

# Hartford Athletic Department **Parent-Athlete Handbook**



(Revised 6/15/22)  
- Hartford High School -

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## **STUDENT ATHLETIC HANDBOOK**

### **I. Athletic Philosophy**

#### **A. Statement of philosophy**

The Hartford Athletic Program should provide a variety of experiences to aid students in the development of favorable habits and attitudes that will prepare them for a successful and productive adult life.

The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone “winning at any cost.” At all times the athletic program must be conducted in such a way as to justify it as an educational activity.

#### **B. Athletic objectives**

The student athlete shall learn:

1. To work with others - In a democratic society a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed higher than personal desires.
2. To be successful - Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
3. To develop sportsmanship - To accept any defeat like a true sportsman, knowing we have done our best; we must learn to treat others, as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation and dependability.
4. To improve - Continual improvement is essential to success. As an athlete, you must establish a goal and you must constantly try to reach that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.
5. To enjoy athletics - It is necessary for athletes to enjoy participation, to acknowledge all of the personal rewards to be derived from athletics, and to give sufficiently of themselves in order to preserve and improve the program.
6. To develop desirable personal health habits - To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop the desire to maintain this level of physical fitness after formal competition has been completed.

#### **C. The Southwest 10 Conference**

Hartford competes in the Southwest 10 conference.

#### **D. MHSAA Essential Eligibility Requirements for Senior High School Students**

To be eligible for interscholastic athletics - a high school student must meet the following state regulations:

1. **AGE** - High school students become ineligible if they reach their nineteenth (19<sup>th</sup>) birthday before September 1 of a current school year.
2. **PHYSICAL EXAMINATION** - Students must have on file, in the school's office, a physician's statement for the current school year (after April 15) certifying that she/he is physically able to compete in athletic practices and contests.

**3. 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.

**4. SEMESTERS OF ENROLLMENT** - Students cannot be eligible in high school for more than eight semesters and the seventh and eighth semesters must be consecutive.

**5. SEMESTER RECORDS** - Students must have passed at least five (66%) full credit subjects in the previous semester of enrollment, and must be currently passing five full credit courses. **(Note: All athletes must be enrolled in a minimum of four credit bearing courses in order to be eligible for participation.)**

**6. TRANSFER STUDENTS** - A student in grades 9 through 12 who transfers to another high school is not eligible to participate in an interscholastic contest for one full year unless the student qualifies for immediate eligibility under one or more of thirteen published exceptions. Students and parents anticipating a change of schools should first seek advice from their high school administration.

**7. 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 one semester.

**8. LIMITED TEAM MEMBERSHIP** - After practicing with or participating with high school or middle 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 which apply the rule from the point of a student's first participation in a contest or scrimmage, rather than practice. Students in individual sports may participate in a maximum of two (2) non-school individual meets or contests during the school season while not representing their school.

**9. ALL-STAR COMPETITION** - Students shall not compete at any time in 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.

**10. 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 HANDBOOK. Students may accept, for participation in MHSAA sponsored sports, a symbolic or merchandise award which does not have a value over \$40. 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.

**Note: Consult the MHSAA HANDBOOK for detailed regulations and/or interpretations**

## **II. Hartford Public Schools Requirements for Participation**

The following are requirements that shall be completed prior to full participation on any HPS athletic team:

### **A. Physical examination**

A yearly physical examination is required. **THE PHYSICAL CARD MUST BE COMPLETED BY THE PHYSICIAN AND SUBMITTED TO THE ATHLETIC DEPARTMENT PRIOR TO ANY FORM OF PARTICIPATION.** The physical covers all sports for the entire school year provided the examination occurred after April 15 of the previous school year. The form will be kept on file in the athletic office.

### **B. Emergency medical permission and release**

Each athlete's parents shall complete a Concussion Awareness form, and an Emergency Care Permission Release form giving permission for treatment by a physician or hospital when the parent(s) is not available. The form will be kept in a notebook that will be carried by the head coach of each team for each practice and contest. **THESE FORMS MUST BE FILLED OUT AND ON FILE IN THE ATHLETIC OFFICE PRIOR TO ANY FORM OF PARTICIPATION.**

### **C. Hartford Athletic Code of Conduct**

Upon entering high school or at the time a student tries out for an athletic team, he/she will be presented with this handbook containing all the necessary forms and information for participating in athletics. Each parent or guardian shall read all of the enclosed material and certify that they understand the athletic eligibility rules, code of conduct and policies of the school district. This signed consent form will be filed in the athletic director's office.

### **D. Insurance**

The school district does carry insurance to cover student athletic injuries that are not covered by the athlete's primary insurance provider. Parents need to submit those insurance forms to the athletic office in those circumstances.

### **E. Scholastic eligibility**

In order to participate on a Hartford athletic team, each athlete must have satisfied all of the scholastic eligibility requirements of the MHSAA prior to participation.

### **F. Informed consent**

By its nature, participation in interscholastic athletics includes risk of injury that may range in severity. Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk. Participants have the responsibility to help reduce the chance of injury. Players must obey all safety rules, report all physical problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily. This equipment includes school issued and personal property. Safety concerns about equipment or property must be addressed to the coach or school administrator.

### **G. Equipment and other financial obligations**

1. School issued uniforms, warm-ups and equipment - All athletes are responsible for the proper care and security of equipment issued to them. School-furnished equipment is to be worn only for school related activities. All equipment not returned in good condition at the end of the season will be subject to a financial penalty to replace those items. An athlete may not participate in another sport until all uniforms/equipment have been returned to the coach.
2. Athlete purchased uniforms - In some cases, athletes will be required to purchase a portion of the game uniform, which will become their property.
3. All athletes will be required to purchase various pieces of sport specific equipment. Examples include but are not limited to: shoes, cleats, socks, various gloves, practice jerseys, etc. All athlete-supplied equipment will become the property of the athlete.
4. In some situations an athlete may purchase their own equipment. The athlete assumes the financial responsibility of that equipment and potential upgrades. This may include knee braces, specialized helmets, etc.

**Note:** Everyone should have the opportunity to participate in Hartford Athletics. If financial conditions exist that make it difficult for a team member to purchase mandatory equipment, uniforms

or warm-ups, please contact the athletic office so that confidential arrangements can be made to supply such equipment, uniforms or warm-ups.

### **III. Hartford Athletic Department Procedure and Guidelines**

**A. Parent/Coach Communication:** Both parenting and coaching are laborious and complicated roles that adults assume in the successful functioning of the Hartford Public Schools athletic program. By establishing an acceptance and an understanding of each role, as well as a vehicle for positive communication, we are better able to create a healthy athletic environment and provide greater benefit to the student-athlete. When your children choose to become involved in the Hartford athletic program, as parents, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's team.

1. Communication a parent can expect from the coach.
  - a. Basic philosophy of the coach.
  - b. Expectations the coach has for your child as well as all the players on the team.
  - c. Locations and times of all required practices, bus departures, scrimmages and contests.
  - d. Conditions that result in the denial of your child's participation.
2. Communication that a coach should expect from parents.
  - a. Personal notification of any schedule conflicts well in advance.
  - b. Special concerns that involve your child expressed directly to the coach at an appropriate time.
3. Appropriate concerns to discuss with coaches.
  - a. Concerns about your child's educational progress as related to athletic participation.
  - b. Ways to help your child improve.
  - c. Concerns about your child's behavior, on and off the field or court.
  - d. The treatment of your child, mentally and physically.
4. Issues not appropriate to discuss with coaches.
  - a. Playing time.
  - b. Team strategy.
  - c. Play calling.
  - d. Other student-athletes.
5. Procedure for parent-coach discussions.
  - a. Call the coach to set up an appointment. All coaches may be reached through the athletic office by calling 269-621-7103. If the coach cannot be immediately contacted, a message will be delivered and your phone call will be returned in a timely fashion.
  - b. Please do not attempt to confront a coach just prior to, during or immediately after a contest or practice session. These are emotional and stressful times for the parent, athlete, coach and team.  
Confrontations of this nature do not promote healthy resolutions.
6. Procedure for unsatisfactory parent-coach discussions.
  - a. If after meeting with the coach of your child's team, you still have unresolved concerns, call and set up an appointment with the athletic director to further discuss the situation. (269-621-7103)
  - b. At this meeting the appropriate responses to all concerns can be determined.  
As your daughter and/or son become actively involved in the athletic programs at Hartford High School, they will experience some of the most rewarding moments of their lives. They will also undergo some of the most difficult learning circumstances as well. Coaches and parents play a significant part in helping student-athlete successfully contend with these

experiences in that the students will take their cues from the adults in all situations. Many of the character traits required to be a successful participant are exactly the same as those that will promote a successful life after high school. Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, the athletic programs at Hartford High School strive to make each student's experience a successful one.

**B. Dual Sport Participation:** An athlete may participate in two sports in the same season provided that coaches of each sport, the athletic director and parents are in agreement. In such cases, one sport will be designated the athlete's primary sport. This means the athlete must attend all practices and contests of the designated primary sport before being allowed to participate in the secondary sport unless the coach of the primary sport grants prior approval. This process must be started prior to the beginning of the season and all team members must be aware of expectations. If it becomes obvious that a student cannot fulfill the obligations of the primary sport or that by limited participation in the secondary sport a question of the ability to safely participate is raised, the student may find himself or herself in a position of having to withdraw from one of the activities. It will be the discretion of the athlete as to which sport will be dropped. A multi-sport athlete must also maintain excellent academic standing. No student will be allowed to participate in more than one sport if they have any grades less than a 70%. If a grade drops below this threshold, they will only be allowed to participate in their primary sport until their academic standing improves.

**C. Dropping or transferring sports:** Quitting is not a desirable habit to acquire. On occasion however, an athlete may find it necessary to drop a sport for good reason. If this is the case, the athlete will be responsible for informing the coach in person and to check in all equipment issued within 24 hours of the decision. If an athlete wishes to transfer sports after the start of the first practice, it must be done before the first contest date. A conversation with both head coaches should be made.

If an athlete wishes to change sports after having won a letter or award in one sport, he/she should consult with both head coaches concerned. This procedure assures a smooth transfer that is in the best interest of all parties involved.

**D. Equipment:** School equipment assigned to the student/athlete is her/his responsibility. She/he is expected to keep it clean and in good condition. Loss and/or the destruction of any school issued equipment are the athlete's financial obligation.

**E. Missing practice:** Perfect attendance for all practices is the expectation for all Hartford athletes. If it is necessary for an athlete to miss a practice, the coach of that team shall be notified prior to the absence. Unexcused absences are unacceptable and can lead to consequences related to the athletes' status on the team. Consequences for missing practice will be up to each program coach, and should be outlined in their program rules/handbook.

**F. Travel:** In general, Hartford athletes travel to and from athletic contests with transportation provided by the athletic department. This may include but is not limited to a member of the coaching staff, or volunteer driver(with approved background check). There will be a minimum of three individuals in vehicles. There will be times and/or situations however when athletes will have to provide their own transportation either to practices or contests. Parents will be encouraged to monitor self-provided transportation situations for their athlete. If a student wishes to travel independently of school provided transportation, an Alternative Transportation form must be obtained in the athletic department office. Permission will be granted at the discretion of the Athletic Director.

**G. College recruitment:** College recruitment information is available in the both the guidance and athletic office. Current NCAA qualifications and standards for recruitment are located in the section VII of this handbook. Athletes should make the head coach aware of their situation in regards to being recruited.

**H. Conflicts in extracurricular activities:** We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experience. A comprehensive and balanced activities program is an essential complement to the basic program of instruction offered at Hartford Public Schools and will enable the student to take maximum advantage of his/her education. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community and to the student. Participation in these activities will provide students with the opportunity to develop personal values, skills and a positive attitude toward work and leisure time activities.

The athletic and fine arts programs will be available to all students who demonstrate an interest in participating, regardless of their individual abilities. Accordingly, appropriate skill levels will be established within activities, when feasible, so those students may participate as fully as possible regardless of their ability levels. However, an individual student who attempts to participate in several co-curricular activities simultaneously might on occasion, be in a position of a conflict of obligations. If it becomes obvious that a student cannot fulfill the obligation of a school activity without continuously inviting scheduling conflicts, that student might find himself or herself in a position of having to withdraw from one or more of the conflicting activities.

Since the athletic and fine arts departments recognize that each student should have the opportunity for a broad range of experiences in the area of co-curricular activities, they will attempt to schedule events in a manner that minimizes conflicts.

The student should exercise caution when gaining membership on teams and in activities where conflicts are likely to exist. **Students have a responsibility to do everything they can to minimize obligations where obvious conflicts in practice and performance times will occur. When a conflict does arise *THE STUDENT* must notify the faculty sponsors/coaches involved immediately.**

**I. Attendance:** *All athletes are expected to be in attendance the entire school day in order to participate in that day's practice or contests.* An "absence" is determined according to the school handbook. Parents are expected not to excuse students from school for non-emergency situations during a student's athletic season. It is understood that some medical appointments must be made, but should be kept to a minimum. Any contest day where a student misses a portion of the day must be accompanied with a note from the doctor's office. Students absent from school on Friday with a contest the following day (Saturday) will be eligible to participate provided the absence is an excused absence in the eyes of the attendance office. Exceptions to the attendance requirement must be approved in advance by the athletic office and prior to the absence and/or participation.

**J. Grooming and dress:** Appearance, expression and actions always influence a person's opinions of athletes, the team and the school. Once you have volunteered to be a member of a team, you have made a choice to uphold certain standards.

**K. Vacations/Trips policy:** Vacations by athletic team members during a sports season are discouraged. Parents/athletes wishing to do so may wish to reassess their commitment to being a member of an athletic team. In the event that an absence due to a vacation is unavoidable, an athlete should:

1. Be accompanied by her/his parents while on vacation.

2. Contact the head coach **prior** to the vacation, preferably before try-outs.
3. **Be willing to assume the consequences related to their status on that squad as a starter, 2nd string, etc.**

**L. Restricted Practice Days:** In developing interscholastic athletic schedules for both practices and contests, the athletic department gathers information from a variety of sources including the MHSAA, the SAC Conference, like school districts, religious leaders, community organizations and parent groups. Even with this, no arrangement can guarantee that any one schedule will satisfy everyone because of all the factors that need to be included. Participants in the athletic program will at times be expected to participate when school is not in session, on a break or during a holiday. The department will make every attempt to keep these conflicts to a minimum.

1. Weekend practices

a. All practices are to be held on school days if at all possible. Saturday practices are to be minimal in number and duration. Sunday practices will be permitted only:

1. By varsity level teams upon permission of the athletic director and, or;
2. When a varsity contest has been scheduled the following day and, or;
3. When a tournament or play-off contest falls on the following day.

2. Holiday practices

a. Holiday practices are to be discouraged, especially by non-varsity level teams. Holiday practices will be permitted only:

1. By teams upon permission of the athletic director and, or;
2. When a contest has been scheduled the following day and, or;
3. When a tournament or play-off contest falls on the following day and, or;
4. When a non-varsity practice is optional with no penalty for an absence from practice.

**M. Team selection:** In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Hartford, we encourage coaches to keep as many students as possible within the framework of high school interscholastic competition. Time, space, facilities, equipment, personal preference and other factors will place limitations on the most effective squad size for any particular sport.

Prior to trying out, the following information will be made available to all candidates for the team:

1. Extent of try-out period (a minimum number of practice sessions)
2. Criteria used to select the team
3. Practice commitment if they make the team (including possible holiday conflicts and/or commitments)
4. Game commitments
5. Season commitments

**M. Cutting policies:** Choosing the members of athletic squads are the sole responsibility of the coaches of those teams. When a squad cut becomes a necessity, the process will include three important elements. Each candidate shall:

1. Have a predetermined minimum number of practice sessions.
2. Each coach must have an evaluation system by which all players are rated. This can include, but is not limited to ability, attitude, etc.
3. Be personally informed of the cut by the coach.

Coaches will discuss specific alternative possibilities for continued participation in the sport, or in other areas of participation within the athletic program with the athletes. The coaching staff should make every effort possible to facilitate a transition into a different sport if they can make another team. The only exception to joining after a tryout period would be if an athlete gets cut from a sport, and joins another sport after the tryout period.

**O. Reporting of injury:** All injuries that occur while participating in athletics must be reported to the coach immediately. It is the sole responsibility of the athlete or parent to notify the coach of any injury or medical treatment the athlete received. A coach must fill out an accident report to be on file with the athletic department. Once a physician treats athletes, the athlete must obtain a doctor's permission to return to the activity. This release must be turned into the athletic department before participation can resume. Any athlete with a suspected concussion must be medically released before any participation in any practice or contest. If the suspected injury occurred at a contest with parent(s) present, the student may be released to be under parental care.

**P. Out-of-State Travel:** The Hartford Public Schools Athletic Department will apply and adhere to the Michigan High School Athletic Association policy on interscholastic athletic program travel for practices and competition. Out of state travel requires prior approval and must be cleared with the athletic department.

**Q. Eligibility:** Hartford Public Schools adheres to the MHSAA standards for academic eligibility. A student who is failing more than one class period when eligibility is run, is not allowed to participate in contests(Monday-Sunday). Eligibility will be printed from the athletic office every Monday at 8:00am. A student who finds themselves ineligible for three times may be dismissed at the coach and/or athletic director's discretion.

**R. Emergency Awareness:** It is the responsibility of the student to make sure they are aware of emergency response scenarios while competing or practicing during athletics. This may include but is not limited to severe weather, inside threats, outside threats.

#### **IV. Hartford Athletic Program**

##### **A. Fall Sports and Teams**

1. Sideline Cheerleading (Girls') - Varsity
2. Cross Country\* (Boys') - Varsity
3. Cross Country\* (Girls') - Varsity
4. Football\* (Boys') - Varsity, Junior Varsity
5. Soccer\* (Boys') – Varsity, Junior Varsity
6. Volleyball\* (Girls') - Varsity, Junior Varsity

##### **1. B. Winter Sports and Teams**

2. Basketball\* (Boys') - Varsity, Junior Varsity and Freshman
3. Basketball\* (Girls') - Varsity, Junior Varsity
4. Competitive Cheerleading (Girls') - Varsity
5. Wrestling\* (Boys') - Varsity

##### **C. Spring Sports and Teams**

1. Baseball\* (Boys') - Varsity, Junior Varsity
2. Soccer\* (Girls') – Varsity, Junior Varsity
3. Softball\* (Girls') - Varsity, Junior Varsity

4. Track\* (Boys') - Varsity
5. Track\* (Girls') - Varsity

## **V. Code of Conduct**

### **HARTFORD PUBLIC SCHOOLS ATHLETIC CODE**

Representing HPS in interscholastic athletic competition is a privilege and not a right. Students who participate in interscholastic athletics are expected to represent the highest ideals of character by exemplifying good conduct, sportsmanship, citizenship and training, which includes abstaining from the use of tobacco, marijuana, marijuana products, alcohol, illegal or unprescribed drugs. The student's conduct and sportsmanship reflect on the student athlete, his or her team, our school, and our community.

When a student participates in interscholastic athletics, he/she agrees to abide by the Athletic Code throughout his/her middle and high school career. A student may not attend try-outs or practice with a team until he/she has submitted a signed acknowledgment form agreeing to comply with the Athletic Code. This Athletic Code applies to candidates, members, and managers of all athletic teams.

#### **1. Time/Place Application of the Athletic Code**

- A. The Athletic Code is *not* limited to student conduct at school-sponsored activities or on school property. Rather, the Athletic Code applies on a 24 hour basis and has no limitation as to the place of conduct.

#### **2. Standards of Conduct:**

The following are a violation of the Athletic Code:

- A. Use, possession, concealment, distribution, sale, or being under the influence of:

1. Tobacco or tobacco products in any form;
2. Alcohol or alcoholic beverages in any form;
3. Illegal drugs, marijuana, marijuana products, including but not limited to those substances defined as "controlled substances" pursuant to federal and/or state statute;
4. Steroids, human growth hormones or other performance-enhancing drugs;
5. Substances represented as illegal or performance-enhancing drugs, i.e., "look-alike" drugs; mind altering substances.
6. Vaping equipment, solutions or components used to vape substances.
7. Misused prescription drugs.

A. "Distribution" includes the "hosting" of a party at which the host is aware that any of the substances listed above are provided at the site by any person. It shall not be a violation for an athlete to use or possess a prescription or patent drug pursuant to a doctor's legal prescription which the student has permission to use in school pursuant to Board Policy. An athlete shall notify his/her coach if he/she is taking a prescription medicine, which could alter or affect the athlete's behavior or ability to participate in physical activity.

B. Use, possession, concealment, distribution, manufacture or sale of devices designed for and/or associated with the use of controlled substances, e.g., to include but not be limited to a marijuana pipe, "roach" clip, rolling papers, or devices used to smoke, inhale, inject, or otherwise consume controlled substances.

C. Violation of federal, state or local law/ordinance, including felony or misdemeanor acts other than minor traffic offenses. Conviction is not necessary to establish a violation of the Athletic Code, but will be determined through an independent school investigation and may result in a penalty.

8. Conduct Offenses

A. Cumulative or gross misconduct, or conduct unbecoming an athlete and a representative of HPS may result in a penalty, including “hazing”.

B. Violation of the Student Code of Conduct which results in a school suspension.

C. Violation of any team conduct, grooming or training rule established by the coach and approved by the Athletic Director.

D. Use of social media in an attempt to slander, harass, or bully a member of the school, faculty, administration, or coaching staff will be treated the same as if it were said directly.

If the Athletic Code or other school policies or procedures do not cover situations that arise, the administration reserves the right to establish such rules, conditions, and penalties to respond effectively to unanticipated or unique circumstances or to institute a more severe penalty.

3. Penalties

A. Conduct Offenses: Violation of Conduct Standards (7. A-D) above and the venue is off the athletic field or court.

1. First Offense: Violations will be addressed as set forth in the HHS Student-Parent Handbook and by team rules established by the coach and approved by the Athletic Director.

2. Second and Subsequent Offenses: Violations will result in disciplinary action as determined by the coach and the Athletic Director.

B. Substance Abuse Offenses:

1. Violations

a. First Offense: Ineligibility to participate in 25% (rounded to the nearest whole number) of upcoming contests. This figure is based on upcoming scheduled contests. Acts of God or cancellations due to unforeseen circumstances count as games served.

b. Second Offense: Ineligibility for interscholastic athletic participation for one calendar year.

c. Third Offense: Termination of participation in the athletic program for the remainder of the student’s high school career.

C. Application of Penalties

1. Penalties will not be considered to have been served unless the athlete fully completes the season. Quitting the team is not considered "serving the penalty".

2. The athlete serving a 25% first offense violation, may not participate in contests while on an athletic suspension. The suspended athlete’s attendance and participation at practice and attendance at contests is at the coach’s discretion. The suspended athlete may not wear the team uniform during the athletic suspension.

3. If a subsequent offense is committed while a previous penalty is being served, the penalty for the subsequent offense will not begin until the first penalty has been served.
4. The offenses will be cumulative during a student's high school career, rather than on a yearly basis.

## **VI. Disciplinary Process**

Before any suspension takes effect, the student shall be verbally advised by either the coach or Athletic Director of the alleged violation and the student shall have an opportunity to respond. All suspension periods shall begin from the date of the written notice of the Athletic Code violation. The athlete shall be excluded from participation in contests during the pendency of all appeals. The decision to permit the athlete to attend practices and contests during the pendency of the appeal is discretionary with the team coach and athletic director.

### **A. Executive Appeal Committee:**

An athlete may only appeal the circumstances of his/her violation of the Athletic Code, and not the discipline. An appeal shall be submitted to the Executive Appeal Committee within three school days of the written notice of violation. The appeal shall be submitted to the high school principal. The Executive Appeal Committee is composed of the principal or his/her designee, the athletic director, and one head coach (selected from the off-season coaches who are on the high school teaching staff). Head coaches from the sport(s) in which the athlete participates shall not be eligible to hear the athlete's appeal. In the event there is an appeal where the athletic director administered the penalty, the athletic director will abstain from the committee and a designee appointed by the building principal will be on the committee.

The Executive Appeal Committee shall meet and issue a determination within five school days of the student's appeal. Written notice of the decision shall be presented to the athlete, parents, and Athletic Director.