

# MILAN MIDDLE SCHOOL

## 2016-2017 ATHLETIC HANDBOOK

### **Philosophy**

Athletics is a major part of the educational curriculum of the Milan Community School Corporation and its potential for positive educational experiences must be fully utilized. The athletic program will be centered around the welfare of the students and we will offer the best personnel and facilities available. The administration will organize and administer a sound program of athletics, which will make a definite contribution to the student-athlete, the school, and the community. The mental, physical and emotional growth of a student can be greatly enhanced by participating in a well-developed athletic program. We believe that athletics can be a catalyst in increasing school morale and providing a channel for students to take pride in themselves and their school. We will provide the best opportunity for our student-athletes to excel in teamwork, sportsmanship, self-discipline and moral character. We will provide each participant with experiences that will be positive and will help them to develop their own philosophy toward commitment, responsibility, and loyalty, which will guide them in their future endeavors. The acceptance or rejection of these concepts is an individual decision each of you must make. As a member of one of our athletic teams, a student-athlete is a part of a program, which has become a way of life for the members of the Athletic Council. We desire to be of assistance to each student-athlete in any manner we can. Please feel free to discuss any problem or frustration with any member of our Council.

### **Non-discrimination Policy**

It is the policy of Milan Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age or disability. No qualified disabled person shall, solely by reason of his or her disability, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this school corporation.

Inquiries regarding compliance with this Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act should be directed to: 504 Coordinator, Milan Community School Corporation, Superintendent's Office, 412 E. Carr St., Milan, IN 47031, or to the office for Civil Rights, U.S. Department of Education, Washington, D.C.

### **Appearance**

Pride and attention to personal appearance is an important ingredient in the development of confidence. Other teams, fans, and officials will be observant of your appearance and behavior. Milan student-athletes are expected to set a favorable example by their appearance and behavior. Be neat and well groomed at all times. Never be profane in manner or speech. Participation in extra-curricular activities is a privilege. Following the coach's rules for acceptable team appearance is required for participation.

### **Athletic Code of Conduct**

All students who participate in athletics are required to follow a code of sportsmanship. Student-athletes are generally the leaders of student opinion and followers are easily impressed. Misbehavior by a few student-athletes can destroy the favorable image student-athletes can create for the school and the community.

## **Conduct in Participation**

In any athletic event there are two possible outcomes. You may win or you may be defeated. Courteous behavior requires that you congratulate your opponent after an event. However, if you have nothing good to say to your opponent, quickly leave the court or field. An immature student-athlete often displays fits of temper or inappropriate behavior when a contest does not go as desired. Behavior of this type shows a lack of mental maturity. A true student-athlete has complete control of himself/herself at all times. Officials do not lose a game for you. Athletic tradition and rules require that only the appointed captain may speak to the officials. All conversations must be respectful and may only seek clarification of a violation. Any behavior contrary to these principles reflects adversely upon the school, team, and coaches and will not be tolerated.

## **Conduct on Road Trips**

On trips, student-athletes directly represent the community, school and coaches. Therefore, all concerned must act in an acceptable manner and conduct themselves according to the rules, including when the team stops for a post-game meal. We respect and treat equipment and facilities of the opposing school just like our own equipment.

## **General School Conduct**

A student-athlete must be respectfully attentive to the requirements of classroom activities and respect fellow students and faculty members at all times. Horseplay and clowning around are unacceptable forms of behavior. Student-athletes with a discipline record will be reviewed as a possible risk to team success.

## **Conduct Away from School**

A student-athlete involved in any unlawful act, may lose his/her eligibility, as determined by the Athletic Director or Principal.

## **Athletic Code Enforcement**

Alleged violations of the athletic code and the Indiana High School Athletic Association shall be reported to a school administrator. An investigation by the Athletic Director will follow and discipline intervention dispensed.

## **Athletic Training Rules and Policies**

Definitions:

- **Student-athlete** – any student enrolled at Milan Middle School who has an IHSAA physical form on file in the office of the Athletic Director and participates in one or more sports. Cheerleaders, managers, trainers, & statisticians also fall under this title.
- **Season** – between dates of first practice as determined by head coach, athletic director and IHSAA guidelines and the date of the state championship in that sport.
- **Regularly Scheduled Contest** – Interscholastic contests in a sports season.
- **Last Season** – The sport season the student-athlete participated in the preceding school year.
- **Controlled substances** – A controlled substance is any drug or substance the possession of which is illegal as defined by Indiana law.
- **IHSAA** – Indiana High School Athletic Association.

Training Rules are a matter of self-discipline. An individual's best performance comes only when he/she is willing to sacrifice time and effort toward a conditioned training program, which will discipline daily habits during a lifetime. All student-athletes must adhere to the standards and rules established by the IHSAA and the Milan Athletic Handbook. Copies of each are filed in the Athletic Director's and Principal's offices and

distributed to each student-athlete. **All rules and policies are in effect 365 days of the year and will be enforced by the Principal or the Principal's designee. The coach of each sport has the authority to add additional rules and policies (with permission of the Athletic Director) concerning their sport, which will be available in the Athletic Director's office.** All student-athletes including cheerleaders, student managers, student trainers and student statisticians at Milan are required to follow the minimum training standards. Possession or use of alcoholic beverages, tobacco products, and controlled substances, in any form, is a detrimental habit for all persons, not just student-athletes. The habits established in athletics lead to profitable behavior now and in life after school has been completed.

## **Controlled Substances/Alcohol/Steroids Violations**

Student-athletes shall not possess, use, consume, and be under the influence of controlled substances, alcoholic beverages, or steroids.

### ***First Offense:***

The athlete is suspended from all contests and practices until he/she has completed an assessment at a school-approved facility. Subsequent treatment is at the student-athlete's expense, if warranted. The athlete will be suspended for 50% of the season in addition to an assessment. (If 50% of the season does not remain, then the penalty will carry over to the next sports season in which the student-athlete participates.)

If further treatment/counseling is recommended for the student-athlete, it will be at his/her family's expense. Following the 50% suspension, in order to continue to practice and compete, the student-athlete must pursue and complete counseling until released medically. Failure to complete recommended treatment will result in a suspension for 100% of the contest season.

### ***Second Offense:***

If a student-athlete violates the training rules a second time, he/she must go through assessment at the family's expense and follow all recommendations from the assessment and serve a 100% penalty from the season contests. The student-athlete may resume practice upon a written assessment being given to the athletic director verifying all medical findings and that any needed treatment will take place at family expense. The 100% penalty will carry over to the next season, or the next school year, if necessary.

### ***Third Offense:***

Suspension from all athletic activities for the duration of middle school career.

## **Tobacco Violations**

### ***First Offense:***

A suspension equal to 25% of the season will be served. If student-athlete elects to enroll in a tobacco cessation program, the suspension will be eliminated upon confirming documentation of enrollment.

### ***Second Offense:***

The student-athlete will be suspended for 100% of the remainder of that season.

### ***Third Offense:***

Suspension from all athletic activities for the duration of middle school career.

**\*The intent of this policy is to help the athlete who potentially has a drug/alcohol/tobacco problem. A record will be kept of all student drug/alcohol/tobacco offenses from grade 6 through grade 8. Offenses are cumulative for grades 6 through 8.**

**Athletic Ticket Information**

All Sports Ticket:

(Excluding tournaments)	Adult	65.00	60
	Students	40.00	

Individual Games: Boys and/or Girls ..... **\$4.00**

Note: Admission charged for students kindergarten through twelfth grade and all adults. A maximum of 5 immediate family members (parents and children only) will be charged per event.

**Attendance**

Athletes must be in attendance a full day of school or have an excused absence as listed below in order to practice or participate in an athletic event. Students must be in attendance at school on Friday in order to participate in an athletic event that evening or on Saturday. Only absences that are considered excused in the student handbook will be allowed. These are doctor or dentist appointment (with an accompanying note from doctor), funeral, legal appointment, religious holiday with prior arrangement, parent pre-arranged absence, or field trips.

A student-athlete suspended from school may not participate or attend a school event until the first day of school following the end of the suspension. Ex.: An athlete suspended on Friday may not play, practice, or attend his/her team functions until Monday. If a student practices in violation of school attendance policies the following will occur:

- First Occurrence: The athlete is held out of one practice.
- Second Occurrence: The athlete serves a one game suspension.
- Third Occurrence: The athlete will be removed from the team.

Students that are suspended for a second time in the same school year may not participate in athletics for one calendar year from the time of the second suspension. Students serving in-school suspension may not participate in practices or contests on the day they serve the In School Suspension. If a student participates in an athletic contest in violation of the attendance policies the following will occur:

- First Occurrence: The athlete serves a one game suspension
- Second Occurrence: The athlete will be removed from the team

**Conduct at Athletic and Extra-Curricular Activities**

Student-athletes are to conduct themselves so as not to bring reproach upon themselves, their teammates, or their school. Unsportsmanlike conduct, obscenities, or suggestive language will not be tolerated by individuals or teams. Students are to show respect to the opposing teams and schools as well as the members of our school and team. Give your support by cheering with the cheerleaders. Remember, if you attend these activities, all school rules apply to extra-curricular events.

## Discipline Intervention Investigative Procedure

1. Eyewitness accounts by a school employee of a "code" violation are sufficient evidence of guilt.
2. Reports from the police, probation office, or other official government agencies are sufficient evidence upon which to act.
3. A student-athlete may admit a violation. A student-athlete's parent may also report his/her student's violation. In both these instances the school will usually consider these as sufficient evidence of guilt.
4. Reports from other parents, other students, or school patrons may be used in investigations, but are not, in and of themselves, sufficient evidence to suspend a student.

## Due Process

Due process in education implies that rules and regulations are published and distributed; that students know and understand these rules and regulations; that when a student-athlete is believed to have violated a rule or regulation, the student-athlete is confronted with this belief and given the opportunity to respond to the accusation; that when rules or regulations are violated, certain consequences may occur; and that if expulsion from school is a recommended consequence and if the student-athlete or his/her parent(s) wishes, a hearing must be held. A request for a hearing before the Athletic Council concerning any disciplinary action taken against a student-athlete must be made in writing within ten days from the initial decision. Appeals to the Principal concerning the Council decision must be made within five days. Appeals to the Superintendent (within 5 days), School Board (within 5 days), and to the courts may follow in sequence.

## Eligibility Rules

In order to represent Milan Middle School in interscholastic competition a student-athlete must meet all eligibility requirements of the IHSAA and Milan Middle School. IHSAA rules are on the detachable portion of the physical certificate form. **AN ATHLETE IS NOT ALLOWED TO PRACTICE IF:**

- A. An athlete has not completed and submitted a consent and release certificate (between May 1 and first practice) which includes:
  1. Physician's certificate signed by physician.
  2. Student medical history signed by physician or parent (guardian).
  3. Parent consent and insurance release signed by parent (guardian).
  4. Student consent signed by student.
  5. Juvenile court proceeding waiver acknowledgment of receipt of rules and policies and injury awareness.
  6. Signed agreement to maintain our athletic code of conduct and training rules.
1. An athlete quits one sport in a season in order to participate in another. You may begin practicing when the sports season in which you no longer participate has been eliminated from IHSAA tournament play.
- C. An athlete has not returned all uniforms or equipment from the previous sports season.

**PLEASE NOTE** \* All athletes taking part in pre-season conditioning or weight training must also have a physical and insurance waiver on file in the athletic director's office.

## **Middle School Scholastic Requirements**

To be scholastically eligible a middle school student-athlete must have received passing grades at the end of the previous nine-week grading period in all subjects. Spring grades will determine eligibility for Fall Sports. Grades for the two nine-week rotation classes will be averaged together at the end of the semester to determine a semester grade. SEMESTER GRADES TAKE PRECEDENCE OVER NINE-WEEK GRADES. Coaches must provide the administration with a list of participants prior to the first practice so that eligibility can be determined. Students not meeting eligibility will not be allowed to participate in practice or the sport. Only students listed will be permitted to participate. The athletic director, to determine continued participation, will check students on the eligibility list at midterm and each 9-week grading period. If a student has an F on an End of Quarter report card, they can practice with the team while waiting for mid-term grades. When mid-term grades come out, if the student is passing all of the classes, they can participate in the games. Coaches may enforce more stringent requirements regarding grades and behavior for their sport above and beyond what is in the handbook.

## **Equipment**

The athletic department has a significant amount of money invested in equipment and little money to replace existing equipment. Milan's funds need to be used to buy additional equipment rather than replacements. The student-athlete is responsible for all equipment issued and must pay for any issued equipment, which is lost or damaged. School owned athletic equipment may be worn only for contests unless special instructions are given by the coach. Athletes who have not returned uniforms and equipment may not:

1. Participate in any sport until the items have been returned or paid for.
2. Receive any awards in that sport.

## **Equipment Rooms**

Student-athletes are not to be in any equipment room for any reason.

## **Gymnasium/Weight Room**

Student-athletes may not be in the gymnasium or weight room unless their team is involved in a practice in that facility at the time. ALL CONDITIONING AT SCHOOL MUST BE SUPERVISED.

## **Halls/Gymnasium**

Baseball spikes, football cleats, or track spikes may not be worn in the hallways at any time. When wearing spikes or cleats, enter or exit the building only through the outside locker room door, or remove them while inside the building. NO ONE MAY WALK ON THE GYM FLOOR UNLESS WEARING RUBBER SOLED SHOES WITH NO SPIKES.

## **Injuries**

Report all injuries to your coach in order to obtain correct medical attention. Student-athletes who are absent from school for five consecutive days or who are physically unable to practice for five consecutive days due to illness or injury must present the Athletic Director a statement from a physician holding an unlimited license to practice medicine stating they are again physically able to participate in interscholastic athletics.

## **Insurance**

Each student-athlete is responsible for and strongly urged to obtain his/her own insurance coverage. MILAN MIDDLE SCHOOL DOES NOT PROVIDE AN INSURANCE PLAN FOR STUDENT ATHLETES.

## **Locks/Lockers**

All locks are to be purchased from the Athletic Director. This purchase is final, no refunds will be given. In the event that a lock is lost or stolen, a new lock must be purchased from the Athletic Director. Only locks purchased through the athletic department may be used, all other locks will be cut off.

## **Locker Room Policies**

Keep the locker area clean. Each student-athlete is responsible for keeping clothes and towels off the floor and for turning showers off when not in use. Clothing and shoes left on the floor after practice will be removed by the maintenance staff in order to clean. It is not the responsibility of the managers to clean up after anyone except themselves. No horseplay, loud or boisterous behavior, or vulgarity. Student managers, student statisticians, and student trainers must be given proper respect. All equipment and personal items are to be removed within one week of the completion of a season, or lockers will be cleaned out and items placed in the lost and found.

## **Motor Vehicles**

Motor vehicles, scooters, skateboards, bicycles, etc. may not be driven on the track, tennis court, or any athletic playing field.

## **Pep Sessions**

Pep sessions are scheduled to promote school spirit. All student-athletes are required to participate in scheduled pep sessions relating to their sport. Organization of pep sessions is the responsibility of the cheerleaders and must be approved by their sponsor, the Athletic Director, and/or principal. Request for pep sessions must be made one week in advance.

## **Personal Items**

Student-athletes are responsible for furnishing shoes, socks, supporters, T-shirts, shorts, and towels.

## **Practice Policies**

All practices must be scheduled ahead of time and be properly supervised. The head varsity coach is responsible for his/her teams. All levels 6 – 8 will have practice times set and on file in the Athletic Director's office at least three weeks in advance. Changes and cancellations are expected to occur, however they should be kept to a minimum. Athletic practices and contests have priority over cheerleading practices with respect to the use of facilities and leaving early. All student-athletes must report for practice on time and may not miss a practice or contest except due to illness or with the advanced permission of the coach. Practices will end at a designated time made known to student-athletes and their parents in advance. All student-athletes are to be picked up on time after practices and contests. The expectation is that all kids are supervised at all times, within reason. Coaches will be expected to supervise 15 minutes before and 15 minutes after practice. Outside of these parameters parents need to be supervising their kids. Student athletes are not allowed to stay after school unless they have practice or a game starting within 15 minutes of the school days conclusion.

## **Practices and Contests (Inclement Weather)**

In the event of inclement weather that causes school to be cancelled in the morning or early dismissal during the day all middle school events, practices, and contests will be CANCELLED.

## **Responsibilities**

The privilege of participating in our athletic program is extended to all students regardless of sex, providing they are willing to assume certain responsibilities. The greatest responsibilities are to be a credit to your parents, the school, and the community. Therefore, it is required that you:

- Display high standards of social behavior and display outstanding sportsmanship.
- Display proper respect for those in authority, including teachers, coaches, officials, and most of all your opponents.
- Dress with special care when attending a contest, whether at home or away.
- Keep yourself neat, clean, and socially presentable at all times. Socially acceptable appearance includes reasonable hair length and hair color.
- Use language which is socially acceptable. Profanity, vulgar talk, and obscene gestures will not be tolerated on or off the field of play.

## **Travel to and from Athletic Contests**

The Milan School Corporation provides transportation to all school sponsored athletic events. Athletes are required to travel to and from games on the busses/vans. In the event the athlete cannot ride the school corporation vehicles, the athlete must have written permission from his/her parents on file in the athletic office and must have prior approval from the Athletic Director or Principal. The coach must also be notified prior to leaving the athletic contest.