or any player who has been ejected for hitting, slapping, kicking, pushing or intentionally and aggressively physically contacting an official at any time during that season.

### **Travel Requirements**

Any student/athlete participating on any interscholastic team must abide by the rules set by the Jackson Public Schools concerning travel from one site to another. Travel to and from a contest must be with the team unless permission is granted through a written parent/guardian/student request with the Athletic Director. Coaches may release a student/athlete to his/her parents/guardian/student to travel home, but not to a friend, neighbor, etc. of said athlete without an approved written request.

### **Age of Majority**

A student who has reached age 18, and who has properly filled out the Age of Majority request, may take responsibility for himself/herself regarding signing athletic forms.

### **Adverse Publicity**

All student/athletes at all times must refrain from drawing adverse publicity to the school. Such behavior could result in suspension for a number of contests, for the entire sport season, or for the balance of the school year.

### **Participation Requirements**

No student/athlete may quit one squad and go out for another in the same season without mutual consent of both coaches involved. If mutual consent is not achieved, the student/athlete may forward a request to the Athletic Director for resolution. Student/athletes are discouraged from missing practice. Student/athletes who go on vacation during sport seasons with anyone other than their parents or legal guardian will be dropped from the team.

When a student/athlete will be going on vacation with someone other than the parents or legal guardian, the parent or legal guardian may submit a letter to the Athletic Director requesting the absences be excused. The athletic director may direct the coach to excuse the absences. Any student/athlete, who receives a school suspension, will not be allowed to take part in practice or athletic contests during the time of his/her suspension.

### **Equipment-Student**

Athletes are responsible for all school equipment that is issued during a sport season. Student/athletes will be required to pay for any lost equipment and will be restricted from participating in any other extra-curricular activity until this obligation has been cleared by the coach or Athletic Director.

### **Training Rules**

A student/athlete shall be subject to these training rules not only during the team season, but also during the entire 10-month school year, including weekends and all vacation periods and any part of the summer vacation when the athlete is participating in team practices. Regardless of the quantity, a student/athlete shall not:

- Consume a beverage containing alcohol
- Use tobacco in any form meaning any of the following:
  - the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device
  - the inhaling or chewing of a tobacco product
  - the placing of a tobacco product within a person's mouth
  - the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance
- Use any form of anabolic steroids
- Use or consume, have in possession, buy, sell or give away marijuana, or any controlled substance or mind-altering drug

It is not a violation for a student to be in possession of a legally defined drug, specifically prescribed for the student's own use by his/her doctor.

### **Penalties For Violation Of Training Rules**

Penalties shall be accumulative beginning with his/her 7<sup>th</sup> grade year and continuing through the final season of his/her senior year, (starting with the first time a student joins a team.)

**First Violation** - After confirmation of the first violation, the student/athlete shall lose eligibility for 33% of the season he/she is participating in. If a student/athlete serves part of suspension in one sport, he/she must finish the suspension in the next sport in which he/she participates. All splits will be rounded up. He/she must complete that season (other than for injury purposes) or the remainder of the suspension will be applied to the next sport he/she goes out for. The District may direct a student to undergo an assessment for drug/alcohol abuse. If so directed, the student/athlete will undergo the assessment and this assessment will be provided and paid for, by the District, if the District's recommended service is used. The student/athlete may use another mutually agreed upon assessment service at his/her personal expense. Refusal to take the assessment will result in suspension until assessment and recommendation is completed. After assessment is made, a meeting will be held with the student/athlete, parents, athletic director, principal and coaches involved discussing the drug/alcohol assessment and recommendation, any contract made, and the consequences of that contract and or recommendation.

**Second Violation** - After the confirmation of the second violation, the student/athlete will be ineligible for athletic competition for one calendar year. In order for the student/athlete to be reinstated with athletic eligibility, he/she must enter a drug rehabilitation program. After this program has been successfully completed, a meeting will be held with the student/athlete, parents, athletic director, principal, and coaches involved discussing re-entry into the athletic program.

**Third Violation** - After confirmation of the third violation, the student/athlete will be ineligible for the remainder of his/her high school career at Jackson High School. It is strongly recommended that the student/athlete seek additional drug/alcohol rehabilitation.

### **Individual Sport Rules**

Each sport shall have reasonable rules that will ensure the proper conduct of members of that squad. Examples: Missing practices, tardy to practices, disrespect for team member, etc. The head coach of each sport shall work with their assistant coaches to establish such rules. The head coach of each sport shall have the final approval on all team rules and regulations. No student/athlete shall be removed from the team for violation of these individual rules and regulations without final approval by the head coach. All such individual sport rules must be in writing and approved by the Athletic Director. The athlete and the parent or guardian of the participating athlete will sign these rules and regulations. If changes or amendments are needed in these rules and regulations, they shall be in writing and copies made available to each coach and player. In addition, a team meeting shall be held to discuss such changes with the players and assistant coaches. The individual sport rules shall include the requirements and standards for earning a Varsity award in that sport.

### **Athletic Rule Violation Procedures**

This procedure should be used for all violations of training rules, adverse publicity cases, and any suspension/removal from the team cases. The head coach should make sure the Athletic Director is informed of any violations. Under no circumstances should an assistant coach make any decisions to suspend or remove a player without involving the head coach and the Athletic Director. The coach and/or Athletic Director shall investigate the alleged rule violation.

The coach and/or Athletic Director shall inform the student/athlete of the charges. If the student/athlete denies the charges, the coach and/or Athletic Director shall explain the evidence that they have against the student/athlete to support the charges.

The coach and/or Athletic Director shall give the student/athlete an opportunity to present his/her side of the story. The coach and/or Athletic Director shall, without undue delay, decide whether a rule violation has occurred and what, if any, disciplinary action should be taken. If the coach and Athletic Director decide to suspend the student/athlete from participation, they shall inform the student/athlete and the student/athlete's parents in writing. If the student/athlete is not satisfied with the coach's and/or Athletic Director's decision, the student/athlete may, within the three (3) days after receipt of the decision, appeal the decision to the Principal.

The Principal for Instruction shall convene the Appeal Panel to render a written decision to the student/athlete and parents within ten (10) school days after the filing of the appeal. The Appeal Panel shall consist of one high school: student, administrator, parent, certified teacher (non-coach), off-season coach. The decision of the Appeal Panel shall be final, subject to the student/athlete's right to pursue the matter further under the grievance procedure as set forth in the Student Handbook beginning at the Superintendent's level. The Athletic Director may, but shall not be required to, postpone the suspension pending a final decision of the appeals. The Athletic Director may require the student/athlete to attend team practice during a suspension and during the appeal process. A student/athlete who refuses to attend may be removed from the team.

## **PARENT INFORMATION**

It is the hope of the Athletic Department that the coaches and the parents can work with honesty, loyalty, and unity to achieve the highest success possible in the education of all student/athletes. It takes a cooperative effort to develop young athletes with the proper attitude to achieve success. Attitude determines preparation, preparation determines performance, and performance determines success.

### **Communication You Should Expect from Your Child's Coach**

Philosophy of the coach, expectations the coach has for your child as well as all of the players on the squad, locations and times of all practices and contests - (Sometimes contests are changed at the last minute and we apologize for any inconvenience.) Team requirements, i.e., special equipment, off-season conditioning, team rules, procedure should your child be injured during participation, discipline that results in the denial of your child's participation.

### **Communication Coaches Expect From Parents**

Concerns expressed directly to the coach in a private meeting - (If you have a problem with a coach, your son or daughter should not be made aware of it. Keep the cooperative spirit alive for the betterment of the athletes and program.) Notification of any schedule conflicts should be made well in advance. Specific concerns in regard to a coach's philosophy and/or expectations should be directed to the coach. There may be times when things do not go the way your child wishes. Help your child learn to resolve his or her own differences. When a student successfully deals with difficult situations, he or she learns and grows. Of course, a parent always has the right to intervene on behalf of a child.

### **Appropriate Concerns to Discuss with the Coach**

The treatment of your child, mentally and physically to help your child improve. If your child is not playing, it can be very difficult to accept. Coaches are professionals. They make decisions based on what they believe to be the best for all students involved.

### **Issues Not Appropriate to Discuss with the Coach**

Playing time, play calling, team strategy, and other student/athletes.

### **Coach/Parent Discussion Procedure**

Call and set up an appointment. Call the Athletic Director to assist you in making an appointment, if the coach cannot be reached. Please do not confront a coach before or after a contest or practice. Meetings of this nature do not promote resolution. Start directly with the source of your concern. Talk directly with the coach, in private, face to face, away from the practice site and away from the athletes. If necessary, talk next with the head coach of the sport, then the athletic director, then the Director of Secondary Education.

## **MEDICAL INFORMATION**

### **Supplemental Insurance Plan**

The Board of Education does not assume any legal responsibility relative to doctor and hospital expenses. Athletics are voluntary and the student/athlete participates with the knowledge of his/her parents and at their own risk of injury. The Board does, however, offer an insurance policy that is a supplemental plan and takes over only when the family plan does not apply or no family insurance is available. Some limitations do apply. The parents of the injured athlete are required to submit the necessary paperwork to the supplemental insurance carrier.

### **Certified Athletic Trainer**

The Board of Education has also sub-contracted with Henry Ford Jackson Hospital for full time athletic training services. The athletic trainer works solely with the high school sport teams. Please call the Jackson High School athletic office (841-3715) for assistance in reaching the athletic trainer. Parents should be aware that the trainer is a highly qualified athletic injury specialist. When he is present at an athletic contest, the coach may not go out on the field when a player is injured, because the trainer is trained to take care of that situation.

### **Athletic Doctors**

In the case of athletic injury, the athletic trainer can arrange appointments within 24 hours or sooner with one of our two-team doctors, if desired.

## **NCAA ELIGIBILITY REQUIREMENTS AND CLEARINGHOUSE INFORMATION**

The NCAA has established a central clearinghouse to certify athletic eligibility at a Division I or II institution. The following is important information you will need to know to be eligible for financial aid, practice, and competition during your first year. If you have any questions, please contact your guidance counselor, athletic office, or the NCAA National Office at (877) 262-1492. You should apply for certification before graduation, if you are sure you wish to participate in athletics at the college to which you will be admitted. The Clearinghouse will issue a preliminary certification report when you have had all your materials submitted. After you graduate, the Clearinghouse will review your final transcript to make a final certification decision according to NCAA standards. You can apply to the Clearinghouse any time during your junior or senior year.

### **Division III College Athletics**

If a student plans to attend a Division III school to participate in athletics, they should contact the school to determine National Clearinghouse requirements. Financial aid in Division III schools is granted either on the basis of financial need or in the form of academic scholarships. No athletic scholarships are awarded at Division III schools. NCAA contact information: (877) 262-1492.

## **ATHLETIC AWARDS**

### **Varsity Awards**

First time Varsity award winners will receive the Varsity chenille letter. When an athlete wins a Varsity award for the first time in a different sport, he/she will receive a first year bar. Second year Varsity award winners will receive a second year bar. Third year Varsity award winners will receive a third year bar. Fourth year Varsity award winners will receive a four-year plaque.

### **Junior Varsity Awards**

Those athletes earning a JV award will receive a certificate.

### **9th Grade Awards**

Those athletes earning a 9th grade award will receive a certificate and their numerals.



### **Special Team Awards**

Generally, there are three special trophies awarded at the high school Varsity level. Examples of the awards are:

### **Most Valuable Player, Most Improved Player, and Coaches' Award**

Some coaches and/or teams have additional special awards relative to their sport. Those awards are provided by private donors.

### **Scholar-Athlete Award**

Each student/athlete, who maintains a 3.0 grade point average (GPA) while competing in a sport, shall receive a Scholar-Athlete certificate.

### **Captain's Pins**

Each captain of the Varsity teams will receive their captain's chenille pin. Similar pins may be given at the 7<sup>th</sup> or 8th grade levels, if captains are selected at that level.

### **W. Earl Holman Award**

Selection of the individuals for this prestigious award will be based on a point system awarded for interscholastic sports recognized by in the following manner:

#### **Athletic Achievement Points:**

- Six (6) points for a Varsity Award.
- Three (3) points for a Reserve Award.
- Ten (10) points for being a member of a State Championship Team.
- Ten (10) points for finishing first, second or third place in State Finals Competition as an individual. (Parts 3 and 4 cannot both be counted).
- Ten (10) points for being selected as a member of an All-State Team as voted by the coaches of that sport. Honorable-mention selection shall not count.
- Five (5) points for being a member of a Conference Championship team **or** for finishing first in an individual Conference championship.

#### **Leadership Points:**

- Ten (10) points for serving as a class officer or student government officer.
- Five (5) points for being selected as the captain of your sport.
- Points for Academic Achievement: Cumulative GPA for 4 years

4.0 = 40	3.6 = 36	3.2 = 32
3.9 = 39	3.5 = 35	3.1 = 31
3.8 = 38	3.4 = 34	3.0 = 30
3.7 = 37	3.3 = 33	
- Ten (10) points for being selected as a member of an All-State Academic team as determined by the coaches association of that sport. Honorable mention does not count.
- Twenty (20) points for being selected as the MHSAA Scholar-Athlete for a sport.

The candidates must have been student/athletes at Jackson High School for at least three years to qualify for this award. The student/athlete's record for the fourth year of high school in another school would be considered in determining the recipient of the award.

