

# Gaylord St. Mary Cathedral School Athletic Handbook

## Mailing Address

321 N. Otsego Ave.  
Gaylord, MI 49735

## Telephone

989-732-5801

## Principal

Mr. Jerry Belanger

## Pastor

Rev. Matthew Wigton

## Athletic Director

Jen Jeffers

## Athletic Philosophy and Policy

"... So that we may radiate before all men the lovable features of Jesus Christ. . ." (message of Pope John XXIII to Vatican Council II). Like the Lord, we are called to transform the world rather than be absorbed by it. Our preparation for this great task begins in the home and continues in the distinctly Christian environment of our Catholic Schools. It follows that Christian principles must pervade all aspects of the school environment including athletics. We have no reason for existence as a Catholic School if we do nothing more than duplicate other schools. What we are about is the development in our students of conscience, values, and spirit, which are distinctly Christian. The athletic programs of our school are rich in opportunities to demonstrate Christian principles of sacrifice, service, equality and justice. If these principles are not evident in our actions and example we are guilty of the ultimate hypocrisy. A community is made up of many people who have special gifts from God. The athletic programs of GSM are opportunities created for those students gifted by God with the desire and physical skills to participate. The programs are designed to further these skills and opportunities so that all can see and appreciate God's special gift. Varsity athletics are the final testing ground for the refinement of these skills. Varsity athletics represent the culmination of years of sacrifice and service by many coaches, parents and participants. ***The desire to win, to be number one, should not take precedence over higher principles of Christian justice.*** Coaches should be able to reconcile the challenge to win with the Christian commitment to justice. With this in mind, St. Mary Cathedral Athletic Department adopts this philosophy and henceforth adheres to the following guidelines.

**Flow Chart for Gaylord St. Mary Cathedral School:**  
**NATIONAL FEDERATION OF STATE HIGH SCHOOL**  
**MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION**  
**(MHSAA)**  
**MICHIGAN ATHLETIC ADMINISTRATORS**  
**ASSOCIATION (MIAAA)**  
**WESTERN MICHIGAN D LEAGUE**  
**SUPERINTENDENT OF DIOCESAN SCHOOLS/**  
**PASTOR**  
**PRINCIPAL**  
**ATHLETIC DIRECTOR**  
**VARSITY HEAD COACH**  
**ASSISTANT COACHES AND JV THROUGH**  
**ELEMENTARY COACHES**

**Administrative Guidelines**

The athletic program shall stress the Christian principles of fair play and good sportsmanship. Sports should be fun for students, in addition to discipline and hard work. Use of profane language or booing of referees by players, coaches or fans will not be tolerated. Coaches at the senior high school level (grades 9-12) should make every effort to play as many players as is consistent with winning. Coaches at the middle school level (grades 7-8) and below shall place more emphasis on child development and less emphasis on winning. Players who practice regularly and apply themselves diligently will receive greater than token playing time. Respect for coaches, officials and players is to be practiced by all parties. Aims: To develop a desire for, and appreciation of, excellence. To develop a respect for, and an adherence to, accepted rules. To develop a sense of self-discipline. To develop a spirit of cooperation. To develop a respect for the rights and property of others. To develop wholesome appreciation for a well-developed and properly conditioned body. To help satisfy the physiological needs of the child. To help build desirable character traits. To help the student develop graceful carriage and dignified manner. To help the student to win or

lose with equal poise and dignity. To recognize our human nature, understand our proneness to error yet trust in the sincerity of all to do God's will.

### **Administration**

Students in the athletic programs of Gaylord St. Mary Cathedral School who participate in interscholastic athletics must keep in mind that they are representing, not only themselves, but their school, their community, their church, their parents and their team. Gaylord St. Mary Cathedral School recognizes that it is a privilege, not a requirement, to participate in athletics. In addition to the general expectations noted above, all students participating must adhere to the rules, regulations and athletic philosophy set forth by the NFHS, MHSAA, MIAAA, WMD League, and Administration. Because of the publicity and fame accorded student-athletes and the influence wielded by them due to this fame, an added responsibility rests with each student-athlete. Many of their peers and classmates, as well as younger GSM students, look up to and emulate the student athlete. Therefore, the responsibility is there to set good examples in behavior in school, in athletics, and in the community. Student-athletes are encouraged by staff, coaches and parents to do their best in classes for their own benefit. They should be developing good skills, habits and attitudes, acquiring a wealth of information for the present, and developing a good record and many references for job and college applications in the future.

*We also urge all persons involved in athletics to regularly and responsibly receive the sacraments and to participate in the religious activities in their school and parishes.*

### **Personnel Policies**

The Athletic Director oversees all athletic programs for the school. All coaches report to the Athletic Director and are expected to develop their programs with assistance from the Athletic Director. The Athletic Director is the primary contact person for all league, section, state, and national issues. Coaches will work with the Athletic Director to obtain rules interpretations and information from the NFHS, MHSAA, the MIAAA and the West Michigan D League. The Principal, with the advice of the Athletic Director is the official voice of the athletic department and will make the final determination and decision for the school regarding state, section and league issues.

Process for selecting coaches

The Athletic Director determines the season's coaching needs, and will communicate the job postings to Principal to be posted on the Parish website. Once cover letters,

resumes, references, and applications are reviewed top applicants are selected for interviews based on qualifications, experience and references. Order of preference:

- 1) faculty members;
- 2) parishioners;
- 3) other individuals.

All varsity head coach candidates are interviewed by the Athletic Director and other school/ parish personnel, who will recommend the best-qualified candidate to the Principal. The Principal and Pastor review the recommendation and approve or decline the recommendation. Once a candidate is chosen the Athletic Director will offer the job to the selected candidate and present the formal agreement to be signed. All applicants for coaching positions must be at least 20 years of age. The Varsity Head Coach will be allowed input on candidate selection to the Athletic Director who will approve or decline the recommendation. Once final approval has been given, the Athletic Director will offer the job to the selected candidate and present the formal contract to be signed. Gaylord St. Mary coaches are employed on a single (1) school year (or season) basis.

### **Athletic Regulations**

The administration of the school shall develop, adopt, implement and review on an annual basis, guidelines and regulations governing interscholastic athletics. These regulations shall include care and use of equipment, eligibility, general rules of conduct, disciplinary action, cooperative agreements, and an athletic code of conduct.

#### **A. Athletic Director**

An Athletic Director shall be appointed by the Principal and be directly responsible to the Principal. He/she shall be responsible for all interscholastic athletic programs.

#### **B. Equipment**

Quality athletic equipment is provided in each sport. (School does not supply shoes, cleats, volleyball knee pads, ankle braces, baseball/softball hats, and any extra items students would want.) Students are expected to care for this equipment and return it at the end of each season. It is to be used only at the times indicated by the Head Coach. Students must pay for the cost of replacing equipment which is not returned in good condition, with allowances for reasonable use. A student will not be issued an award or allowed to participate in another sport until all losses have been recovered.

#### **C. Insurance**

All athletic injuries, which occur during the course of the season, must be first submitted to the student- athlete's family insurance for payment. When personal insurance has been exhausted, the school's insurance will be utilized to pay the remaining balance. It is imperative that the student-athlete report any injury immediately to the Head Coach so he/she may complete the appropriate Injury Report Form for the school's insurance carrier. A coach may appeal an injury claim to administration anytime he/she believes the injury did not occur during school athletics. If this is not filed within one month of the incident, the insurance company will not make payment.

#### **D. Physical Examinations**

Each student-athlete will be responsible for the cost of physical examination and must have on file in the Athletic Director's office a current copy of the report. Practice attendance and participation in contests will not be permitted until the forms are on file. Forms are available in the school office and on MHSAA website. A current physical examination is defined as one given after April 15th of the previous school year. (Example — a physical examination dated 4/17/14 is current through all MHSAA competitions for the 2014/2015 school year.)

#### **E. Transportation**

The school will arrange transportation to varsity, junior varsity, and junior high away games. Athletes are expected to ride with the team to all contests. If alternate transportation is necessary, school permission slips will be used. The bus does not stay at sporting events to transport student-athletes home. Parents are required to sign their athlete out after every away game. If an athlete is not signed out, athletes playing time will be reduced at the next contest. A student may travel home with another parent or immediate family member that is at least 21 years old as long as the parent and family member are listed on the transportation form or arrangements have been made with the AD BEFORE athlete leaves for contest. Pre-arranged adult bringing athlete home must sign them out at the game. **UNDER NO CIRCUMSTANCE is an ATHLETE TO TRAVEL TO OR FROM ANY CONTEST with another student or drive themselves.** IF A STUDENT-ATHLETE IS ON THE ROSTER, they are ON THE TEAM. If an athlete is injured or ineligible, they MUST still follow this protocol. Athlete will sit next contest if the above rule is broken, if this violation occurs on last contest, the student athlete will sit next sport contest. Bus rules will be followed and students may lose bus privileges if they misbehave.

#### **F. Athletic Awards**

##### **1. Awards**

- a. Varsity letter
- b. Varsity certificate of participation
- c. Junior varsity certificate of participation
- d. Pins
- e. Certificate for special awards

##### **2. Criteria**

- a. To earn a varsity letter, one must make significant contribution to the varsity team's success and/or participate in game or meet action for a significant amount of time (participation in at least 50% of scheduled contests) or be a senior and have participated for four years in the sport.
- b. To earn a varsity certificate, one must participate as a member of the varsity team until the end of the season.
- c. Pins may be given to specify the sport played and bars for number of years participated in a sport or to signify a special achievement or distinction.
- d. Special certificates are awarded for demonstrated excellence in a specific area (i.e., improvement, scholarly excellence, talent, leadership, etc.). Memorial trophies and framed certificates are available in selected sports as special awards. Each head Varsity coach may order up to three plaques for the banquet.

3. Determination of Award Winners Coaches of each sport, in consultation with the Athletic Director, will review and set the criteria for the awards stated in #2 above.

**G. Tournament/Invitational Competition**--Entry Fee Information:

Entry fees will be paid for all scheduled tournaments during the school year. Coaches should always leave the team's itinerary with the Athletic Director, and parents.

**H. Team Meals and Lodging**

GSM is not responsible for team meals and lodging, unless pre-approved by the Athletic Director, Principal and Parish. Coach must present Athletic Director with a written estimate and location of meal and lodging. Athletic Director will then submit written request to Principal and Parish for approval. Athletic Director will then let Head coach know if approved.

**I. Key Use**

All keys must be checked out via the key usage agreement with the Athletic Director. All coaches are expected to return keys within one week of their last contest. Failure to return keys will result in a held coaching payment until your keys are successfully returned or the situation is resolved. Keys are for the exclusive use of that coach and at no time should keys be given to non-employed personnel.

**J. Weight Room**

The weight room must be supervised by a member of the coaching staff or qualified adult whenever using the facility. The weight room supervisor must remain in the weight room whenever the weight room is open. Any student using the weight room must have a physical examination form on file, and adhere to posted weight room rules and regulations. Students must never be given weight room keys or be in the weight room unsupervised!

**K. Gym Usage**

Gym usage should always be scheduled through the AD. An on-staff adult, member of the coaching staff, or a responsible adult must be supervising whenever the gym is used. The gym supervisor must remain in the gym whenever students are present. Students must adhere to posted gym rules, regulations, and schedules.

**L. Athletic Practice and Contests on Days School is Cancelled**

When school is cancelled all sporting events/practices are cancelled unless announced otherwise by the Principal and Athletic Director. Should a junior varsity and/or varsity level contest be held (with clearing weather) the Athletic Director will email or text the coaches, and coaches will inform team.

**M. Purchase Requisitions**

Coaches use a purchase requisition form to request supplies. Once supplies are requested and approved, the Athletic Director will place all orders. Without prior approval, the responsibility for payment lies with the coach. All fundraising efforts (i.e. team camps, work sessions, community functions) must have prior written approval and all net income must be immediately given to the school.

**N. Policy Governing Eighth Grade Participation at a Senior High Level**

GSM is a proponent of Age Appropriate Competition whenever possible. If it becomes necessary to consider an eighth grade student at a higher level the following process will be used:

1. There must be a need. The numbers are guidelines and eighth grade students will not

be used team can be fielded with less than the numbers mentioned. A need is defined by the following: (inability to field a team)

- less than eight players on a varsity or junior varsity basketball team
- less than nine players on a varsity or junior varsity volleyball team
- less than twelve players on a baseball or softball team

2. The Athletic Director will set up a meeting to discuss the student's ability (1st academic, 2nd social, 3rd athletic) to participate at that level. The Athletic Director and Principal, the student's parent(s), the coach, and the student's current semester teachers will be involved.

3. If all above parties agree the student is prepared to participate, then the student will be asked if he or she would like to be a member of that team. The number of openings

and the number of eligible students may warrant a 'cut' by the Athletic Director.

4. Prior to an 8th grader being placed on a varsity team an evaluation must occur of the entire varsity, jv team and proposed 8th graders. After the evaluation the Head Varsity Coach will meet with the Athletic Director and Principal to determine the best solution for that sport.

#### **O. Athletic Practices**

All practices should be held according to the schedule devised by coaches. This is very important because not all athletes are able to drive. Practices should be finished no later than 9:30 p.m. for high school students and 8:30 for middle school. Coaches should remain in the building until all students have left. Coaches should submit their practice schedule to the Athletic Director and, once approved, to all team members.

In seasons where it is necessary for more than one sport to use the gym, head coaches from these sports shall devise a schedule together. The Athletic Director will resolve any conflicts that arise in scheduling practices. Athletes may not skip a team practice to lift weights. Team sports require all athletes to be in attendance for the betterment of the team.

**SUNDAY IS THE LORD'S DAY AND FAMILY DAY . FOR THIS REASON SUNDAY PRACTICES OR OPEN GYMS WILL NOT BE HELD. STUDENTS MAY NOT BE IN THE GYM OR ON THE FIELDS ON SUNDAYS.**

However; prior to MHSAA tournament, a Sunday practice may be permitted - this practice is ALWAYS OPTIONAL for students.

Saturday morning practices may not begin until 9:00 a.m.

#### **P. Athletic Dress Code**

Teams should be coordinated in their dress. The dress code is in effect on all game days, during the school day, and to contests where teams do not dress for competition before leaving School. Leggings may not be worn after games. School khaki, navy or black loose fitting warm up pants may be worn after games with a team shirt.

**Q. Scheduling Contests and Sports Schedules**

The Athletic Director schedules all contests, referees/officials, and transportation. Everyone can access the most up to date GSM sports schedule at [www.gaylordstmary.org](http://www.gaylordstmary.org)

**R. Registration Form**

Parent must have student- athlete registered for St. Mary School enrollment with \$100.00 deposit before student can participate in any open gyms, practices, weight lifting or extra curricular activities that are school related.

**S. Multi-sport athletes**

A student that is ineligible due to academic eligibility or for a violation of school conduct the consequence will apply to all sports. (i.e If you are ineligible for grades and are playing basketball and shooting archery you will sit for both sports until grades are up or consequence has been served.)

**Eligibility**

Because GSM believes that all students deserve to have the best experiences in the classroom or on the extracurricular sporting or academic teams, the eligibility process will allow all students the support system they need to remain eligible. For this reason,GSM has established a process of eligibility checks that will include an Eligibility Academic Plan (EAP), to be completed with the student and his/her teacher, coach and parent. The following guidelines will provide for success for all student athletes:

\*Eligibility checks will begin in the second week of Semester I for all courses or for new courses in Semester II. Year long courses will commence with checks after two weeks in Semester II.

<b>Grading Scale for 2nd - 12th</b>
A 100-93%
A- 92-90%
B+ 89-87%
B 86-83%
B- 82-80%
C+ 79-77%
C 76-73%
C- 72-70%
D+ 69-67%
D 66-63%
D- 62-60%
F 59% or less

- A. An F in any class is automatic ineligibility for 1 week.** An overall average below a 60%/1.0 is automatic ineligibility for one week, grades are pulled on Tuesday mornings, you will be eligible to play the following Tuesday if you are above a D-(60%). Practice / attending a game will be at the discretion of administration. If it is determined that the athlete can attend a contest they cannot be in uniform for the contest.
- B.** Three weeks of consecutive ineligibility (despite ongoing EAP/tutoring), student will be removed from extracurricular participation and tutoring/EAP will continue.
- C.** A student will be allowed three warnings per semester before automatic ineligibility ensues.
- D.** Eligibility check will run from Tuesday of one week to the following Tuesday (or the next day school is in session).
- E.** Dropping a class will not negate a warning or ineligibility.
- F.** The student-athlete must be in attendance on the day of each contest or practice. Doctor appointments, etc., should be attended after school, if possible. If a doctor's appointment happens on day of contest **student will be excused only if a doctor's note is turned in at office.** Missing class (including morning convocations) means ineligibility for that day. If a student is tardy to morning convocations he/she will receive one warning per semester; subsequent offenses will result in loss of initial playing time that day. The Athletic Director and/or Principal will make the final determination.
- G.** On the school day following extra-curricular activities, the student-athlete must be in attendance prior to the end of 1st hour to start the day. Since the academic day takes precedence over extra-curricular activities, anyone who is habitually tardy or absent the day following a contest will be limited in future extra-curricular participation and, if necessary, dropped from the team. On the **day of** the extra-curricular activities, the student-athlete must be in school, on time, unless an emergency arises. Failure to do so will limit student - athlete in future activities.
- H.** A current physical examination must be on file in the Athletic Director's office in order to attend any practice sessions and/or participate in any contests.
- I.** If a student receives a detention conflicting with an athletic practice or contest, the student will serve the detention first, and then participate if possible.
- J.** Eligibility requirements are in effect all year. This includes all post-season contests and MHSAA tournaments.
- K.** Any student missing school to attend an athletic contest must complete all work and have a completed pre-arranged absence slip in their possession, in accordance with the GSM Student Handbook.
- L. CHEATING / PLAGIARISM** Plagiarism, cheating on tests and copying another student's work carries with it serious penalties. It will result in a "0" on that assignment/test given to all students involved, and will also entail a detention. In addition, it will result in loss of membership in the National Honor Society and possible forfeiture of class rank.
- M.** We will be in compliance with MHSAA Rule, if a student has not passed 66% of their classes in the previous academic term the student - athlete **must sit out 60 scheduled school days.** If this occurs before summer break, student must attend summer school or credit recovery course.

### Attendance at Athletic Contests

Students are encouraged to attend all athletic contests throughout the year. They should respect all persons involved in the contest. When the contest is held in the gym, all students shall remain seated for the duration of the contest, except for trips to the restrooms or concessions. Loitering in the multipurpose room or other school locations while the contest is taking place is discouraged. **Students may not leave the school and re-enter during a contest. Once a student leaves the contest, they will not be permitted back into the building that day.** Students should dress modestly and represent GSM well through their behavior at all home and away athletic contests.

### Discipline Guidelines

A student will be subject to disciplinary action if he/she is found to possess, to be under the influence of, to have used, or to possess for sale any:

- Alcoholic beverages
- Illegal drugs
- Steroids, human growth hormones, or other performance enhancing drugs
- Inhalants, look-alikes or other legal substances when used for illicit purposes
- Tobacco in any form, vaping
- Gambling in any form
- Vandalising school / Parish Property
- Physical Violence towards another

### Disciplinary Action

Discipline for the above-mentioned infractions of the rules may be administered as outlined below unless the school, in sole discretion, chooses to immediately suspend/expel student(s).

1. Parents will receive a phone call and written notification. Should an investigation become necessary the police will be contacted.
2. The student and his/her parents may be required to make arrangements with the administration to have an alcohol and drug assessment. In this event, the student and his/her parents will be expected to comply with the recommendations of a substance abuse counselor.
3. Any person found with a quantity that would suggest selling of any alcohol or other drugs may be subject to immediate expulsion and referral to the police.
4. Violations may result in other appropriate disciplinary action including, but not limited to: parent conference, community service to the school, suspension or expulsion. Allegations regarding incidents that are not associated with school events or school property will be referred to parents. Verified incidents may be referred to the police. The student may be subject to school consequences should such violations be confirmed.

**In the event a school suspension occurs the athlete will not be allowed to attend practices or contests during the suspension.**

**Athletic Activities We believe that participation in athletic activities is an integral part of a balanced education program at GSM Schools. We invite our students to participate as fully as they are able with the understanding that such participation is a privilege and that high standards will be maintained not just during their seasons(s) of participation, but year around. Discipline for infractions of the rules may be administered as outlined below unless the school, in its sole discretion, chooses to suspend or expel the student. These steps generally represent minimal action, with the school reserving the right to exercise discretion based upon the severity of the offense.**

### **Controlled Substance Violations**

The use, possession, concealment, distribution, sale or being under the influence of tobacco, alcohol or other controlled substances (including t and/or illicit drugs and any NCAA banned substances) will not be tolerated. Illicit substances include but are not limited to the following: alcohol, steroids, prescription drugs, inhalants, any narcotic drug, any tobacco product, and any manufactured substance for purposes of inciting a high or hallucination. In addition, pursuant to PUBLIC ACT 215, the possession or use of any NCAA banned drug is subject to the following penalties. Banned substances include but are not limited to Ephedrine or MaHuang, Epitomic or side cord folia, Androstenedione, Norandro, DHEA, DHT, Tribulus terrestris, GHB/ GBL, Synephrine or Gracinia cambogia. Common over-the counter names for these products include: Herbal Ecstasy, Shape-fast Plus, Thermogen tea, Metabolite 356, Ultimate Orange, Energy Rush, Xenadrine, Blodrine, Ripped Fue, Thermo-lift, Firewater, Gamma G, Blue Nitro, Yellow Jacket, Diet Fuel, Herbal Rush, Citrimax, and many others.

### **PROCESS THAT WILL BE FOLLOWED FOR VIOLATIONS:**

**1. First Offense:** Suspension from 50% of the scheduled contests or activities. A student remains part of his/her team during the suspension. Attendance at practices and team/group functions will be at the discretion of the administration. If a season has progressed to such a point that 50% of the contests do not remain, the penalty will be carried over to the next season. Should the student not participate during the next season, community service to the school will be assigned.

**2. Second Offense:** The student will be suspended from all athletic activities for a period of one school year from the date of sanction. Participation following such suspensions will be at the discretion of the administration. If any students are found to be at parties, meetings, or similar gatherings where there are tobacco, alcohol, illegal drugs, etc. being used by the student's peers, discipline will be followed according to the aforementioned rules. This disciplinary action will be for any student in attendance, whether the student physically uses any of these substances. In addition to disciplinary action taken by the athletic department, the student may face disciplinary action by the school (i.e. suspension or expulsion from school). Any student who is suspended from school for any reason will be ineligible to participate, either as a player or spectator, in practices, scrimmages or competitions during the time of suspension, this includes ALL sports or extra-curricular activities. Should a student and his/her

parents choose not to abide by these directives, that student shall forfeit the privilege of participating in athletics until such time as the student comes into compliance.

**THE ATHLETIC DEPARTMENT ADHERES TO THE SCHOOL HANDBOOK AND ALL OF ITS POLICIES, PROCEDURES AND CONSEQUENCES.**

**As stated above, if a student is suspended from school, the student may not participate in practices or contests until suspension has been served.**

### **Leaving a Team**

If a GSM student athlete leaves a sports team in which he/she has attended practices and participated in 1 contest, then that athlete will forgo participating in the first 25% of the contests in the next sport in which they participate. This decision can be appealed to a review board in writing within one week of the decision to stop participating. An appeal should be submitted to the Athletic Director.

### **Dual Sports in same season**

Middle School students may not participate in dual sports. If a middle school season overlaps they will be permitted to finish current season and start new season as long as they are passing all of their classes with a 73%.

If a High School student is enrolled in dual sports during the same season, they must meet with the athletic director, parents and coaches to discuss a plan for practices, games, and academics. A primary sport will be documented. If a student receives an F for a grade at any point in the semester their secondary sport will be dropped and athlete will no longer be able to participate in dual sports in their high school years. Dropping from a secondary sport due to grades does not apply to the quitting the team policy.

### **Self-disclosure**

The intent of this self-disclosure policy is to promote honesty and to encourage students who have erred to accept personal responsibility for their actions. A student who, by him/ herself or with his/her parent(s) or legal guardians, voluntarily discloses his/her violation of this substance abuse code prior to any reports, charges or complaints may receive a reduction in school penalties. The student must self-disclose to administration. If any verified reports,

charges or complaints are brought to administration prior to self-disclosure, the disclosure will be deemed nonvoluntary and the student will receive no reduction of the penalty. If a police report dated prior to self-disclosure is received, the self-disclosure is nullified. A student who self-discloses will receive a reduction in penalties only for his/her first offense. Any subsequent offenses in the course of the student's school career will be treated with no reduction in school penalties. Once a student has self-disclosed, the next offense will be his/her second. These provisions shall not apply to a student found to possess such a quantity as to suggest manufacture, delivery and/or sale of alcohol, tobacco, drugs or other substances as defined above. Furthermore, these provisions shall not apply to a student found to possess illegal drugs. The administration will have sole discretion to grant a reduction in penalties. A student who self-discloses will be held responsible for complying with the requirements of the administration. Failure to do so will result in school consequences being reinstated.

### **Due Process**

Students or parents who wish to appeal any disciplinary action must follow the established appeals process: There is a 24 hour wait period before initiating the following:

- 1) Go first to the coach or other person whose decision is being challenged.
- 2) Should the conflict remain unresolved, go next to the Athletic Director.
- 3) Conflicts can be further appealed, in writing, to the Principal and Pastor where a final decision will be made.

## **SELECTION PROCESS FOR SEASON-END AWARDS**

Each coach will be responsible for choosing a most valuable player, a most improved player and a most dedicated player at the end of the season. We would like the the team to vote on MVP, but the coach would make the final decision. Please take the athlete's vote into consideration.

**Coaches will nominate a male and female athlete for the following year-end awards:**

**Heart of the Team Award** - given annually to the senior athlete who best represents Christianity, teamwork, leadership and friendship. Coaches will nominate players and the staff at St. Mary High School will select a winner.

**Monsignor Kaminski Award- Most Valuable Senior Male Athlete** - This athlete must have an exceptional attitude and outstanding performance in St. Mary athletics. He must be in good academic standings. This athlete must be a multi sport athlete during his high school years at St. Mary. He must have completed each athletic season he started, unless injury prevented him from doing so.

**Sister Mary Edward Award-Most Valuable Senior Female Athlete** - This athlete must have an exceptional attitude and outstanding performance in St. Mary athletics. She must be in good academic standings. This athlete must be a multi sport athlete during her high school years at St. Mary. She must have completed each athletic season she started, unless injury prevented her from doing so.

**Maris Spaulding Ski-Valley All - Conference Sportsmanship Award** - One senior female and one senior male. This award is in honor of a fellow ski-valley player and 2012 graduate from Central Lake, that lost her battle with leukemia. Maris is someone that always had a smile on her face and a positive attitude.

## **Parent/Student Acknowledgement Form Athletic Handbook**

Dear Parents, Guardians and Students,  
Please read and familiarize yourself with the athletic policies. Only one form has to be completed for each family. Please return this form to the school office by September 4th.

\_\_\_\_\_ We have read and will abide by the athletic policies outlined in this Handbook.

Student Name (print)

Student Signature

Graduation Year

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\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Parent/Guardian Signature