**St. Joseph**

**High School**



**Athletic Handbook**

**2023 – 2024**

**FITE SONG**

**Fite on to victory and shout our battle cry**

**Fite on, old varsity, as the Bears go marching by;**

**We'll sing a toast or two**

**for every loyal son.**

**Raise High, our Maize and Blue,**

**until the fight is won!**

**Chorus:**

**F - I , F - I - T - E, fite**

**So, Bears, fite with all your might;**

**We're right, so fite,**

**We're conquerors tonight!**

**ALMA MATER**

**Sing we hail to**

**Alma Mater,**

**Praised by sons and daughters all.**

**Give her victory and honor,**

**May her banner never fall.**

**For we love our**

**St. Joe High School,**

**Raise her Maize and Blue on high.**

**Though t'will soon be just a mem'ry**

**All the dear days just gone by.**

**We will all remember fondly,**

**Alma Mater,**

**St. Joe High.**

**ADMINISTRATIVE STAFF**

| **Superintendent of Schools**Dr. Jenny Fee | 926-3100 |
| --- | --- |
| **High School Principal**Mr. Greg Blomgren | 926-3200 |
| **High School Assistant Principal/Dean of Students**Andrew Pratley | 926-3213 |
| **High School Assistant Principal**Alli Hoskins | 926-3216 |
| **HS Athletic Director/Assistant Principal**Mr. Kevin J. Guzzo, CMAA | 926-3220 |

**ATHLETIC BOARD OF CONTROL**

| **Superintendent of Schools**Dr. Jenny Fee | 926-3100 |
| --- | --- |
| **High School Principal**Mr. Greg Blomgren | 926-3200 |
| **HS Athletic Director/Assistant Principal**Mr. Kevin J. Guzzo, CAA | 926-3220 |
| **Middle School Principal**Mr. Chad Mandarino | 926-3400 |
| **Middle School Athletic Coordinator**Mr. Gregg Schaffer | 926-3258 |

**St. Joseph Public School District**

**Non-discrimination Statement**

In compliance with Title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the St. Joseph Public School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, disability, height, weight, or marital status, be excluded from participation in, be denied of, or be subjected to discrimination during any program, activity, service, or in employment. For information contact:

Ms. Kristen Bawks OR Mrs. Denise Reisig

Assistant Superintendent Director of Special Education

St. Joseph Public Schools St. Joseph Public Schools

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PHILOSOPHY

The goal of our athletic program is to offer a positive and meaningful experience that will enhance the growth and development of our young men and women. Athletics can be one of the most significant aspects of student education; however, the athletic program is only part of the total process. The athletic program is an extension of and is complimentary to the total education program. The program offers each student an opportunity for self growth, development of physical skills and fitness, sportsmanship, teamwork and the satisfaction found in competition.

**SPORTSMANSHIP PHILOSOPHY**

Good sportsmanship is an important purpose and goal of the St. Joseph High School Athletic Program. We feel very strongly about good sportsmanship at all times and will strive to uphold school pride, ethics, and integrity in all events. Good sportsmanship is a team effort and that team is comprised of administrators, coaches, players, cheerleaders, students, parents, and all spectators.

To the Parents:

It should be remembered that participating in athletics is a privilege, not a right. The major focus is teaching skill, attitudes, knowledge and sportsmanship. The lesson students learn, by being part of a team, teaches them responsibility, cooperation, dedication and determination, which are all valuable lifetime skills.

To the Athlete:

The privilege you have earned to be a part of an interscholastic athletic team at our school is a true extension of your work in the classroom. We hope you will benefit as much from your athletic experience as you do from your academic endeavors. As a high school athlete, the positive values learned on the playing field now will last a lifetime. To better our school and ourselves, we want to reinforce the need for high levels of sportsmanship, ethics, and integrity in competition.

**ATHLETIC PARTICIPATION FEE**

In an effort to supplement a large athletic budget that includes equipment, supplies, athletic trainer, supplemental athletic insurance, transportation, and coaches, students wanting to participate will pay a fee of $75.00 per sport. This fee is due after tryouts when a notice is sent from the Athletic Dept. Fees must be paid online through [Revtrak](https://sjschools.revtrak.net/).

Any student wishing to participate where the family is experiencing financial hardship, please send an email to the Athletic Secretary – jwalters@sjschools.org – requesting a Waiver.

St. Joseph Public Schools encourages students to get involved and participate!

**ATHLETIC ACTIVITY OFFERINGS**

| FALL | **FEMALE** | **MALE** |
| --- | --- | --- |
|  | Volleyball | Cross Country |
|  | Cross Country | Football |
|  | Golf | Soccer |
|  | Swimming/Diving | Tennis |
|  | Cheerleading |  |

| WINTER | **FEMALE** | **MALE** |
| --- | --- | --- |
|  | Competitive Cheer | Basketball |
|  | Basketball | Swimming/Diving |
|  | Wrestling | Wrestling |

| SPRING | **FEMALE** | **MALE** |
| --- | --- | --- |
|  | Tennis | Baseball |
|  | Soccer | Golf |
|  | Softball | Track |
|  | Track |  |

**ELIGIBILITY RULES**

In order to participate in interscholastic athletics at the middle school or high school level, young men and women must comply with the following eligibility rules:

1. St. Joseph Public Schools are a voluntary member of the Michigan High School Athletic Association. The MHSAA rules listed in this section are only a summary of some of the regulations affecting student’s eligibility. Most rules are found in the MHSAA handbook, which can be located in the high school athletic office. Review these rules and ask questions of your principal, athletic director, and coaches. Your adherence to the following rules will assure eligibility to participate in interscholastic sports and prevent the forfeiture of contests:
2. Age: High School students become ineligible if they reach their 19th birthday before September 1st of a current school year.
3. Physical Examination: Athletes must have on file in the Athletic Office a physician’s statement for the current school year (after April 15th) certifying that he/she is physically able to compete in athletic practices and contests. A signed consent to disclosure of information protected by FERPA and HIPAA must also be on file prior to participation.
4. Enrollment: Students must be enrolled in school prior to the fourth Friday after Labor Day (1st semester) or the fourth Friday of February (2nd semester). A student must be enrolled in the school for which he or she competes.
5. Semesters of Enrollment: Students cannot be eligible in high school athletics for more than eight semesters and the seventh and eighth must be consecutive. Students are allowed four first semesters and four second semesters of completion and cannot compete if they have graduated from high school.
6. Semester Records: Students must have passed at least 66% of full credit load potential for a full time student in the previous semester of enrollment and must be currently passing at least 66% of full credit load potential for a full time student.
7. Transfer Students: A student in grades 9 through 12 who transfers to another high school is not eligible to participate in any sport they played in during the previous school year unless the student qualifies for immediate eligibility under one or more of the fifteen published MHSAA exceptions. The list of exceptions is available to be viewed in the Athletic Office.
8. 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 will cause that student to become ineligible for up to 180 days.
9. Limited Team Membership: After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport during the same season. Exceptions include Ice Hockey and all individual sports. **For more detailed information, please contact the Athletic Office at 926-3220.**
10. All-Star Competition: Students shall not compete at any sport under MHSAA jurisdiction in All-Star contests or National Championships regardless of the method of selection. Participation in such a contest shall cause that student to become **ineligible** for a maximum period of one year of school enrollment.
11. Awards and Amateurism: Students cannot receive money or other valuable consideration for participating in MHSAA sponsored sports or officiating in interscholastic athletic contests, except as allowed by the MHSAA Handbook. Students may accept, for participation in MHSAA sponsored sports, a symbolic or merchandise award that does not have a value over $40.00. Banquets, luncheons, dinners, trips, and admissions to camps or events are permitted if accepted “in kind.” Awards in the form of cash, merchandise, certificates, or any other negotiable document are never allowed.
12. St. Joseph High School shall require athletes to maintain a minimum of a C- (1.667) average every three weeks during their season of eligibility.
13. Any student who fails to earn a C- average at any “three week grade check” will be declared ineligible until the next grade check occurs. For those students who are ineligible at a three-week grade check, their grades will be checked on a weekly basis for the next three week period to see if they have become eligible after a week’s time. During this period of time, the athlete must bring his/her grade up to a C- average in order to be eligible for competitions. If the athlete fails to do so, the athlete will be ineligible until the next grade check. Forms will be provided in the Athletic Office for students who have been declared ineligible; these forms must be filled out and returned before eligibility is declared. Students may practice with the team during this period of time at the discretion of the coach.
14. Eligibility will be determined by the Athletic Director on Fridays throughout the school year. If a student is found to be ineligible during a grade check, the period of ineligibility will be Monday through Saturday of the following week.
15. The three-week ineligible period for student athletes is classified as school days. Periods of time where school is not in session (example: winter recess, spring break) do not count towards an athlete’s three week suspension.
16. Any freshman, sophomore, or junior with a 4th marking period GPA that is below the required average (1.667) will start the following school year ineligible.
17. A list of grade check dates will be posted at the beginning of the school year. Whatever the grade is on the date posted will be the grade that will determine eligibility.
18. Physical examinations must be completed after April 15 of the previous school year to meet State and MHSAA requirements for athletic competition.
19. St. Joseph High School will enforce upon a transfer student any period of ineligibility

**SCHOOL OF CHOICE**

The action of the Michigan Legislature to include “School of Choice” within intermediate school districts does affect the athletic eligibility of transferring students. Students who transfer by choice from one school to another and do not otherwise satisfy the transfer regulations are ineligible for any sport they played during the previous school year.

**PERSONAL RULES OF CONDUCT FOR ATHLETES**

Training rules are a must for each student who participates in the interscholastic athletic program at St. Joseph High School. Athletes are expected to abide by these rules, not only for their own welfare, but because they represent the students of the school on and off the athletic field. It is considered a privilege to participate in athletics at St. Joseph. These requirements apply to members of all teams.

**ATHLETIC CODE OF CONDUCT**

The purpose of this code is to establish and maintain high standards of conduct for St. Joseph High School athletes. The Athletic Department recognizes that pressures and problems can and do arise at home, at school, in social settings and among team members. The athletic code is intended to guide and help the student and parents understand the conduct that is expected of student athletes at St. Joseph High School and also to understand the seriousness with which infractions of the code provisions are viewed. It is hoped that this code will avoid the need for disciplinary action.

St. Joseph High School will provide the best in coaching, equipment, facilities, and teams to help the athletes perform their best. In turn, the athlete is expected to respect and be responsible to those seeking to help him or her learn the skills to be a winner.

Because athletes are representatives of our school, their conduct on school property, in public places or elsewhere, shall comply with the highest standards of integrity and morality. The student athlete shall obey the rules listed in this code and shall not commit any criminal infractions of the community, state, or elsewhere. Any conduct that is not consistent with the conduct expected of our student athletes as specified in this athletic code may result in suspension of the privilege to participate.

Athletes are expected to exhibit a competitive spirit and show good sportsmanship in competition. The athlete has a responsibility to demonstrate loyalty to the school and to his or her teammates. If the athlete verbally or physically behaves in a manner that brings disgrace or disrespect to the school or his teammates, or that affects team morale, the athlete will face disciplinary action. When questions come up concerning training rules, the athlete is responsible to discuss these matters with the coach.

**ATHLETIC RULES**

The following rules are to be adhered to ball all Bear athletes. These rules are in effect 12 months a year and begin at middle school graduation and remain in effect until your last event as a high school senior. Any infraction of these rules, or serious unethical conduct on the part of the athlete, may result in suspension or termination of athletic privileges for that particular athlete application of either a second or third offense.

**RULES OF CONDUCT**

1. Students shall not commit any theft of goods, equipment, or property belonging to the school or to others.
2. Students shall not commit any vandalism.
3. Students shall not engage in any serious unethical conduct.
4. Inappropriate use of the Internet: Inappropriate communication and/or pictures found on sites that show the student-athlete behaving inappropriately, will be considered a violation of the student code. Such acts can be pictures of students holding alcoholic containers, tobacco products, illegal drugs or drug paraphernalia, or doing other inappropriate acts. Defenses such as “the container was empty,” etc., will not be a case of defense.
5. Students shall obey all laws of the community, state, or otherwise, and shall not engage in illegal activities.

**Penalties for Violating the Rules of Conduct**

For each violation under the Rules of Conduct, at least three out of the five members of the Athletic Board of Control will meet to determine an appropriate penalty that is commensurate with the seriousness of the infraction, giving due consideration to the nature of the offense and the student’s past record. The penalty may include reprimand, suspension from athletic participation, or termination of athletic privileges altogether. The Board of Control will have no longer than one week’s time to make a decision regarding the penalty to be handed out. An athlete will not be able to participate during the time the Board of Control is making their decision, but this time of suspension will count towards the athlete’s overall suspension time.

**SUBSTANCE USE, ABUSE, OR MISUSE**

1. Students shall not smoke, chew, or possess tobacco products, including electronic paraphernalia such as e-cigarettes;
2. Students shall not consume, possess, conceal, distribute, sell, purchase or abuse any product or substance containing alcohol (the refusal of a student to take a breath test, PBT, will be considered an admission of guilt);
3. Students shall not illegally use drugs or possess illegal drugs. This includes the misuse of legal drugs, stimulants, steroids, counterfeit drugs, the possession, concealment, distribution, sale or purchase of these substances.

Penalties for violation of the substance rules:

First Offense:

**Off-Season Infraction** – Suspension from the scheduled athletic events for one-third (1/3) of the season. A more severe penalty may be invoked. The penalty may only be applied to a sport in which, during the past year, the athlete has participated. A freshman athlete may apply his or her suspension to the next sport in which he or she participates.

**In-Season Infraction** – Once the athlete has begun a sport season (defined as the first official practice) he or she will be suspended for the entire season. A suspended athlete may continue to practice with the team during this period of suspension if the coach wishes the athlete to do so. In circumstances where at least one-third (1/3) of the season cannot be enforced, this penalty will be carried over to the next season.

**Penalty for Second Offense:**

Ineligibility for one (1) calendar year from the effective date of the decision. During this suspension the athlete may, with the coach’s permission, practice until the suspension has been lifted. Before a student/athlete can become eligible, they must show evidence of counseling to eliminate their self-defeating behavior. The athlete and/or his/her family may request a meeting with the Athletic Board of Control to request a plan of action (i.e. community service, volunteering) which may, under certain circumstances, reduce the length of the suspension.

**Minimum Penalty for Third Offense:**

Termination of athletic privileges at St. Joseph High School until the conclusion of the student’s high school career. If there are extenuating circumstances, the penalty may be less than termination.

**Self Referral:**

Student who:

1. has voluntarily sought assistance for a substance abuse problem and has been admitted to a hospital-based substance abuse program; and
2. has voluntarily notified the school of his or her admission to such a program prior to being charged with a violation of the athletic code, may be exempt from any penalty.

Any violation following the admission to a substance abuse program will result in an athletic penalty.

**RULES FOR PARTICIPATION**

1. If a student athlete is suspended from school, they will not be eligible to participate in athletics during the suspension. When a student who is suspended has been placed back into class before the end of that day, he/she is eligible to practice or play in games.
2. An athlete is expected to set an example of responsibility. When school is in session the day following an evening athletic contest, the participating athlete is expected to be in school.
3. **When school is in session, it is mandatory that an athlete be in attendance the day an athletic event or practice is scheduled in which the athlete will participate. “Skipping” class or being unexcused on a game day will disqualify the athlete from participation. Excessive skipping could result in the suspension of that athlete for an extended period of time.\*\***
4. **In order for an athlete to be eligible to practice or play in a game when ill from school, he/she must be in attendance at school for the final three hours of the day (4th, 5th, and 6th hours.) If an athlete cannot be in attendance for the final three hours of the day due to an appointment, the absence must be cleared ahead of time with either the coach or the athletic director.**

**PROCEDURES FOR VIOLATIONS OF SCHOOL WIDE ATHLETIC RULES**

Student athletes and parents/guardians are expected to display honesty and integrity and, whenever a violation of these rules is suspected, they are expected to cooperate with coaches and administrators who investigate the charges. Whenever a violation of these rules is suspected, the athletic director and the coach will conduct an investigation and will notify the student athlete of the nature of the charges and provide him/her an opportunity to discuss the matter. Where it is determined that an offense has occurred, the coach and athletic director will assess the penalty. Parents will be notified within two (2) days after the penalty is imposed.

\*\*During a Pandemic, attendance policies and procedures are subject to change.

**APPEAL PROCESS**

Even though participating in athletics is a privilege and not a right, a process of appeal is available when an athlete feels that an unfair decision has been made concerning a violation of the athletic code. The athlete will follow these steps:

1. Appeal the decision to the high school principal within four (4) calendar days of receiving the penalty.
2. A second appeal may be made to the superintendent of schools within four (4) calendar days of the principal’s response.
3. A final appeal may be made to the St. Joseph Board of Education. The request must be made within four (4) calendar days of the superintendent’s response. The Board’s decision will be final.

Failure to appeal within the time limits will result in a waiver of any further appeal. The purpose of each step in the appeal process is to provide the responsible and affected parties with a full disclosure of the facts and a full opportunity to discuss the issues involved. All meetings will be informal and will be attended only by those immediately affected.

**COACHES RULES**

This Athletic Code of Conduct is a set of minimum standards of responsibilities for all athletes in St. Joseph High School. Coaches may set additional rules and standards for athletes in their respective sports. These rules will be printed and given out to students.

Additional rules by coaches must be cleared through the Athletic Director. Once set, these rules are binding and student athletes must follow these in addition to general athletic rules. In the event that a student athlete is disciplined by a coach for violations of coaching rules, the coach will notify parents by phone or mail within five (5) school days. The athlete or parent may appeal a coach’s decision to the Athletic Director. The Athletic Director’s decision will be final.

**N.C.A.A. ELIGIBILITY REQUIREMENTS FOR SCHOLARSHIPS**

Please visit the NCAA website at [www.ncaa.org](http://www.ncaa.org) and access the section of Academics and Athletics; or visit [www.ncaa.clearinghouse.net](http://www.ncaa.clearinghouse.net) for information on NCAA eligibility. It is recommended that parents and athletes check with their counselor before scheduling classes at the high school.

Information concerning rules for recruiting can be obtained through the high school athletic office.

**IMPORTANT POINTS**

These requirements will not apply to NCAA Division III institutions where eligibility for financial aid, practice and competition will continue to be governed by institutional, conference, and other NCAA regulations.

**THE ATHLETIC PHILOSOPHY**

The Athletic Program shall be so directed that the welfare of all students will be the guiding principle.

Continual emphasis shall be placed on the philosophy that athletic activities are an integral part of the education program and are justifiable only to the extent that they are desirable learning experiences.

All athletic activities in the school district shall be closely coordinated with the general instructional program and with the other departments of the school district. They should contribute to the physical and emotional growth of the student, because the field of athletic competition provides the laboratory phase of education.

The skills, techniques, and other theories used in athletic events should be the epitome of educational training.

While participation is to be encouraged, it should be regarded as a privilege to compete for the school and be held in such high esteem as to eliminate any need for excessive praise and awards.

The aim of athletics is to assist the student to:

1. Develop physical, mental, and emotional health.
2. Develop ethical and moral values.
3. Develop their role in the family group.
4. Exhibit good citizenship and sportsmanship at all times.
5. Develop effective participation in and responsibility for the democratic practice.
6. Develop and apply clear, logical thinking and good judgment in the affairs of daily living.
7. Develop the ability to communicate ideas.
8. Develop knowledge and understanding of the natural environment.
9. Develop physical skills and vigor.
10. Develop appreciation of the ability of others and themselves.
11. Develop a wise use of leisure time.
12. Develop a zeal for continuous learning and self-improvement.

**MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION**

St. Joseph High School is a member of the Michigan High School Athletic Association (MHSAA) and abides by all of their rules and regulations.

Application for membership in the MHSAA is made by individual Boards of Education. Participation in this organization is voluntary. The MHSAA, in its modern form, was founded in 1924 to exercise control over the interscholastic athletic activities of all schools in the state through agreement with the Superintendent of Public Instruction.

In 1977 an Attorney General’s opinion indicated that by action of local school districts, their schools may join an association, but the district is responsible for rule enforcement. All public school districts and nearly all non-public schools have voluntarily joined the MHSAA on an annual basis and have agreed to enforce the rules and regulations.

The fourteen elected and four appointed members to the Representative Council of the MHSAA represent many segments of the state’s secondary schools. The primary function of the Council is to maintain rules and regulations that insure fairness in competition for the student athletes and a balance with education. The Council continues to be response to requests for rule modifications from member schools, appointed committees, and coaches’ associations. The Representative Council has attempted to seek the greatest good for the greatest number and to insure that competition is conducted in a sportsmanlike atmosphere.

**THE SOUTHWESTERN MICHIGAN ATHLETIC CONFERENCE**

St. Joseph High School is a voluntary member of the SMAC Conference. The value of membership in the conference is the aid it renders in the arranging of schedules, equalizing competition, conducting league championships, and generally upgrading the program of member schools through the establishment of conference standards and goals. Membership in this conference provides high schools the opportunity for local competition without excess travel and aids in inter-school relationships and the promoting of good sportsmanship.

**HISTORY OF THE SOUTHWESTERN MICHIGAN ATHLETIC CONFERENCE**

The Southwestern Michigan Athletic Conference (SMAC) was originated in 1931 and is now commonly known as the “SMAC.” Charter member schools were St. Joseph, Niles, Three Rivers, Dowagiac, and South Haven. St. Joseph tendered its resignation in 1938 and made a re-appearance in 1940. The membership has varied since then. Accordingly, the historians make reference to the conference by its adopted name, but at times refer to it also as the Big Five, Big Six, Big Eight, Big Sixteen, or SMAC.

The SMAC is now made up of 2 divisions:

| **EAST** | **WEST** |
| --- | --- |
| Battle Creek Central | Lakeshore |
| Battle Creek Lakeview | Mattawan |
| Gull Lake | Portage Central |
| Kalamazoo Central | Portage Northern |
| Kalamazoo Loy Norrix | St. Joseph |

Division champions are declared in each sport within the division.

**ATHLETIC DIRECTOR**

The Athletic Director is the official representative of the school in interscholastic athletic activities. He/she shall act as a liaison agent between the Superintendent, principals, and the coaching staff in matters of policy, philosophy, and assignment of coaching personnel.

**THE ATHLETIC BOARD OF CONTROL**

The general purpose of the Board of Control is to provide an instrument for the unification of interests and objectives of the interscholastic athletic program of the school district.

The Board of Control shall act in an advisory capacity on such matters as:

1. Evaluation of the scope of the athletic program and its progress and direction.
2. Development and extension of facilities for each sport.
3. Establishment of policies relative to the prices for all athletic contests.
4. Determination of eligibility (i.e. the number of classes a person must pass beyond the state requirement.)
5. Coordination of the use of the school facilities.

**Membership of the Board of Control consists of:**

1. The Superintendent of Schools and/or his/her representative.
2. High School Principal and Middle School Principal.
3. High School Athletic Director and Middle School Athletic Coordinator.

**ATHLETIC ADVISORY COUNCIL**

The Athletic Advisory Council’s objective is to promote, encourage and foster recreational and athletic activities for all residents throughout the St. Joseph School District and to respond to the needs of the Athletic Departments throughout the district as they become evident. The Advisory Council advises the Athletic Board of Control, The Athletic Director, the Superintendent, and the Board of Education on matters concerning athletics.

1. They receive and evaluate feedback from the general citizenry.
2. They disseminate information and schedules to the citizens of the district.
3. They offer advice to the Athletic Board of Control and Board of Education regarding financial matters.
4. They assist the Athletic Director in identifying problems and recommending various alternatives.
5. They review and evaluate the ideas of the Athletic Board of Control and give their opinions and recommendations.
6. They help the city, township, and school coordinate a district-wide program of recreational and athletic activities.

**Membership of the Athletic Advisory Council consists of:**

1. Five (5) adults – at least one parent should have a student in Upton Middle School.
2. Three (3) students
3. One (1) teacher
4. Athletic Director
5. Middle School Athletic Coordinator
6. One (1) coach
7. Any coach or interested citizen may participate as a non-voting member of the Athletic Advisory Council.

**AWARDS**

The athletic awards are given by the St. Joseph High School Athletic Department in special recognition for athletic performance. To qualify for this honor, each coach will inform squad members before the season begins of the requirements and standards for earning an award in the particular sport. The athlete must be recommended by the coach of the sport in which the athlete is participating. Any special awards given which are not listed below must first be approved by Athletic Board of Control.

**ST. JOSEPH ATHLETIC AWARDS**

| VARSITY | Each varsity award recipient will receive one letter “S” award and chevron. After the athlete has received this award, each additional varsity award will be given in form of a chevron with a sport symbol inserted. |
| --- | --- |
| JUNIOR VARSITY | Each JV award recipient will receive a monogrammed bear head. A student may only receive one bear head. Each additional JV award will be in the form of a certificate. This award is to be worn on the right shoulder of the jacket. |
| NUMERALS | Graduation numerals are awarded to freshman athletes |
| CHEVRON | This award is in the form of a “V” with a symbol of the sport inserted at the base. The chevron award is to be worn on the left sleeve. |
| CAPTAIN AWARD | This award is a star and should be worn above any other chevron awards. It denotes that the individual has been duly elected as captain of that particular squad. |
| PARTICIPATIONCERTIFICATE | This is given to a varsity or JV performer who has not played enough to have earned a letter. |
| IRON BEAR AWARD | This award is given annually to any student athlete who is a three-sport athlete – participated in a sport during each season of the school year. |
| SENIOR ATHLETIC AWARD  | The senior athlete may receive a certificate denoting that the athlete has earned three (3) varsity letters in the same sport while at St. Joseph High School or has earned three (3) varsity letters their senior year. A senior athlete must earn a varsity “S” letter in that sport(s) his/her senior year in order to be eligible for this award. |
| 4 YEAR VARSITY AWARD | This plaque is given to any senior who has received varsity letters in the same sport all four years of high school. |
| JOHN KARSTEN AWARD | This award, established in 1954, is given annually to the senior male athlete showing the best sportsmanship, athletic achievement, leadership and scholarship. |
| KIP REED AWARD | This award, established in 1968, is given annually to a senior male athlete who exemplifies the highest athletic traditions of St. Joseph High School. |
| TED AND RAE STONE AWARD | This award, established in 1975, is given annually to the senior woman athlete who exemplifies the finest qualities of athletic and academic achievement at St. Joseph High School. |
| GEORGE WANING AWARD | This award, established in 2023, is given annually to a senior female athlete who exemplifies the highest athletic traditions of St. Joseph High School. |
| LEON “BUS” BURGOYNE AWARD | This award, established in 2009, is given annually to the male or female athlete who demonstrates high academic standards, good character, and shows promise as a writer. This award is accompanied by a $500 scholarship. |

It is expected that the athlete will be present at all awards ceremonies or honors assemblies (banquets) to receive honors or awards that are bestowed by the St. Joseph High School Athletic Department and/or supportive community organizations.

As these awards represent accomplishment in athletics at St. Joseph High School, they should be displayed with pride and respect. If the award is abused by means of improper conduct or display, the award may be recalled from the athlete by the action of a board of varsity team captains.

**INSURANCE**

St. Joseph High School does not provide any type of health or accident insurance for injuries incurred during participation in athletics. As a service to students and their families, the High School has available a student accident insurance plan at a very nominal cost. Application forms for the accident plan are available in the Athletic Office.

The Michigan High School Athletic Association (MHSAA) provides all of its member schools with a Catastrophic Accident Medical Insurance Policy which pays up to $500,000 for medical expenses left unpaid by other insurance after a deductible of $25,000 per claim in paid medical expenses has been met. All students enrolled in grades 7 through 12 at MHSAA member schools who are eligible under MHSAA rules and participating in practices or competition in sports under the MHSAA’s jurisdiction are covered by this policy for injuries related to their athletic participation.

The MHSAA also provides additional insurance that is intended to pay accident medical expense benefits resulting from a suspected concussion. The injury must be sustained while the athlete is participating in a MHSAA covered activity. Policy limit is $25,000 for each accident.

This program intends to assure that all eligible student-athletes in MHSAA member schools in grades 7 through 12, male and female, in all levels of all sports under the jurisdiction of the MHSAA, receive prompt and professional attention for head injury events even if the child is uninsured or under-insured. Accident medical deductibles and co-pays left unpaid by other policies are reimbursed under this program to the limits of the policy.

Should you have need to make a claim under this program, contact specialrisk.claims@mutualofomaha.com or phone 800-524-2324.

**MISCELLANEOUS ITEMS**

| SCHOOL EQUIPMENT | Athletes are responsible for the proper care and security of uniforms and equipment issued to them. School furnished uniforms and equipment may only be used for practice or contests unless expressly approved by the coach or by the Athletic Director for use at another time. **ALL FINANCIAL OBLIGATIONS FOR SCHOOL EQUIPMENT MUST BE FULLY PAID TO THE SCHOOL BEFORE THE ATHLETE MAY BEGIN ANOTHER SPORT.**Any personalized equipment/uniform parts (shirts, sweatshirts, warm-ups, etc.) that team members purchase to keep after the season must be paid in full prior to the personalized equipment/uniforms being ordered |
| --- | --- |
| VACATIONS | Vacations that occur during the season and which cause an athlete to miss practice in preparation of that sport must be cleared in advance through the coach. Any athlete who does not follow this procedure jeopardizes the athlete’s position on the squad. |
| PHYSICALS | All physicals for the next school year must be dated after April 15 of the current school year. Physicals dated before April 15 of the current school year will not be valid by MHSAA mandate. |
| TRAVEL REGULATIONS | Travel to and from all athletic events shall be made by team bus or van during the week. If for some reason the coach wishes to use automobiles for transporting athletes, this should be cleared with the Athletic Director and must conform to St. Joseph Board Policy. Each member of the traveling squad should dress according to the coach’s directions. Athletes are expected to behave in a respectful manner at all times. ONLY TEAM MEMBERS AND SCHOOL OFFICIALS ARE TO BE ALLOWED ON THE SCHOOL BUS. |
| ATHLETIC/MUSIC CONFLICTS | When there is an athletic and music conflict, the coach and teacher will need to resolve the problem using the Athletic and Performing Arts Conflict Guidelines established by St. Joseph High School. Students are to inform the coach and teacher five days before the conflict |
| ATHLETIC HANDBOOK DISTRIBUTION FORM | A copy of the Athletic Handbook is included on StudentCentral.com. Students and parents must acknowledge that they have read the Handbook and agree to abide by its rules each year before being allowed to participate in sports. |

**COMPLAINT PROCEDURES FOR NONDISCRIMINATION**

**Section 1**

Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which may be referred to as a grievance, with the District’s Civil Rights Coordinator, Director of State/Federal Programs, 2580 S. Cleveland Ave., St. Joseph, MI 49085, 269-926-3100.

**Section II**

A person who believes s/he has a valid basis for a complaint, may discuss the matter informally and on an oral basis with the District’s Civil Rights Coordinator, who will investigate the complaint and reply with an answer to the complainant. If the information procedures do not resolve the matter to the complainant’s satisfaction, or s/he skips the informal process, s/he may initiate formal procedures according to the following steps:

 **Step 1**

 Investigation by the District Civil Rights Coordinator: A person may initiate a formal investigation by filing a written complaint with the District Civil Rights Coordinator. The complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign in sufficient detail to inform the Civil Rights Coordinator of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or even giving rise to the complaint, unless the time for filing is extended by the Civil Rights Coordinator for good cause. The Civil Rights Coordinator will conduct an impartial investigation of the complaint. As part of the investigation, the Civil Rights Coordinator shall interview any witnesses and review other evidence provided by the complainant. The investigation shall be completed within ten (10) business days of the written complaint being filed. The Civil Rights Coordinator will notify the complainant in writing of his/her decision and will maintain the District’s files and records relating to the complaint.

**Step 2**

 If the complainant is not satisfied with the Civil Rights Coordinator’s Step 1 decision, s/he may submit in writing, a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator’s response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days of receiving the written appeal.

**Step 3**

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent’s response in Step 2. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative within twenty (20) 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) business days of this meeting.

**Section III**

**PROHIBITION AGAINST RETALIATION**

The Board will not discriminate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by a Federal civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

The complainant may be represented, at his/her own cost, at any of the above-described meetings/hearings.

The right of a person to prompt and equitable resolution of the complaint shall not be impaired by the person’s pursuit of other remedies such as the filing of a complaint with the Office of Civil Rights or the filing of a court case in the appropriate Federal District Court.

Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, Cleveland Office, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114-2611; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: http://www.ed.gov/ocr

