

# **Will Carleton Academy**



**Athletic Handbook**  
**2025-2026**

# **Will Carleton Academy**

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## **Athletic Director**

**Lucas Westblade**

**Phone: (517) 610-1308**

## **Varsity Head Coaches**

**Cross Country (Coed) – Rick Kelemen**

**Volleyball – Rylee McKitterick**

**Women's Basketball – Sophie Crites**

**Men's Basketball – Lucas Westblade**

**Bowling (Coed) – Tina Watkins**

**Track and Field (Coed) – Rick Kelemen**

**Golf – John Quint**

**Trap Shooting - Nathan Moore**

**Football (\*NAJ) – Kody Hodshire**

**Softball (\*NAJ) – Aryel Grace**

**Baseball (\*NAJ) – Dan Shadik**

\*CO-OP with North Adams-Jerome School

## **Will Carleton Academy Athletic Code of Conduct**

The Will Carleton Academy Athletic Program shall provide a variety of experiences to enhance the development of healthy habits and attitudes that will prepare students for adult life in a democratic society.

The athletic program shall be conducted in accordance with the existing WCA policies, rules and regulations. While the school takes pride in winning, it does not condone winning at all cost. It discourages any and all pressures, which might lead to neglecting good sportsmanship and good health. At all times, the athletic program must be conducted in such a way that it is an educational activity.

### **Requirements for Student-Athletes:**

- 1. Physical Examination:** A yearly physical examination is required. The physical health form must be completed by a physician and submitted to the school's office prior to the first day of practice. Student-athletes will not be permitted to practice without a physical being completed. Student-Athletes will be expected to attend all practices in their entirety. The examination covers all sports for the entire school year provided it was administered after May 1<sup>st</sup>. The form will be filed in the student-athletes file in the office.
- 2. Emergency Medical Authorization:** The physical health form submitted to the office has all of the necessary emergency medical authorization information on it giving permission for treatment by a physician or hospital when a parent is not available. A copy will be kept with the head coach for availability at all practices and contests.
- 3. Pay-to Play:** Each student-athlete shall pay \$40.00 per sport in order to participate.
- 4. Acknowledgment of Athletic Policies:** At the time of the player-parent meeting held by the athletic director and head coach of the WCA sport, the student-athlete and their parent/guardian will be presented with this Athletic Code of Conduct. Each parent/guardian and student-athlete shall read the material and certify that they understand and agree to follow the eligibility rules and policies of Will Carleton Academy. This signed document will be filed in the student-athletes' file in the office.
- 5. Scholastic Eligibility:** In order to participate on a Will Carleton Academy athletic team, each student-athlete must have satisfied all of the scholastic eligibility requirements prior to participation. (See Athletic Training Rules, #5.)
- 6. Equipment Responsibilities:** All athletes are responsible for the proper care and security of equipment issued to them. School furnished equipment is to be worn only for contests and practices. All equipment is to be returned to the athletic department's office within one week of the last contest. Any equipment that has not been returned will result in the replacement of it at the cost of the student-athlete. All equipment not returned in good condition at the end of the season will be subject to a financial penalty.

## **Athletic Code**

All student-athletes shall abide by a code of ethics that will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the student-athlete, the team or the school will not be tolerated. Acts of unacceptable conduct tarnish the reputation of everyone associated with the WCA athletic program.

### **Penalties for Violation:**

Because of the serious nature of the following rules, the coach involved, athletic director and director shall meet to determine the penalty according to the degree of the infraction.

#### **First Violation Penalty:**

After confirmation of the first violation, the student-athlete will be suspended immediately from a minimum of 2 games of the remaining scheduled contests in the sport. If the penalty is not fully administered during the sport season, the remainder of the penalty will be applied to the next interscholastic sport season in which the student-athlete participates.

#### **Second Violation Penalty:**

After confirmation of the second violation, the student-athlete will be suspended immediately from a minimum of 5 games of the remaining scheduled contests in the sport. If the penalty is not fully administered during the sport season, the remainder of the penalty will be applied to the next interscholastic sport season in which the student-athlete participates.

#### **Third Violation Penalty:**

After confirmation of the third violation, the student-athlete will be suspended immediately from participation in athletics for the remainder of the season as well as the next full season in which the student-athlete would normally have participated.

## **Competition Playing Time**

Will Carleton Academy strives to prepare student-athletes for the next level of competition. In doing so the “play-to-win” philosophy has been adopted.

### **1. Athletic Teams: Grades 6<sup>th</sup> through 8<sup>th</sup>:**

- A. There will be no try-outs. Every student-athlete has an equal opportunity to be part of the team.
- B. Every student-athlete will play during each day of competition. Individual playing time will be dependent on the basic understanding of the sport, practice performance and the game situation at hand. The amount of playing time a student-athlete receives is to the coach’s discretion.

2. **Athletic Teams: Grades 9<sup>th</sup> thru 12<sup>th</sup>:**

- A. There may be try-outs and cuts may be made.
- B. Individual playing time in competition is not guaranteed. It is to the coach's discretion as to what player combination and strategy will be best to help the team win in a particular game situation.

**Athletic Training Rules**

1. **Alcohol, Tobacco and Drugs:**

Any student using or possessing alcohol, tobacco or drugs shall be in violation. This rule is in effect twelve months of the year.

2. **Truancy:**

Any student with excessive violation of the school attendance policy will be subject to the ineligibility.

3. **Policy on Fighting and Flagrant Unsportsmanlike Conduct in Interscholastic Sports:**

Fighting in any sport shall be construed to consist of an invitation to fight; causing a disturbance and making any menacing or taunting gesture or sound; punching, whether or not contact is made; and wrestling or tackling as part of an altercation. In addition, leaving a player box or player bench area to approach an altercation shall be constructed as participation in the altercation.

4. **The Coach's Rules:**

Coaches will establish additional rules and regulations, with the approval of the athletic director and director, for their respective sport. These additional rules for a particular sport will be stipulated in writing to all the team members and parents and explained fully at the start of the season. Penalties for violation of team rules will also be in writing and shall be administered by the coach.

5. **Scholastic Eligibility Requirements:**

To be eligible for interscholastic athletics, a student-athlete must be in good academic standing. Under no circumstances will a student having had an enrollment evaluation be allowed to participate in a sport. Academic concerns previously noted in a student's file will also limit a student's athletic participation. Good academic standing will be defined as having a grade of a C+ (78%) or higher in all classes. Student-athletes' grades are assessed each week on Friday. Those grades affect the following week. Requirements for reinstating scholastic eligibility are as follows:

- A. With less than a C+ (77% or below) in any class, a student-athlete will participate in daily study hall.
- B. With an "E" (59% or below) in any class, a student-athlete will not be allowed to participate in scheduled games for the week, Monday thru Sunday.

**All student-athletes will be responsible for the timely maintenance of their weekly progress reports! It is the student's responsibility to ensure the reinstatement of their scholastic eligibility so that they may have the opportunity to participate in sports.**

**6. Parent/Guardian and Coach Communication:**

After a game competition emotions can sometimes cause for a confrontation that would otherwise not have happened. Parents/guardians are to abide by a 24 hour rule in which there is to be no contact made with a coach until 24 hours after the competition. Parents/guardians are encouraged to make an appointment regarding concerns. The meeting will consist of the head coach, assistant coach(s), athletic director and director.

**7. Dropping from the Team:**

A student-athlete has one week (7 days) from the time of the first official practice day to make the decision as to whether or not to be an active participant on the sports team. After this time quitting is an unacceptable behavior! Doing so will result in the student-athlete's suspension from all athletic teams for one entire year from the time of the current sport's first official practice date. On occasion a student-athlete may find it necessary to drop a sport due to unforeseen circumstances. If this is the case, the following procedure must be followed:

- A. Consult with the head coach.
- B. Report the situation to the athletic director and director.
- C. Return all equipment.

**8. Missing Practice:**

Student-athletes have made a commitment to the coaches, teammates and self to be an active participant on the sport team. Missing any amount of inexcusable practice time is unacceptable! Appointments are to be scheduled around practice times. If the student-athlete is involved in other extracurricular activities other than the current sport, those activities are not to interfere with the team's practice and game schedule. Missing practice or a game, expect for the following reasons, will be dealt with as a violation:

- A. Leaves school or does not come to school due to an illness.
- B. Has a previously scheduled Will Carleton Academy academic commitment and has fully communicated with the head coach beforehand.

**9. Conflicts with Will Carleton Academy Extracurricular Activities:**

Will Carleton Academy recognizes that each student should have the opportunity for a broad range of experiences in the area of WCA extracurricular activities and, to this end, will attempt to schedule events in a manner to minimize conflicts.

**10. Travel:**

All student-athletes must travel to and from out-of-town athletic contests in transportation provided by Will Carleton Academy parents and/or staff, unless the parents make previous arrangements for an exceptional situation.

- A. Student-athletes will remain with their squad and under the supervision of the coach when attending away contests.
- B. Student-athletes that miss the transportation provided will not be allowed to participate in the contest unless there are extenuating circumstances.
- C. The formal school uniform is required dress to and from all competitions.

D. Student-athletes will not be permitted to transport themselves or others to away contests.

**11. Attendance:**

Students who miss 3 or more clock hours of the school day because of illness must not participate in a contest or practice on that date. Students missing school for reasons other than illness must present to the head coach a written excuse in order to participate. A student-athlete that misses 3 or more clock hours of school the day before or the school day after a competition will be suspended from the next scheduled competition of sport. A detention must be served on the day it is given and may make a student-athlete ineligible for practice or competition on that day. Final authority for infractions will rest with the director.

**12. Release from Class:**

It is the responsibility of the student-athlete to see their teacher(s) the day before they will miss because of an athletic contest. All work shall be made up at the convenience of the teacher(s) using the policy already in place.

**13. Grooming and Dress Policy:**

- A. A student-athlete shall dress presentably at all times on trips or at school functions or banquets. The usual request will be formal school uniforms unless otherwise noted.
- B. Only uniforms issued by the athletic department will be worn for contests.
- C. No jewelry is to be worn at any time during practice or contests.

**14. Vacation Policy:**

Vacations by athletic team members during a sport season are discouraged. In the event of an unavoidable absence for a vacation, an athlete must:

- A. Tell the head coach prior to vacation.
- B. Practice on the day of each practice or contest day missed prior to resuming competition.
- C. Be willing to assume the consequences related to his/her status on that squad as a starter, if applicable.

**15. Reporting of Injury:**

All injuries should be reported to the head coach. If the injury requires medical attention by a doctor, the athlete must obtain the doctor's written permission to return to the activity.

**16. Social Media:**

Student-athletes who use social media inappropriately by posting questionable pictures, comments or videos of themselves or that of others will be disciplined according to the director's discretion. Cyber bullying will not be tolerated and could result in the immediate removal from the team. (See WCA Social Media Guidelines in Parent/Student Handbook.)

**17. Commitment to Parent-Student Handbook:**

Any student-athlete referred to the office of the director for excessive school rules violations (x3) may be denied the privilege of participating in all athletic activities as defined in “First Violation Penalty”.

**18. Cooperative Agreement:**

Student-athletes from Will Carleton Academy that are participating in the CO-OP with North Adams-Jerome Schools in the sports of football, baseball, and softball will adhere to the Athletic Code of Conduct of Will Carleton Academy and that of North Adams-Jerome Schools.



We have read and understand the Will Carleton Academy Athletic Code of Conduct and agree to comply.

Signature: \_\_\_\_\_

Student-Athlete

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Parent/Guardian

Date: \_\_\_\_\_

\*This signed contract will be kept in the student file.

## Educational Material for Parents and Students (Content from MDHHS Requirements)

Sources: Michigan Dept. of Health and Human Services. Created through a grant to the CDC Foundation from NOCSAE.

### UNDERSTANDING CONCUSSION

#### Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not “Feeling Right”
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	“Feeling Down”	Sleep Problems
		Grogginess	Lost Consciousness	

#### WHAT IS A CONCUSSION?

A **concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

#### IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY – DON’T HIDE IT, REPORT IT.** Playing or practicing with concussion symptoms is dangerous and can lead to a longer recovery. A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Ignoring symptoms and trying to “tough it out” often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY –** Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s okay. A student, who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION –** Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

#### SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can’t recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

#### CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

#### HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he must be kept out of athletic activity the day of the injury. The student shall only return to activity (practice, scrimmage or competition) with written unconditional permission from an MD, DO, Physician’s Assistant or Nurse Practitioner. During recovery, rest is key. Exercising or activities that involve a

lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

Concussion Educ. Materials & Acknowledge Form (May 2016)

**This portion below may be substituted for the signatures on the MHSAA Physical Form**

# CONCUSSION AWARENESS

## EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by \_\_\_\_\_

\_\_\_\_\_  
Sponsoring Organization

\_\_\_\_\_  
Participant Name Printed

\_\_\_\_\_  
Parent or Guardian Name Printed

\_\_\_\_\_  
Participant Name Signature

\_\_\_\_\_  
Parent or Guardian Name Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Return this signed form to the participant's MHSAA member school. The school should keep this document on file for five years following the student's high school graduation.

Participants and parents please review and keep the educational materials available for future reference.

## Will Carleton Academy Travel Permission Slip

Student Name:\_\_\_\_\_

Date:\_\_\_\_\_

Sport:\_\_\_\_\_

My child has permission to travel to sporting events held away from the Will Carleton Academy campus at other schools. Other parents will provide transportation to these events.

I understand that privately owned automobiles driven by coaches /faculty staff/parents will transport my child. I understand that reasonable and prudent precautions will be taken to plan for the safety of students on this trip. I also understand that all students are to wear seat belts at all times while driving. I understand that the driver of the vehicle will not be held liable for any incident that may occur while my child is being transported to and from a game or practice.

Parent Signature:\_\_\_\_\_