

# Athletics

# Code of Conduct

Student & Parent



Charlotte  
Middle School  
&  
High School



**CHARLOTTE MIDDLE AND SENIOR HIGH SCHOOL  
ATHLETIC CODE OF CONDUCT CONTRACT**

**INTRODUCTION**

The Board of Education, Administration and athletic staff of Charlotte Public Schools consider athletics to be an integral part of the school's curriculum of education that provides experiences that will aid in the physical, mental, emotional, and social development of young people.

Student/athletes represent Charlotte Schools at all times. Student/athletes serve as a role model for other students by conducting themselves in a manner that brings pride to them, their team, their school and community.

The primary goal of athletic competition is to teach student/athletes the necessary commitment of mental and physical discipline to be successful. Charlotte High School and Middle School support this endeavor. Student/athletes will learn how to set realistic goals for themselves and use them to develop their potential to the fullest capacity.

When students elect to participate in athletics, it is a privilege that involves voluntarily making a choice of self discipline. One of the finest lessons to be learned in athletics is to take care of oneself physically in order to develop a healthy body, alert mind, and strong character.

The following guidelines have been developed by the Charlotte Athletic Department and approved by the Charlotte Board of Education. They are intended to help student/athletes make good decisions concerning themselves and the Charlotte Public School District they represent.

It is the responsibility of the student/athletes to stay within these guidelines along with the guidance set by parents or guardians.

The Athletic Department, in conjunction with the Charlotte Board of Education, reserves the right to hold those individuals associated with a team accountable for his/her actions according to this policy.

**CHARLOTTE PUBLIC SCHOOLS  
ATHLETIC EXPECTATIONS AND REGULATIONS  
PROGRAM PHILOSOPHY**

(Example: student/athlete, manager, statistician personnel, etc.)

**FRESHMAN**

The basic philosophy at the freshmen level is to provide the student/athlete with proper skills and fundamentals so as to develop them for the next level of participation. It is our intent to provide playing time for all qualified team members. Within reason, playing time is more important than winning and losing.

**JUNIOR VARSITY**

Almost all players on the junior varsity team have had prior experience in that sport and have decided to make a commitment to that program for the next couple of years. The balance between playing time for everyone, the improvement of individual skills and the introduction to more advanced team concepts for the more advanced player is beginning to shift. No longer will the emphasis be on every player getting playing time, but it will change more towards team concept. A key ingredient is how well does the player's individual skill fit into the total team framework. This is not to say that only the starting players will play, but the team concept must be developed and a winning attitude established.

### **VARSITY**

This level is the ultimate in interscholastic athletics. By this time, the student/athletes have been exposed to their individual sport for several years and have the background to make the commitment necessary to play at Charlotte. Winning is very important, but only within the ethical concepts of competition. The most important factor for a student/athlete to be successful at this level is that he/she know and understands his/her role on the team.

<p style="text-align: center;"><b>MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION ELIGIBILITY STANDARDS</b></p>
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### **PREVIOUS HIGH SCHOOL SEMESTER RECORDS**

High school student/athletes must have passed at least ~~(20) credit hours (6 of 8 regular block- 8 of 10 with a split block)~~ (must pass a minimum of 67% of full credit load) the previous semester to be eligible to participate in athletics.

### **CURRENT HIGH SCHOOL SEMESTER RECORDS**

Student athletes at the high school must be carrying and passing at least twenty ~~(20) credit hours (6 of 8 regular block- 8 of 10 with a split block)~~ (67% of full credit load) during the present semester up to within seven (7) days of contest. Grade checks will be done at midterm, 9 weeks and end of semester.

### **MIDDLE SCHOOL SEMESTER RECORDS**

Middle School student/athletes must pass 50% of the total periods of work carried the previous semester. A first year middle school student may compete without reference to his/her record in the sixth grade.

**CHARLOTTE PUBLIC SCHOOLS  
LOCAL DISTRICT ACADEMIC ELIGIBILITY STANDARDS  
HIGH SCHOOL & MIDDLE SCHOOL**

Charlotte High School student/athletes must meet MHSAA standards **and** demonstrate academic progress in at least one of the following ways prior to trying out for any sport.

•1. Minimally achieve a **cumulative** 2.0 G.P.A. in either the 9 week or semester period previous to competition.

•2. Students not meeting the **cumulative** 2.0 G.P.A. minimum may try out and will be placed on probation. At the next grade reporting period they must either have the 2.0 G.P.A. or be passing all classes taken. Failure to meet this standard will mean immediate dismissal from the team.

- i. Once a student/athlete has used #2 (probationary provision) to gain initial eligibility they must on all subsequent grade reports, both prior to and during competition, demonstrate G.P.A. improvement until they meet the 2.0 G.P.A. standard. Failure to demonstrate such progress will mean loss of eligibility. EXAMPLE: In the fall, a 10th grade student goes out for boys cross country but has a 1.85 G.P.A. At the first term mid-marking, he passes all classes and therefore maintains eligibility. In the following March, he wishes to go out for baseball. His G.P.A. in the previous 9 weeks was 1.96 and he passed all classes. He has eligibility, but again, at the mid-marking period he must be passing all classes. If his GPA had fallen to a 1.80 GPA he would not be eligible to participate even if all classes were passed the previous 9 weeks or semester.

**INCOMING FRESHMAN ELIGIBILITY (FALL SPORTS ONLY)**

Student/athletes at the end of their 8th grade year must be passing (4 of 6) classes to be eligible. If they fail to pass at least 4 of their classes, they will be placed on probation and at the mid-term marking period they must be passing all classes. Failure to demonstrate such progress will mean a loss of eligibility.

The purpose of the above Charlotte High School standards are to reinforce that student/athletes are to be students before they can be athletes.

**PHYSICAL EXAMINATION and PAPERWORK**

Student/athletes must pass a current year (April 15-April 15) physical examination and have the form signed by an M.D. or D.O. The examination must be given on or after April 15 of the previous school year. The physical form (card) must be on file in the athletic director's office before he/she may practice or participate in any sport (MHSAA rule). The Charlotte High School Athletic Department schedules physicals for high school students every year. We will hold physicals at the high school for athletes in June. **There will be a fee for physicals.**

All paperwork must be turned in before athlete may participate. (consent forms are at the end of this

document before the Appendix.)

- Physical
- Impact Testing (HS Athletes)
- Concussion Awareness
- Athletic Handbook sign off
- Consent for Trainer treatment

**ATHLETIC PARTICIPATION FEE:**

Student athletes are required to pay an annual participation fee before the start of the first game. Currently \$150 for HS and \$100 for MS.

**DUAL SPORT ATHLETES:**

A Student may participate in DUAL sports. However, it is the student/athletes responsibility to

<b>MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION ATHLETIC REQUIREMENTS</b>
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obtain and fill-out the major/minor sport application from the athletic office, before the first day of practice

The Charlotte Public Schools are a volunteer member of the Michigan High School Athletic Association (MHSAA). The MHSAA rules listed in this brochure are only a summary of some of the regulations effecting student eligibility. Most rules are found in the MHSAA Handbook that is located in the school administrative offices. Review these rules and ask questions of your principal, athletic director and coaches. Following the rules will ensure eligibility to participate in interscholastic sports. Rule violations could place a student/athlete on ineligible status. Participation as an ineligible athlete in any contest would result in the forfeiture of those contests.

**AGE - HIGH SCHOOL:**

A high school student/athlete who competes in any interscholastic athletic contests must be under nineteen (19) years of age. Exception: A student/athlete whose nineteenth (19th) birthday occurs on or after September 1 of a current school year is eligible for the balance of that school year. (MHSAA rule)

**AGE - MIDDLE SCHOOL:**

A seventh or eighth grade student who competes in any interscholastic athletic contest must be under fourteen (14) or fifteen (15) years of age respectively. Exception: A student who reaches that birthday on or after September 1 of a current school year is eligible for interscholastic athletic contests for the balance of that school year. (MHSAA rule)

**ENROLLMENT:**

Students must be enrolled in a high 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/she competes.

**SEMESTERS OF ENROLLMENT:**

Students cannot be eligible in high school athletics for more than eight semesters, and the seventh and eighth semesters must be consecutive. Students are allowed four first semesters and four second semesters of competition and cannot compete if they have graduated from high school.

### **TRANSFER STUDENTS:**

Students in grades 9 through 12 who **transfers** to another high school is **not eligible** to participate in an interscholastic contest for **60** days unless the student qualifies for immediate eligibility under one or more of the fifteen published exceptions. Contact the Charlotte High Athletic Office for the published list.

### **SCHOOL OF CHOICE:**

The action of the Michigan Legislature to include "school of choice" within intermediate school districts does not affect the athletic eligibility of transferring students. Students who transfer by choice from one school to another and do not otherwise satisfy the transfer regulation are ineligible for interscholastic athletics for one full semester.

### **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.

### **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 that 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.

### **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.

### **AWARDS AND AMATEURISM (MHSAA):**

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 **may not exceed MHSAA dollar value. For that value please contact the athletic office. 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.

## GENERAL TEAM GUIDELINES PRACTICE AND CONTEST PARTICIPATION

Practice and contests are mandatory for all student/athletes. To be excused, the student/athlete must notify the coach prior to the practice or contest. Absences should be avoided whenever possible so as not to miss valuable instruction.

Anyone missing a practice or a contest without permission from his/her coach will be unexcused. Two unexcused absences will be grounds for dismissal from the team. Excused school attendance will be considered an excused absence.

Practice sessions on weekends and after normal school hours are to be scheduled with the building athletic director. **Under normal circumstances, Sunday practices or contests are not to be scheduled.** Exceptions will be allowed at the varsity level only, and are to be approved in advance by the athletic director.

### **TRYOUTS:**

Student/athletes have a right to know the standards upon which participants are selected for a team. All student/athletes must have an opportunity (at least 3 days) to demonstrate their skill and abilities before cuts are made in any sport. The coach will meet with each individual and attempt to explain reasons why he/she did not make the team.

**NOTE: If a student elects a nine week suspension due to a violation of the athletic code and the suspension falls during the time of tryouts, that student/athlete would not be able to participate.**

### **TEAM PLACEMENT AT A LEVEL OTHER THAN THE DESIGNATED AGE OR GRADE LEVEL:**

Student/athletes will begin practice with their own age or grade level. After consultation with assistant coaches, the head coach will recommend any level change to the athletic director for approval. If administrative approval is granted, the head coach will discuss the move with the player and parents of the player. If all parties agree that the move is in the overall best interest of the player, team, and program, then the move will be allowed to be made.

The physical, emotional, and social well-being of the athlete will be the main criteria used in this decision. The above criteria are designed for sports that have two or three levels of competition. Some sports, such as wrestling, tennis, golf, cross country, and track, do not by their nature fit the above criteria.

### **ROSTER MOVEMENT:**

All students/athletes should be aware that roster movement (up or down) is a possibility during the sport season. Decisions will be made by the coaches and the athletic administration regarding any roster movement after meeting with the student/athlete and his/her parents.

### **PLAYING TIME:**

Participating on an athletic team is a privilege, not a right. The coach determines playing time based on the following; respect, attitude, self-discipline, coach ability, knowledge of the sport, athletic talent, etc.

### **OUTSIDE ACTIVITIES:**



Student/athletes at Charlotte Schools must remember that their first commitment is to their school-sponsored team. Practice and contests with the school team come first before any outside sport participation, unless given prior approval. Should the student/athlete violate this policy, it could be grounds for team dismissal.

### **DROPPING OUT OF A SPORT:**

If there are extenuating circumstances that necessitate dropping a sport during the first half of the season, the student/athlete must consult the coach and explain the circumstances. Pending the circumstances, the student/athlete may be granted a release.

If a student/athlete drops a sport without consulting the coach, they will not be allowed to participate in another sport or in an off-season sport conditioning program during the same season unless receiving permission from both coaches and the athletic director.

Student/athletes must return and/or pay for all issued equipment to the athletic department before being released.

### **QUITTING A SPORT:**

Quitting is a habit that can be very easy to acquire. When a student/athlete decides to participate in a sport, and makes the team, the athletic department and coaches expect the student athlete to complete the season. If a student/athlete decides to quit a sport or is dismissed for disciplinary reasons during the last half of the season, that individual will miss twenty percent (20%) of the regularly scheduled contests of their next season of participation.

The student/athlete will not be permitted to try out for another sport unless all issued equipment is returned and/or paid for.

### **FINE ARTS AND ATHLETICS:**

Although every effort is made in the coordination of the school schedule to accommodate student participation in both fine arts and athletics, occasional conflicts do occur. In these cases, it is important that the student and/or family communicate with the fine arts director AND the coach or athletic director to avoid misunderstanding. It is our goal never to have the student “caught in the middle” between adult activity leaders. The fine arts and athletic departments work together to resolve conflicts as soon as they occur. The details of each individual situation are taken into account, but the process to resolve these conflicts follows these general guidelines:

- i. Fine arts performances and athletic contests (games, matches, etc.) take precedence over athletic practices or fine arts rehearsals.
- ii. In the event that an athletic contest and a fine arts performance are scheduled on the same day, but not exactly the same time, efforts are made to adjust student report times, warm-ups, and transportation arrangements. In many cases these compromises make it possible for the student to participate in both activities, particularly if parents are willing to be involved in transporting the student directly from one event to the other.
- iii. In the event that the fine arts performance and athletic contest are scheduled at exactly the same time, the athletic director and band director make a joint decision (with administrative input if needed) concerning which activity the student is to attend. This is not a student decision, and is based on the relative importance of each activity and the potential contribution of the student as a member.]
- iv. If a fine arts rehearsal and athletic practice are at the same time or overlap, the fine arts and athletic team in question will split the amount of time that is in direct conflict.

We are fortunate that our school has strong traditions of quality in both fine arts and

athletics. It is important that we maintain an environment of mutual support, respect, and cooperation to insure that both programs remain strong and continue to create great opportunities for students in years to come.

### **UNIFORM AND EQUIPMENT POLICY:**

Student/athletes are responsible for any uniforms, equipment, etc., issued to them by the athletic department. Student/athletes are expected to keep all issued items clean and in good condition. They will be financially responsible for all items issued and will reimburse the athletic department for all items not returned within one week after the season. They will not be permitted to try out for another sport unless all items issued are returned and/or paid for.

Student/athletes are to wear only athletic department approved equipment.

### **JEWELRY:**

Student athletes will follow the MHSAA rule for jewelry during contests. Coaches will direct athletes on proper rules for wearing jewelry.

### **DRESS CODE AND CURFEW:**

Student/athletes should wear appropriate attire on game day so as to represent our school and team properly. (Ex: shirt, tie, slacks, dress, etc) Each coach may impose guidelines for a dress code at their discretion, with administrative approval. A reasonable evening curfew may be suggested for the benefit of each student/athlete. Proper rest is essential for a good performance.

### **STUDENT/ATHLETE ATTENDANCE:**

Coaches will address the attendance policy with their athletes and are encouraged to check daily attendance reports.

- A. **DAY OF CONTEST** – In order to participate in a contest, the student/athlete must be in attendance the full school day unless the athletic director grants an "excused" absence. Excused absences will be granted for medical appointments and legitimate emergencies only.
- B. **DAY FOLLOWING CONTEST** - The student/athlete must be in attendance the **full school day** following a contest in order to participate in the next contest of that sport season except when the athletic director grants an "excused" absence.
- C. **SATURDAY CONTESTS** - A student/athlete must be in attendance a full school day prior to the contest in order to participate except when the athletic director grants an "excused" absence.
- D. **DAILY PRACTICE** - a student/athlete must be in attendance a full day in order to participate in a practice, unless the athletic director grants an "excused absence".
- E. **CONTINUOUS OR PATTERNED ABSENCES** may lead to game suspension or possible squad dismissal.

**NOTE: Student/athletes may be officially excused from participation by the athletic director only when the absence is due to a doctor's appointment with a doctor's verification, or because of significant or unusual circumstances. Notification by a parent is necessary by 1:00 p.m. on the day of the absence.**

Student/athletes should have their daily classroom work prepared for the day if they are scheduled to leave early for a contest. Each student/athlete is responsible to get the next day's

assignment from their teacher and have it prepared for the class when they return.

### **INCLEMENT WEATHER DAYS:**

#### **PRACTICE:**

If school is cancelled prior to the start of a school day because of inclement weather, all practices will be cancelled. If weather should permit later in the day, the varsity teams may have the possibility of practicing after receiving authorization from the athletic director, **per the superintendent.**

#### **CONTESTS:**

On inclement weather days the athletic director will be in communication with the school administration and there will be a decision made by 2:00 p.m. the day of the contest. All Middle School contests will be cancelled when school is called because of inclement weather.

#### **TRANSPORTATION:**

The athletic department believes there is a part of learning that takes place when both winning and losing are experienced as a team. **Student/athletes must travel to all away contests on authorized, school-approved transportation and are encouraged to travel home on school transportation, when available.**

#### **TRAVEL EXCEPTIONS:**

The student/athlete may travel home with his/her parent/guardian provided the transportation permission form is signed by the parent/guardian, coach, and athletic director. Exceptions may include: 1) School related activities, 2) Family trips out of district, 3) Emergency medical treatment, 4) Family emergencies. Student/athletes are expected to follow all transportation guidelines set by the school district while being transported to and from a contest.

### **SAFETY AND INSURANCE CONSIDERATION FOR PARENT/GUARDIANS:**

It is important to ensure that adequate health and accident insurance are in place in order to protect against any unforeseen health or accident claims which may arise. It is the responsibility of the parent/guardian to purchase and maintain such coverage for the student/athlete. The school district does not provide insurance coverage for this purpose and does not intend to reimburse or pay for medical bills of student/athletes who sustain injuries while participating in school activities.

Parent/guardians are encouraged to review their personal insurance coverage with their agent to ensure adequate supplemental insurance coverage for accidents or injuries.

It is the responsibility of the school district to notify parents or guardians of the risk of serious bodily injury and/or accidental death inherent in athletic activities, particularly in contact sports such as football. The signing of the Student Athlete Code of Conduct by parent/guardian will serve as acknowledgement of this communication and the granting of permission for the participation by the student/athlete.

#### **CONCUSSIONS:**

Concussions are a very serious injury, coaches and parents are encouraged to review the concussion protocol provided by the MHSAA website. Information located in Appendix A. Students in contact sports will participate in IMPACT testing program. Information in Appendix B

MHSAA rules require written authorization from a physician (MD/DO) before an athlete may return to play after exhibiting concussion symptoms that caused that athlete to be removed for the duration of a contest.



**Parents and Students Must Sign and Return the  
Educational Material Acknowledgement Form**  
(Last Page)

MOVED TO APPENDIX A

**Educational Material for Parents and Students (Content Meets MDCH Requirements)**

Sources: Michigan Department of Community Health. CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

# UNDERSTANDING CONCUSSION

## Some Common Symptoms

Headache  
Pressure in the Head  
Nausea/Vomiting  
Dizziness

Balance Problems  
Double Vision  
Blurry Vision  
Sensitive to Light

Sensitive to Noise  
Sluggishness  
Haziness  
Fogginess  
Grogginess  
Poor Concentration  
Memory Problems  
Confusion  
“Feeling Down”

Not “Feeling Right”  
Feeling Irritable  
Slow Reaction Time  
Sleep Problems

## 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** – 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. Don’t hide it, report it. 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
  
- **B**ecomes 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 should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. 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).

### **LENGTH OF SEASON:**

The length of each season will be from the first official day of practice (which is set by the MHSAA) until the conclusion of each sport's banquet. A student/athlete is expected to make a serious attempt to attend his/her sport banquet. Appropriate dress and attire should be worn at all banquets. (Jeans are not considered acceptable attire)

### **AWARDS EARNED BY STUDENT/ATHLETE:**

1. At the freshman level the student/athlete will receive a certificate of participation.
2. At the junior varsity level student/athletes will receive a certificate of participation.
3. At the varsity level, student athletes will receive a *varsity reserve certificate if they do not meet* the criteria for earning a letter in that sport. For those meeting their sport's criteria, they will receive a varsity letter award certificate, a varsity "C" for their letter earned and a chevron. (only one letter "C" will be given during the four years of high school)

### **SPECIAL LEAGUE AWARDS:**

1. All Conference Selections - athletes will receive an All Conference certificate.
2. Academic All Conference Award - the athlete must:
  - a. Any Grade
  - b. Have at least a 3.5 grade point average

### **POST SEASON AWARDS:**

Violations involving alcohol or substance abuse will cause the student/athlete to forfeit all post season awards; certificate, letter, chevron, team awards, all-league, all area, all state honors, etc. Exception: a student/athlete who is in good standing at the end of the season.

**IN ADDITION:** Student/athletes in violation of local, state or federal laws (ex: theft, extortion, vandalism, assault, sexual misconduct, gross disrespect, etc.) during a season of participation will forfeit all post season awards and honors including; certificate, letter, chevron, team award, all league all area, all state honors, etc. Definition of "in violation" will be interpreted to mean when charged with the offense by local or state authorities.

### **COLLEGE ELIGIBILITY:**

The NCAA establishes academic standards for high school students that will determine college athletic eligibility. The academic standards may change yearly, contact the athletic office if you have questions.

### **NCAA CLEARINGHOUSE:**

Any student/athlete who attends a Division I or II University and plans to participate in intercollegiate athletics must complete a student release form and mail it to the NCAA Clearinghouse. Stop in the athletic office and receive the proper forms to register with the Clearinghouse.

<p style="text-align: center;"><b>CHARLOTTE PUBLIC SCHOOLS</b> <b>ATHLETIC CONDUCT GUIDELINES</b></p>
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Students who elect to participate in athletics are expected to conduct themselves in a manner that develops strong character, an alert mind, and a healthy body.

Choosing to participate in athletics means student/athletes are subject to the Athletic Code of Conduct in and out-of-school throughout the calendar year. Any conduct that is serious and reflects negatively on the student/athlete, team or school, will result in disciplinary action determined by the coach and/or the athletic director.

All penalties for violation of this Code of Conduct shall be cumulative beginning with the student's participation in the freshman year. At the middle school level, penalties shall be cumulative from seventh through eighth grade.

### **PROGRAM CONCERNS:**

Charlotte Public Schools is very proud of its sound educational and athletic programs. As a result of our commitment to continually strengthen the quality of our programs, we invite comments from the public through the proper channels listed below.

When a person such as a student, parent, coach, teacher or administrator, has a question or concern regarding an athletic situation, we have found the following line of communication very effective in resolving issues. The district requests that parents follow the 24 hour rule after competitions to discuss issues with coaches. This helps to have effective communication about situations that arise.

1. Start with the source. Talk directly with the coach, in private, face to face, away from the practice site or game arena. A telephone call may be necessary to arrange an appointment.
2. If necessary, talk next with the head coach of the sport.
3. If necessary, talk next with the athletic director.
4. If necessary, talk with the assistant principal or principal.

All complaints MUST be heard at the lowest possible level BEFORE intervention by the higher authority can occur. This system has worked very well in the past. However, the next level of authority will always be willing to meet with a complainant if sub-level discussions do not accomplish their intended purpose.

Help the student/athlete learn to resolve his/her own differences. When a student successfully deals with difficult situations, he/she learns and grows. Of course, a parent always has the right to intervene on behalf of a child.

When stating your concern, be prepared with the facts in so far as you understand or can ascertain



them. Think through your expectations for the outcome resulting from voicing your concern. That is, be clear about what you hope will happen as a result of your meeting.

As you converse with the coach, or other authority, repeat back what you hear him/her say to be sure that you understand the important points. Stay calm and friendly as you talk and listen.

We always assume that all parties have the best interest of the students in mind when concerns are discussed. We will make every effort to assure that the student is not penalized or placed in an awkward position as a result of voicing a concern.

## DISCIPLINE INFRACTIONS

### **UNSPORTSMANLIKE CONDUCT, DISQUALIFICATION, TECHNICAL FOULS:**

Unsportsmanlike conduct is governed by the MHSAA and states. "...a student/athlete or coach will be removed from the present contest and shall miss the next scheduled day of competition."

Depending on the severity of the unsportsmanlike conduct, the student/athlete from Charlotte could be declared ineligible for additional days of competition.

The athletic director will evaluate the severity of the unsportsmanlike conduct and determine the additional suspension while taking into account profanity, vulgar gestures, behavioral sportsmanship, etc. Disqualification and technical fouls are not what Charlotte athletics are all about. Should the disqualification or technical foul warrant further discipline, the student/athlete may receive a suspension from the team for a longer period of time. Unsportsmanlike conduct at Charlotte High School will not be tolerated and will be disciplined. Continual unsportsmanlike conduct will result in dismissal from a team. Unsportsmanlike conduct is not open for an appeal procedure.

### **VIOLATIONS OF TEAM EXPECTATIONS:**

Charlotte student/athletes are expected to follow team expectations. When a coach decides to remove a student/athlete from practice or contest for what he/she considers to be inappropriate behavior, misconduct, etc., that is considered the coach's discretion, and is not subject to appeal. Ex: Disrespectful of team members, coaches, athletic support staff, officials, continual team disruption, continual profanity, leaving practice without permission, tardiness, absenteeism, etc.

Violations of Team expectations- may result in or up to sitting out of practice, loss of playing time, or being dismissed from team.

### **SCHOOL SUSPENSION:**

Any form of school suspension reflects negatively on the student/athlete, team and school.

Serious or repeated infractions may be dealt with more severely as deemed appropriate by the athletic director.

A student /athlete on suspension is not able to attend his/her regular classes or participate in extracurricular activities during the dates of the suspension. There is a loss of all social privileges.

## CONSEQUENCES FOR USE OF ALCOHOL AND SUBSTANCE ABUSE

Consequences for substance abuse, alcohol, drugs and tobacco carry over season to season and year to year. Example: If a student violates this policy in the winter of one school year, and does not participate in a sport until the following school year, he/she would still serve the 20% suspension at that time.

Substance abuse offenses can occur during school or out of school activities. Example: if the police notify the school that a student has received a MIP that student would have an alcohol/substance abuse offense.

### **VIOLATION #1 - ALCOHOL OR ALCOHOLIC BEVERAGES:**

Use, possession, concealment, distribution, sales or being under the influence. NOTE: Malt beverages labeled as "non alcoholic" may contain alcohol. (Ex: Sharps, O'Doul's, etc)

#### **1ST OFFENSE - CONSEQUENCES:**

A student must complete substance abuse evaluation and 20% suspension from contest. May practice.

#### **2ND OFFENSE - CONSEQUENCES:**

Student is recommended for board expulsion by high school administration, and loses his/her right to participate in athletics. If the student is not expelled, he/she loses their right to participate in athletics for the remainder of their High School career.

### **VIOLATION #2 - ILLEGAL DRUGS:**

Use, possession concealment, distribution, sale or being under the influence. Illegal drugs, including but not limited to those substances defined as "controlled substances" pursuant to federal and/or state statute. Steroids, human growth hormones, or other performance enhancing drugs, substances purported to be illegal, abusive or performance enhancing, (Ex: "look-alike" drugs.)

#### **1ST OFFENSE - CONSEQUENCES:**

A student must complete substance abuse evaluation and 20% suspension from contest. May practice.

#### **2ND OFFENSE - CONSEQUENCES:**

Student is recommended for board expulsion by high school administration, and loses his/her right to participate in athletics. If the student is not expelled, he/she loses their right to participate in athletics for the remainder of their High School career.

### **VIOLATION #3 - TOBACCO & TOBACCO PRODUCTS:**

Tobacco and tobacco products in any form. (Cigarette, pipe, chew, etc.)

#### **1ST OFFENSE - CONSEQUENCES:**

Suspension from competition for 20% of contests. (May practice)

#### **2ND OFFENSE - CONSEQUENCES:**

Suspension from 50% of contests.

#### **3RD OFFENSE - CONSEQUENCES:**

Loss of eligibility for one (1) full season of competition.

**SELF-DISCLOSURE:**

Any student/athlete who, by him/her self or together with his/her parent or legal guardian, voluntarily discloses a violation of the substance abuse policy (not including tobacco) under this Code prior to any reports, charges, or complaints shall be referred to the student assistance program and will be referred to the student assistance program and will be required to follow the assessment recommendation. Also, the student/athlete will not be charged with being in violation of the Athletic Code of Conduct.

**This self-disclosure policy will only be available to student/athletes once during their career.**

**GROSS MISCONDUCT** is defined, but is not limited to stealing extortion, vandalism, sexual harassment, fighting, harassment, or intimidation. Students are suspended from school for such violations and therefore may not practice or participate in any Charlotte Public Schools activity. Student/athletes may be additionally disciplined by their coach or the athletic director up to and including dismissal from the team for GROSS MISCONDUCT. Violations of GROSS MISCONDUCT at any time fall under this Code.

**ALL OTHER VIOLATIONS** of the Charlotte High School student handbook may lead to additional discipline for any CHS student/athlete. Please remember that by choosing to participate in athletics you are also choosing to represent CHS in a quality manner. Being disruptive in class, using profane language, cheating in class, or engaging in any other negative behavior is not what is expected of a student/athlete. Athletes engaging in such behavior may expect that their coach and/or Athletic Director will bring violations to their attention and may, if appropriate, discipline a student/athlete beyond what is called for in the CHS student handbook.

**APPEAL PROCEDURE**

**At the time that a disciplinary consequence is being assigned for inappropriate student behavior, the parent or student athlete may disagree and wish to appeal to the next level of administrative authority (high school principal). This should be initiated in writing with in 24 hours. Any appeals beyond the high school principal will be resolved by the superintendent or his/her designee.**



**ATHLETIC CODE OF CONDUCT CONTRACT**  
**CHARLOTTE MIDDLE AND HIGH SCHOOL**

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**PARENT AND STUDENT**

Please sign the form below and return to the Athletic Office before the first day of practice.

**OUR SIGNATURE INDICATES WE HAVE READ AND UNDERSTAND THIS ATHLETIC CODE OF CONDUCT:**

\_\_\_\_\_  
Please Print - Student Athlete's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Athlete's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

**I understand that the required Athletic Fee is Due Prior to the First Game**

\_\_\_\_\_  
Parent/Guardian's Signature

## **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 Charlotte Public Schools  
Sponsoring Organization

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

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

\_\_\_\_\_  
Return this signed form to the sponsoring organization that must keep on file for the duration of participation or age 18.

Participants and parents please review and keep the educational materials available for future refer-

Date

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

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

---

Date

### **ImPACT Concussion Testing**

**Results from the Athlete's baseline test will be shared with Primary Care Physician and/or HGB ImPACT Physician for possible future care.**

Physician Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**I agree to participate in ImPACT testing.**

Printed Name of Athlete: \_\_\_\_\_

Signature of Athlete: \_\_\_\_\_ Date: \_\_\_\_\_

**If athlete is under the age of 18:**

Parent Printed Name: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

If the Athlete displays concussion-like symptoms, it will be highly recommended for them to perform a post-concussion ImPACT test, taken at AL!VE within 72 hours of injury, to determine a safe return to play.

Any follow-up or post testing is at the cost of the student athlete. It is the responsibility of the parent/guardian

to maintain adequate health and/or accident insurance to ensure proper care of their student athlete(s). Furthermore, parents/guardians and student athletes are hereby notified that the risk of serious bodily injury and/or accidental death is inherent in athletic activities, particularly in contact sports.

As the parent/guardian, I understand that the ImPACT Concussion base line test is mandatory for all contact sports (Football, Soccer, Wrestling, Basketball, Volleyball, Baseball, Softball, and Competitive Cheer) and that failure to participate in this testing will result in your student athlete's inability to participate. I further understand that this ImPACT Concussion base line test will be provided at no cost to the student athlete.

WILL INPUT THE TRAINER CONSENT FORM WHEN RECEIVED FROM HGB OR TRAINER

Appendix A:

**Educational Material for Parents and Students (Content Meets MDCH Requirements)**  
Sources: Michigan Department of Community Health. CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

### **UNDERSTANDING CONCUSSION**

#### **Some Common Symptoms**

**Headache**

**Pressure in the Head**

**Nausea/Vomiting**

**Dizziness**

**Balance Problems**

**Double Vision**

**Blurry Vision**

**Sensitive to Light**

**Sensitive to Noise**

**Sluggishness**

**Haziness**

**Fogginess**

**Grogginess**

**Poor Concentration  
Memory Problems  
Confusion  
“Feeling Down”**

**Not “Feeling Right”  
Feeling Irritable  
Slow Reaction Time  
Sleep Problems**

### **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** – 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. Don’t hide it, report it. 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 should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. 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).

## **APPENDIX B**

## Charlotte High School to Provide Concussion Testing for Athletes

Charlotte Public Schools will be offering free concussion testing as part of the ImpACT (Immediate Post-Concussion Assessment and Cognitive Testing) program in partnership with EMPOWER, Hayes Green Beach Memorial Hospital's rehabilitation services provided at ALIVE.

All 2015-2016 Charlotte student athletes in grades 9 through 12 who participate in a contact sport will receive a free baseline test after school from Tuesday, June 2, through Thursday, June 4. It will be mandatory for football, volleyball, competitive cheer, basketball, wrestling, baseball, softball, and soccer participants. The baseline test establishes a pre-concussion measurement that can be compared against a post-concussion test to ensure a safe return to play.

"Head injuries are on the rise," said Derek Sanders, HGB athletic trainer. "It is estimated 4 to 5 million concussions occur annually and the effects can last for years."

ImpACT is the most-widely used, scientifically validated, computerized concussion evaluation system. It provides trained clinicians with neuro-cognitive assessment tools and services that are medically accepted as best practices. While ImpACT cannot prevent head injuries, it is the gold standard used to assess if the brain has fully recovered from an injury. ImpACT helps evaluate an athlete's cognitive status by comparing the baseline test to a post-concussion test.

"Simply put, ImpACT is an excellent tool for health care providers to compare the mental status of an athlete before and after sustaining a concussion," Sanders said. "One of the best aspects about ImpACT testing is health care providers do not have to rely on what the athlete is telling them, or misleading them, about symptoms."

Jeff Finney, Charlotte High School's varsity football coach, welcomes the advanced testing. "Player safety has always been our program's top concern. ImpACT testing will provide us one more tool to better ensure all our players are fit to compete each and every week."

The baseline test takes approximately 25 to 30 minutes to complete and the students can be tested in groups. The test measures attention span, memory, sustained and selective attention time, response variability, non-verbal problem solving, and reaction time.

Sanders, along with Jacob Brown, HGB physical therapist, are undergoing ImpACT certification and will be administering the student athlete testing June 2 through June 4 at the high school. Sanders explained how the program will work:

- i. An athlete that was administered the ImpACT test before the season begins suffers a head injury and displays concussion symptoms.
- ii. He or she is evaluated by the athletic trainer and removed from competitive play.
- iii. A post-concussion ImpACT test (which is covered by insurance) is administered at ALIVE within 72 hours of the injury.
- iv. The athlete is then referred to their family physician or an HGB ImpACT-credentialed physician.
- v. The physician will use the baseline data and post-concussion data to determine a course for the athlete's safe return to play, rather than relying solely on athlete feedback.

ImpACT is used by the majority of teams in Major League Baseball, the National Hockey League and the National Football League. It is also currently in use by more than 7,400 high schools and 1,000 colleges and universities.

Call the Charlotte High School Athletic Office at 517-541-5160 or EMPOWER at ALIVE at 517-541-5800, option 2 with questions regarding the ImpACT testing.