

COLUMBIA SCHOOL DISTRICT

ATHLETIC CODE OF CONDUCT



Approved and Effective: June 23, 2014



Mission

The Columbia School District, in partnership with the community, will provide a safe and positive learning environment, which will prepare all students to contribute and compete in a global society.

Statement of Assurance of Compliance with Federal Law

The Columbia School Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education that no person on the bases of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education. Formal complaints can be made to the Administration Office.

Nondiscrimination Policy

It is the policy of the Columbia School District that no person shall, on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

Any questions concerning this policy can be directed to:

Dr. Pamela Campbell ~ Superintendent

Columbia School District

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Columbia School District Athletic Code of Conduct

Mission Statement

It is the purpose of the Columbia School District and Athletic Department to provide and promote interscholastic athletic activities and events to the young persons of Columbia Schools. The Athletic Department is responsible to the Columbia School Districts Board of Education and the Michigan High School Athletic Association

Philosophy of Athletics

Columbia School District believes athletics are a part of the educational process and an extension of the classrooms. Columbia Athletics will continually strive to develop mental, emotional, and social concepts in our student-athletes; opportunities for developing leadership skills and good moral and ethical standards of behavior... qualities necessary for a happy, active life. It is our goal to always strive for excellence; producing competitive teams within the framework of good sportsmanship. The joy of winning fairly and the frustration of losing provide enduring lessons that all should learn. The emphasis must be placed on both winning and losing with “class” and demonstrating self-control and respect for teammates, coaching staff, officials, opponents, and spectators.

Athletic participation is a privilege that carries with it responsibilities to the school, student body, community, team, and to the athletes themselves. As a member of an interscholastic squad or team at Columbia, you have inherited a wonderful tradition; a tradition you are challenged to uphold. Our tradition has been to compete with honor. Such tradition is worthy of the best effort of all concerned.

It is important to emphasize that all athletes are governed by this Athletic Code of Conduct from their first day of involvement through graduation from high school... **all calendar year; in and out of season; on or off school property, 7th through 12th grades.** Student-athletes are also responsible for following the Student Code of Conduct and board policy.

In order to have an efficient program, certain policies and procedures are established. Any team rules that may differ from the general policy are to be approved by the Athletic Director and Building Principal prior to being established and enforced. These rules are to be presented to the prospective team members in writing at their first squad meeting. These rules may never be less restrictive than the general policy.

Responsibilities of the Athlete

There are responsibilities that the student-athlete must impose upon themselves in order for success and competitive athletic traditions to become a reality. You alone will have to choose to live up to the responsibilities and follow the training rules to become a champion. Each and every student-athlete must make a commitment for a championship athletic program.

- **Responsibility to Yourself:** The student-athlete must broaden and develop strength of character. Your studies, participation in other extra-curricular activities, as well as athletics, assist you in getting the greatest possible gain from your high school experiences, while at the same time preparing you for life.
- **Responsibility to your school:** Columbia School District will maintain a position as an outstanding high school when you do your best. By participating in athletics to the maximum of your ability, you are contributing to the reputation of Columbia Schools. You automatically assume a leadership role when you are on an athletic team. The student body and citizens of the community know you. The spotlight is on and it is focused on you. Because of this leadership role, you can contribute greatly to our school spirit and community pride. Make your school and community proud by dedicating and devoting your highest performance.
- **Responsibility to Your Home:** When you know you have lived up to all of the training rules, you have practiced to the best of your ability, and you have played the game “all out” you and your family can be justly proud.
- **Responsibility to Your Team:** It only takes one teammate to not be willing to work to his/her fullest ability for the squad to weaken in spirit and performance. Stay focused on not only improving yourself but also improving your team.

Living Like A Champion

THESE SIMPLE POINTS OF INTEREST ARE JUST AS IMPORTANT TO AN ATHLETE AS THE SKILLS REQUIRED TO PLAY THE GAME:

- **Academics:** Do all work efficiently and have all assignments completed and turned in on time.
- **Your Attitude:** Be positive in your talk and actions, as your opinions influence others' opinion.
- **Good Citizen:** A member of the Columbia Athletic Program is expected to act appropriately at all times; remember you are always representing your school.
- **Good Eating Habits:** Eat balanced meals.
- **Regular Sleep:** Plan your schedule so you obtain a minimum of eight hours of sleep each night.
- **Automobiles:** Don't get carried away and let the auto become your primary interest. Drive and ride with safety and courtesy.
- **Student Body:** Respect all fellow students and teachers; give them your best.
- **Dress and Appearance:** Take pride in your personal appearance. Look good both on and off the field or court.
- **Social Life:** Social life is an essential part of the maturing process of every person. Dating is only a part of the process and should not become your prime objective.
- **Parties:** We encourage your participation in school- sponsored parties, social and cultural functions.

MHSAA Regulations

(The following are excerpts from the MHSAA handbook. For clarification please see your coach or the Athletic Director.)

- **Eligibility:** To be eligible, a senior high school student must comply with the following rules:
 - **Enrollment:** Must be enrolled in a high school no later than 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.
 - **Age:** Be less than nineteen (19) years of age, except a student whose nineteenth (19th) birthday occurs on or after September 1st of a current school year is eligible for the balance of that school year.
 - **Physical Examination:** Have passed a current year physical examination. Record must be on file in the Athletic Office. Current year commences the first day after the school year closes and in the spring for summer vacation. A physician's statement for the current school year is interpreted as any physical examination given **on or after April 15th** of the previous school year.
 - **Semesters of Competition:** Not have more than four first-semester and four second-semester seasons of competition in a sport in a four-year high school, or three first-semester and three second-semester seasons in a three-year high school, including present season. When two seasons leading to a State championship for the same sport are offered, an athlete may participate in only one.
 - **Semester of Enrollment:** Not have been enrolled for more than eight semesters in grades nine to twelve, inclusive. Seventh and eighth semesters must be consecutive. Three weeks enrollment or participation in one or more athletic contests constitutes a semester of enrollment.
 - **Undergraduate Standing:** Not be a high school graduate.
 - **Transfers:** Generally, have had an accompanying change of residence by the student's parent, guardian or other person with whom the athlete has been living during the period of his or her last high school enrollment into the district or service area of the school to be eligible during the first semester in attendance.
 - **Awards:** Not have accepted any award or merchandise exceeding \$15.00 in value for athletic performance. Athletes accepting memberships, privileges, services, negotiable certificates or money are in violation. For amateur practices, may not have accepted money, merchandise, memberships, privileges, services or other valuable consideration for participating in any form of athletics, sports, or games; or for officiated inter-scholastic athletic contests; or have signed a professional athletic contract. (Reinstatement will not be considered for one year.)
 - **Limited Team Membership:** A student who, after practicing with or participating in an athletic contest or scrimmage as a member of a high school athletic team, participates in athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the net three (3) contests/days of competition and maximum of the remainder of that season in that school year. There are exceptions to this MHSAA policy; please see your coach or Athletic Director for clarification.

Academic Athletic Eligibility Guidelines

MHSAA Eligibility Policy

The MHSAA requirements are that an athlete must have passed a minimum of four classes at the conclusion of the last semester of enrollment and continued to pass at least four classes during the season of competition. Students must maintain academic eligibility in order to be eligible to participate in athletics. High school students must be passing 66% of their classes (**4 of 5**). Students ineligible by MHSAA standards at the semester's end will be withheld from athletic competition for **sixty days** (more than one class failed).

Columbia Eligibility Policy

In addition to the MHSAA state requirements, Columbia School District also requires the following:

Academic eligibility for athletes in grades 7 through 12 is determined by a weekly eligibility check. This check is issued each Tuesday to teachers, and then returned to the Athletic Office on Friday. This check affects eligibility beginning on the upcoming Monday morning through Saturday (inclusive). In the case of vacation periods, this time frame may be longer.

Columbia Middle School Policy (7th & 8th Grades)

At the Middle School, if an athlete receives one non-passing grade or 3 D's, he/she will be notified by their teacher and coach. The athlete will have until next week's check to clear that non-passing grade. Failing to do so, they will be ineligible to participate in any athletic contest until such grade becomes passing (1 week minimum).

Any Middle School athlete receiving two or more non-passing grades in any one-week period will be ineligible to participate in any athletic contest until he/she receives passing grades in all subjects. (1 week minimum)

Columbia High School Policy (9th-12th Grades)

At the High School, if an athlete receives one non-passing grade, he/she will be notified by their coach. The athlete will have until the next week's check to clear that non-passing grade. Failing to do so, they will be ineligible to participate in any athletic contest until such grade becomes passing (1 week minimum).

Any High School athlete receiving two or more non-passing grades in any one-week period will be ineligible to participate in any athletic contest until he/she receives passing grades in all subjects. (1 week minimum)

Any student-athlete deemed ineligible is to meet with the instructor to determine a plan of action for grade improvement. STUDENTS WILL BE REQUIRED TO STUDY FOR PART OF THE PRACTICE TIME.

Parent Consent and Physical Examination

A parental consent form and a physical examination form must be on file at the school in order for the student to participate in athletics (this includes practice and playing in contests). The consent form gives

the parents or guardians consent for the named student to participate in athletics, as well as for the student to accompany the team as a member on its out-of-town trips. A medical examination is required by the MHSAA for every athlete. The physical examination is good for one school year and must be taken **on or after April 15** of the previous school year in order for it to be valid for the following school year.

Equipment and Lockers

All equipment issued to the student for athletic participation is the property of the Columbia School District.

- Keep all your equipment clean.
- Wash your practice gear every week, if not more frequently.
- Protective pads should also be cleaned on a regular basis.
- Keep your locker clean. This will help keep your equipment aired and also help reduce theft. You are responsible for maintaining the condition of your locker.
- Only uniforms approved by the Athletic Department will be permitted to be worn for contests.
- An athlete shall dress presentably and appropriately at all times while representing their school, in accordance to the school's dress code.
- The student is financially responsible for all that is issued to them.

Any student who fails to turn in his/her equipment at the completion of the season will be prohibited from participating in any sport until said equipment is either turned in, paid for, or arrangements made with the Athletic Department.

Training Room

- All athletes are required to report any injury to the trainer/coach.
- The coach and trainer are to know if the athlete is taking any type of medication.
- The coach and trainer need to know of any medical problems or concerns such as diabetes or epilepsy, etc.
- When a student-athlete sees a doctor, a progress report is to be given to the coach/trainer indicating practice capabilities.
- Tape and training room supplies are expensive. They are to be used properly and with the permission of a coach or trainer. Put all refuse and used tape in trash containers.
- Take care of your body: shower properly and report any skin infections to the trainer and your coach.

Participation

Students may compete in more than one sport at a time during the same athletic season. Students must fill out a dual sport enrollment form. A student who quits one sport (in good standing) may join another team in the same athletic season, if the change is made prior to the first athletic contest. Also, coaches must recommend the change to the Athletic Director, who must then act on the transfer.

A student who quits a sport or extracurricular activity may not practice for any sport during the same season without the permission from both coaches, the Athletic Director, and the building Principal. A student who quits a sport without his/her coach's permission or in a disrespectful manner must appear before the Athletic Council to be eligible to play another sport. The Athletic Council shall consist of the

Superintendent, building Principal, Athletic Director, 1 Coach (not associated with situation), and 1 School Board Member. The appearance before the Athletic Council does not necessarily mean the student will be able to participate in another sport or extracurricular activity.

Travel

- The standards of good conduct, as established by the coach, are expected at all times while on trips.
- All rules and regulations pertaining to the Columbia bus codes are to be adhered to on athletic trips.
- Appropriate dress, which is established by the coach, is a must on all trips.
- All athletes are to travel to and from athletic events by transportation provided by the school district *unless* the coach permits and is fully aware of other transportation arrangements **AND** a transportation release form is signed by parent or guardian prior to.
- If a parent desires to take his/her son or daughter home with him/her after an athletic event, a note from the parent must be approved by a school administrator and coach before the student leaves the contest with his or her parent. This practice should be used for special extenuating circumstances only. If this policy is violated, the following penalties will be enforced:
 1. **First Offense: Suspension from two consecutive contests.**
 2. **Second Offense: Suspension for the remainder of season.**

Attendance

The athlete must be present at all games and practices as designated by the coach unless absent from school due to personal illness or excused by the coach prior to the absence. The MHSAA mandates the start and end dates for all sports, including Try Out dates. Participation in a sport requires an understanding and commitment to attend all practices and competitions that occur (as mandated by the MHSAA) prior to the first day of the school year (example “football” or “volleyball”) or after the last day of the school year (example “baseball” or “softball”). If extraordinary circumstances (beyond those listed in this Code of Conduct) prevent an athlete from attending the scheduled practices and competitions, they must submit a written request to their coach at least 30 days in advance. The Coach, Athletic Director, and building Principal will review the request for either approval or denial.

The athlete must be in classroom attendance **a half day** in order to dress and participate in an athletic contest or practice that day, unless excused by a pre-arranged special excuse. Under emergency circumstances, exceptions to this rule may be granted by the Athletic Director or building Principal. The coach is to be notified if a waiver is granted.

A student who is on a school approved, pre-planned family vacation shall not be required to attend a practice session or contest. The student must realize however, that participation in future contests may be dependent on how they maintain their physical fitness and sport skill. This includes practice over Christmas, Easter, summer for sports starting prior to the start of the school year (as mandated by the MHSAA), etc. Should an athlete miss practice or tryouts during such times and do not have a pre-planned vacation form submitted or approved, the student is subject to suspension or even expulsion from the team.

Tardy/Absent Policy: A student missing more than 10 minutes of a class is considered absent from the class. If a student is absent, yet plays in a competition, he/she would be withheld from the next competition. Students in attendance at school who miss a practice or game without personally informing the coach or the athletic director shall be assessed an unexcused absence from practice. Absences from a contest and /or practice sessions are excused only for illness, death in family, and other emergencies at the discretion of the coach and Athletic Director. For unexcused absences (minimum penalties):

1. **First Offense: Coach's discretion, based on team rules**
2. **Second Offense: Suspension from one contest**
3. **Third Offense: Suspension from team**

General Training Rules

You are required to live by and abide by the standards set forth in Columbia School District's Student Code of Conduct and Athletic and Extracurricular Code of Conduct. You may not participate in any athletic or extracurricular activities, contests or practices until all school suspensions (including in-school suspensions) have been served for violation against the standards of conduct.

You are required to observe the curfews that may be established by your coaches (as approved by the Athletic Director and building Principal).

Student-athletes are representing the Columbia School District and must maintain a standard of exemplary conduct, which includes good sportsmanship and citizenship at all times. Failure to do so may be cause for disciplinary action by the coach, Athletic Director, and/or building Principal.

Conflict Resolution

Conflict should be resolved, in specific order, through the following channels:

1. **24-Hour Rule (Wait 24 hours before initiating contact)**
2. **Contact the Coach**
3. **Contact the Head Coach (if applicable)**
4. **Contact the Athletic Director**
5. **Contact the Building Principal**
6. **Contact the Superintendent**
7. **Contact the Board of Education**

All Athletes and Parents are encouraged to follow this order to resolve conflict. Initially, the student-athlete is encouraged to personally attempt to resolve the conflict as part of a life-lesson opportunity.

Violations and Athletic Suspensions

Athletic Code of Conduct violations may result in up to dismissal from the team or activity for the duration of the season or permanent removal from athletics or the extracurricular activity.

Disciplinary action will be based on the severity of the infraction as determined by the administrator responsible.

Any conduct deemed detrimental to Columbia Schools or its Athletic Program is grounds for disciplinary action. Disciplinary action may be taken whether or not legal proceedings or action are pursued outside of school district authority.

Violations

1. Smoking, Chewing, or possession of tobacco, smokeless tobacco or e-cigarettes
2. Use, possession, delivery or sale of alcoholic beverages
3. Use, possession, delivery or sale of any form of substance abuse chemicals, inhalants or look a likes (Marijuana, cocaine, heroin, pills, anabolic steroids, and those substances included within 7212 through 7229, inclusive of the Michigan Substance Abuse Act or any successor thereof, MCLA 333.7212 through 333.7229, inclusive.)
4. Use, possession, delivery, or sale of illegal drugs, volatile substances, banned substances or look alike substance (including, but not limited to... stimulants, anabolic agents, diuretics, peptide hormones, street drugs, look alike drugs, etc.)
5. Use, possession, delivery, or sale of paraphernalia or any similar undeveloped or unmarketed products not currently known.
6. Misuse or sale of prescriptions or over-the-counter drugs medications.

Please Note: Even though many of the banned substances may be sold over the counter, these substances are nevertheless illegal. For a complete list of specific banned substances, go to: www.athletes.com and click on NCAA Banned Substance Lists.

- **If a student is found to have hosted a party their penalty will be 100% of a season**
- **Upon immediate arrival to a party, if a student observes any Training Rules being violated, they must leave the party immediately. If the student did not drive themselves to the party, it is their responsibility to contact a parent, coach, or other adult and leave immediately.**
- **Law violations will be handled on an individual basis.**

PENALTIES

1. FIRST OFFENSE:

An athlete in violation **will not participate in 30% of the** entire season competition dates of the current sport in which he/she is participating. If necessary, the remaining portion of the penalty will carry over into the next chosen sport, but no **more than 1/3 of** the next chosen sport season. Athletes will be permitted to practice while serving the suspension. Any substance related offense will result in mandatory referral to an approved treatment provider for assessment. Failure to acquire an assessment prior to the end of the suspension will result in the suspension being extended to 50% of competitions. All unfavorable assessments and law violations will be handled on an individual basis.

2. **SECOND OFFENSE:**

Suspension from athletics for **one calendar year** from the date of incident. Athletes will be permitted to practice while serving suspension. Any substance related offense will result in a mandatory referral to an approved treatment provider for an assessment. All unfavorable assessments and law violations will be handled on an individual basis.

3. **THIRD OFFENSE:**

Loss of athletic eligibility for the remainder of their high school career at Columbia School District. Any substance related offense will result in a mandatory referral to an approved treatment provided for assessment. All unfavorable assessments and law violations will be handled on an individual basis.

Investigation of Training Rules Violations

If a student-athlete is reported in violation of these rules, one or more of the following will investigate the case: the Athletic Director, the Principal, Athletic Council, or those hired or appointed by the same. The Athletic Council shall consists of the Superintendent, building Principal, Athletic Director, 1 Coach (not associated with situation), and 1 School Board Member. If the circumstances of the investigation do not substantiate the accusations, the source of the accusation will be notified and the case will be dropped. If the circumstances of the investigation substantiate the accusations, the following process will take place:

- The student-athlete/parents will be notified of the accusation.
- The student-athlete/parents may present information or evidence regarding the accusations.
- The student-athlete/parents and the coach will be notified of the decision and any disciplinary action.
- All student athletes are subject to the Student Code of Conduct, Athletic and Extracurricular Code of Conduct, Athletic Agreement, and Training Rules for twelve months out of the year. This is a career agreement to last through the athlete's entire school experience. This applies to student athletes or extracurricular participation in or out of season. Reports of alleged violations will be accepted from Columbia coaches, teachers, administrators, police reports or admissions by a student athlete or a student athlete's parents or guardians.

Appeal Process

A student-athlete may appeal the Training Rules Violation decision. The appeal will require the following:

- A written appeal must be presented to the Athletic Director within five days of the initial ruling.
- The student shall have the privilege of representation.
- The Athletic Council shall render a decision within five days, in writing, to the student and his/her parents or guardian.

Behavior Unbecoming to an Athlete

All athletes shall conduct themselves in a manner becoming of an athlete from the first athletic participation until the conclusion of the athlete's school career. This expectation will apply **'In' season, 'Out' of season,** and **over the summer.**

If any offense results in an issued ticket by law enforcement, it is the athlete's responsibility to notify the Athletic Director, Building Principal and his/her coach regarding this infraction. Failure to do so will result in a more severe penalty. In the above cases, plus cases of conduct which discredit the team, the school, or the community, determination of disciplinary action shall be decided by the Athletic Director, building Principal and Athletic Council.

Awards

- All awards symbolic of athletic achievement are to be approved by the Athletic Director.
- All school purchased awards are to be presented at school functions or functions approved by the Athletic Director.
- Any awards presented by an outside organization must be approved in advance by the Athletic Director.
- The MVP, MIP, and Coaches' Awards are only presented to High School Varsity level sports.
(MVP – Most Valuable Player; MIP – Most Improved Player)
- High School Senior Athlete of the Year Award: A male and female athlete of the year award will be presented as recommended by all current year coaches.
- Awards to individuals:
 - High School Varsity Awards will be granted to the athlete who has completed the season as a squad member in good standing AND has been recommended by the head coach.
 - High School Junior Varsity and Middle School Awards will be granted to the athlete who successfully completes an athletic season for a particular sport in good standing and is recommended by the coach.
- Summary of Athletic Awards:
 - First Year High School Varsity Awards -- Varsity "C" with appropriate sport designation
 - Second Year High School Varsity Awards – Bar Insert
 - Third Year High School Varsity Awards -- Trophy
 - Fourth Year High School Varsity Awards – Plaque
 - High School Junior Varsity Awards – Certificate
 - Middle School Awards – Certificate of Participation