

# St. Mary Central High School

*Member of TCCES (Twin City Catholic Educational System)*

[www.tcces.org/smc](http://www.tcces.org/smc)

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## Co-Curricular Code of Conduct 2014-2015

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Twin City Catholic  
Educational System

# SMC CO-CURRICULAR CODE OF CONDUCT 2014-2015

## 1. Philosophy of Co-Curricular Code

- A. St. Mary Central High School's co-curricular activities assist in developing the whole student: one's body, mind, spirit and character through individual self-discipline, dauntless dedication, selfless efforts, the development of innate talent and abilities, sportsmanship and teamwork.
- B. SMC recognizes its responsibility to assist in constructive personal growth for students. This code, therefore, aims to be both challenging and supportive of each student as he/she strives to accomplish their high school years' goals.
- C. A student must be enrolled as a full-time student at St. Mary Central High School in order to participate in co-curricular activities. The eligibility rules and guidelines of the WIAA or any other organization having jurisdiction will apply.

## 2. Objectives of St. Mary Central Co-Curricular Activities

- A. Co-curricular activities shall be an integral part of the total high school education program and will provide experiences not otherwise provided in the academic curriculum.
- B. Co-curricular activities shall be available to all students.
- C. Co-curricular competitive activity participants shall be provided maximum participation opportunities at the entry levels of competition.
- D. Co-curricular activities shall provide a spiritual, healthy and challenging climate for students to achieve personal and team excellence.
- E. Co-curricular participants, including students, parents, teachers, advisors and coaches shall be given the guidelines needed to provide and conduct their co-curricular activities in a manner reflective of the Gospel as it is expressed in a Catholic high school setting.
- F. Participation in St. Mary Central athletic programs is a privilege. With this privilege come certain responsibilities since student athletes represent SMC in the classroom, hallways, athletic arenas, and in the community. The SMC Co-Curricular Code of Conduct is in effect 365 days of the year, 24 hours a day.
- G. Co-curricular participation shall promote the development of the following leadership/team skills:

Accepting responsibility for one's actions	Demonstrating honesty and fairness
Sharing ideas with team members	Portraying a "can-do" attitude consistently
Generating enthusiasm in others	Communicating clearly with self-advocacy
Listening with understanding	Dealing positively with setbacks and obstacles
Leading one's peers	Weighing risks and make timely decisions
Setting high expectations for self and others	Committing to a shared vision; blending in
Growing in team and school loyalty	Appreciating empathy and compassion
Being open to learning new skills	Valuing self-discipline and self-sacrifice
Learning to respect rules/authority	

- H. Violations of this code will result in negative consequences and penalties for the student.
- I. Co-curricular participation shall provide an avenue for school spirit and school pride to grow in each participant, as well as within the entire student body.

### 3. Code of Conduct Parameters and Implementation Process

- A. Students will abide by the Wisconsin Interscholastic Athletic Association (WIAA) Code of Conduct for Athletic Participation and the St. Mary Central High School Co-Curricular Code of Conduct.
- B. This code begins the first day a student signs the code as an eligible participant in any SMC co-curricular activity. All students must observe these rules year-round. Consequences for athletic (Category I) violations between seasons will be applied to the next season. Any and all consequences imposed on students will be cumulative throughout their high school careers at St. Mary Central High School.
- C. The privilege of participating in the variety of co-curricular activities is granted to those students who possess the ability, attitude, disposition, cooperative spirit, aptitude and desire to represent St Mary Central High School. Consequently, SMC sets high standards and expectations in academics, citizenship, training, rules/regulations and sportsmanship.
- D. Eligibility  
These rules of eligibility are established in part by the WIAA and are supplemented with St. Mary Central High School rules.
  - 1. Enrollment at St. Mary Central High School as a full-time student is required.
  - 2. Parents and students must attend an athletic code meeting
  - 3. Participants are financially responsible for uniforms/equipment issued.
  - 4. A current ImPACT baseline test for athletes is required every two years. Tests are scheduled and completed by the licensed athletic trainer.
  - 5. The following documents need to be completed, signed by the student and a parent, and submitted each year to the athletic director before a student will be allowed to try out or practice. Links to the current documents are located on the [SMC Athletics page](#) on the TCCES website.
    - a. A current **WIAA Physical Form** (Gr. 9 & 11) or **WIAA Alternate Year Card** (Gr. 10 & 12) to participate in physical co-curricular activities
    - b. An **Athletic Emergency Contact Form**
    - c. **SMC Co-Curricular Permission Form**
    - d. A **Parent & Athlete Agreement** regarding concussions
    - e. A **Transportation Liability Waiver**

#### 4. Co-Curricular Categories

- A. St. Mary Central High School has three categories of co-curricular activities in which a student may choose to participate (athletic, non-athletic and educational). A student who violates the code may serve consequences for a violation. Consequences for Category II and Category III must be completed with 20 school days from the time written notice of the violation is received.

Category	Description of Category	Examples of Category
I.	<u>Athletic</u> – Interscholastic involvement in activity occurs outside of regular school day and is competitive in nature; student managers and student trainers are included	Basketball, tennis, golf, volleyball, football, soccer, cross country, track, baseball, softball, hockey
II.	<u>Non-Athletic</u> – Involvement in activity includes public performances judged against set standards; conducted, for the most part, outside of the regular school day	Jazz band, show choir, plays and musicals, Forensics, student council, class offices, TEC, mock trial, math club, science club
III.	<u>Educational</u> – Activities built around core education classes	Honor societies, Key Club, EARTH Club, ski club, graduation, organizational and departmental trips

- B. The administration has the discretion to place any new activity within the category it best fits.
- C. In addition to not being eligible to participate, all consequences must be performed through community or school service hours according to the following schedule:
- First violation                      8 hours
  - Second violation                    16 hours
  - Third violation                        24 hours
  - Fourth violation                    complete loss of eligibility

#### 5. Administrators of the Code

- A. The administration has sole discretion to impose disciplinary action and penalties for infractions covered under the SMC Co-Curricular Code of Conduct.
- B. Any other conduct contrary to Catholic Christian ideals and philosophy of SMC can be addressed apart from this code at the discretion of the school administration.

#### 6. Attendance at School, Practice, Games

- A. To participate in co-curricular **practices, rehearsals, meetings, etc.**, **students must be in school by 12:00 p.m.** on the day of the scheduled activity, unless pre-arranged and/or excused by the administration.
- B. To participate in co-curricular **competitions** such as performances and games, students must be in school the **entire school day**. Students who are too ill to attend classes are too ill to perform in co-curricular activities. Exceptions to this rule include serious illness or death in the immediate family, medical or dental appointments that cannot otherwise be avoided; and special situations for which prior approval has been obtained from the administration.
- C. Coaches, directors, and advisors are to check the absence list each day.

- D. Participants must attend all practices and activities unless prearranged or excused by the coach/director/advisor of that activity.
- E. Participants must travel with the team or group to and from contests unless parents make personal arrangements with the staff member in charge of the activity. Students must use transportation provided by the school to travel to and from all away contests. Parents must submit to the coach/advisor an **Alternative Transportation Form** one day prior to an event if a unique situation arises in which the student is traveling by another means.
- F. School disciplinary consequences take precedence over participation in all co-curricular activities until the consequences that have been imposed upon the participant have been completed. Participants on suspension or detention cannot practice or participate in co-curricular activities until the penalty time is served.
- G. On the day of a contest the student is expected to dress in appropriate attire to and from that contest. The coach/director/advisor will decide the appropriate attire, which must meet SMC dress code requirements.
- H. Students may participate in non-school activities (i.e. club teams, outside tournaments, drama and music events) as long as they are not participating in the same sport, in the same season, and this activity does not interfere with the practice or game schedule of the school-sponsored team.
- I. Co-curricular participants medically excused from physical education class on a given day may not participate in an athletic practice or game on that day.

#### **7. Participation and Playing Time**

- A. The number of athletes/participants in an event will be determined by the coach/advisor. Once team numbers are determined, every attempt will be made to provide equipment for each individual on the team.
- B. At the varsity level, emphasis will be placed on winning contests. Striving to win, however, is more acceptable than winning at all costs. Winning contests will not be used as the sole criteria to determine the quality of the athletic program or a particular sport.
- C. The coach, once the outcome of a game or match is determined, will make a conscious effort to play all members of the team. The final decision as to who or how many will participate in a particular contest will be at the discretion of the coach or advisor.

#### **8. Co-Curricular Code of Conduct Expectations and Requirements**

- A. Participants in SMC co-curricular activities are expected to refrain from profane language and cooperate fully with all coaches, officials, judges and other school personnel. Students are expected to show respect for other student participants, coaches, officials and judges. Hazing, harassment, ridiculing or unsafe behavior will be subject to disciplinary action as designated by the administration.
- B. Students are responsible for school equipment issued for co-curricular participation. The student must pay for replacement of equipment lost, stolen or destroyed through his/her own negligence. All clothing items should be laundered before being returned. Failure to return items will result in charges being levied at replacement costs.
- C. All injuries must be reported to the coach and licensed athletic trainer. Injuries of a serious nature must be reported to the licensed athletic trainer and athletic director.

- D. Students must follow the rules adopted by the coach/activity director for each co-curricular activity. Coaches and advisors cannot extend the schools' consequences. Any code consequences a coach/advisor has in addition to the code must be defined prior to the beginning of a season/activity.
- E. Participation fees are non-refundable for students who are dropped from co-curricular participation due to disciplinary action.

## 9. Academic Eligibility

- A. Determination of At-Risk / Ineligible Status
  - 1. Mid-quarter progress reports will determine a student's at-risk status. The athletic director will inform students and parents of at-risk status following the issuance of mid-term progress reports.
  - 2. Ineligibility will be determined by quarter or semester grades at these checkpoints: end of first quarter, end of first semester, end of third quarter, end of second semester (to determine eligibility for the following school year).
- B. Any change of status in academic eligibility will be determined at the first report card of the first quarter of the school year. This is the first checkpoint date.
- C. Academic Probation
  - 1. Students must maintain a minimum GPA of a 2.0 at all checkpoint dates in order to participate in co-curricular activities.
  - 2. Any student who has an "F" or an "I" in any class at a checkpoint date will be ineligible to participate in co-curricular activities for 10 school days. If a student receives two "F's" he/she will be ineligible for 15 school days (WIAA Rules).
  - 3. If a student received an "F" or "I" at the end of the second semester, the student will be ineligible for the first ten practice/competition days of the next athletic season that they participate in. Per WIAA rules, if a student receives two "F's" for the second semester grade, he/she will be ineligible for first 15 practice/competition days of the next sport season.
- D. Ineligibility begins on the day the administration verifies the grading report in the school office. The administration will make personal contact with each ineligible student prior to the end of the school day on the day that they become ineligible. The eligibility decision is made by the administration and is reported directly to the coaches, club moderators, class moderators and/or the drama director depending upon the co-curricular activities in which the student is participating at the time.

A written email notification will also be provided to the student's parent/guardian. A copy of the written notification will be placed in the participant's personal file, which is held in the guidance office. Parent/guardian notification must also occur when the student becomes eligible again.

- E. An ineligible student must submit progress reports for every class in which he/she is currently enrolled. The student must submit those progress reports to the administration on the designated review dates. This is the sole responsibility of the student involved.
- F. During the school year, students will remain ineligible in ten school day increments until they meet the minimum requirement of a 2.0 grade point average and all of their grades in every class are better than an F.
- G. Concerning an incomplete ("I") grade, the student shall be allowed up to 15 class days to resolve the incomplete grade to a passing grade. The time may be extended, if needed, with permission

of the administration. Eligibility will begin on the day that verification is received (via a **Grade Verification Form**) from the instructor that an incomplete grade has been changed to a passing grade. Written notification will be provided to the student's parent/guardian when participation in co-curricular activities may resume.

- H. Students with an unexcused absence from school will be ineligible to practice, perform, participate or compete in any activity that is scheduled on the day of the unexcused absence.
- I. Academic eligibility for special education students is based upon their satisfactorily meeting the requirements of their Individualized Education Program (IEP), and upon the joint decision of the principal, the learning specialist and the guidance counselor.
- J. If a student is ineligible at the time of tryouts for Category II activities, the student will be allowed to try out for the co-curricular activity (upon approval of the moderators/director). The student may join the activity when academic eligibility is regained.
- K. If a student is ineligible at the time of elections for Category II activities, the student is ineligible for election.
- L. Additional Eligibility Policies
  - 1. Incoming freshmen are academically eligible for a fall activity.
  - 2. Unusual or extenuating circumstances may be appealed to the administration.
  - 3. Participation fees are non-refundable for students who are dropped from any co-curricular activity due to academic ineligibility.

## 10. Social Media

- A. Students must remember that they are representatives of St. Mary Central High School, and as such are expected to keep the following recommendations in mind as they participate on social networking websites:
  - 1. Before participating in any online community, students must understand that anything posted online is available to *anyone in the world*. *Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online* - even if you limit access to your site. Potential employers, internship supervisors, graduate programs, and scholarship committees now search these sites to screen candidates and applications.
  - 2. Students should not post any information, photos or other items online that could embarrass the student, his/her family, or St. Mary Central High School. This includes information that may be posted by others on the student's page.
  - 3. Students must never post his/her home address, phone number, birth date or other personal information. Anyone doing so could be a target of predators.
  - 4. Student-athletes/co-curricular participants could face discipline, possibly including dismissal, for violations of team, club, department, SMC and/or WIAA policies.
- B. The SMC administration will not seek out students' social media violations. It is the administration's expectation that each student's online activity is monitored by a parent or guardian. In the event that an alleged violation is brought to the attention of the administration, after investigation, the following considerations will be made:
  - 1. Anything that appears to be "only" inappropriate or in bad taste will be handed over to the parents of the parties involved. It is the hope of the administration that the issue will be resolved by those parents in a timely manner.



2. The malicious use of online social networks such as threats to any third party, incriminating photos or statements depicting hazing, sexual harassment, vandalism or stalking, as well as underage drinking, illegal drug use or other prohibited behavior *will be subject to disciplinary action* by the head coach/advisor, the activities director and/or the administration.
3. Inappropriate photos and/or comments that are directly linked to SMC will be handled as school issues and will be punishable as if the behavior occurred at St. Mary Central High School.
4. Any action that appears to be of an illegal nature will be reported to legal authorities.

## **11. Hazing and Harassment Policy**

- A. Hazing and harassment at any age can be extremely harmful, and are particularly troubling at the high school level because the developmental stages of adolescence create a situation in which students are more vulnerable to peer pressure. Hazing and harassment are about the abuse of power and the violation of human dignity and are form of victimization.
- B. Hazing is defined as any action taken or any situation created intentionally to produce a mental or physical discomfort, embarrassment, harassment or ridicule. Hazing is not about "traditions" or "silly antics." Harassment is defined as verbal or physical conduct that degrades or shows hostility or aversion toward an individual.
- C. Activities considered to be hazing may include, but are not limited to:
  - Participation in morally degrading or humiliating games and activities which are not consistent with school regulations and policies
  - Hazing may be subtle, but the actions are against school system standards of conduct, behavior and good taste. Any activity or attitude directed towards a student that ridicules, humiliates or embarrasses will be cause for disciplinary action.
- D. Activities considered to be harassment may include, but are not limited to:
  - Offensive, abusive or obscene language, threatening behavior or racial insults
  - Improper touching and sexual comments
- E. The consequences for hazing and harassment are as follows:
  - First offense           3-5 day suspension
  - Second offense       Recommendation for expulsion

## **12. Illegal Activities / Criminal Behavior**

- A. Acts prohibited by the SMC Co-Curricular Code of Conduct include, but are not limited to, involvement in the following:
  1. Criminal behavior, which is any action that results in a participant's arrest or formal charges being filed in a court of law. At any point that the administration has adequate evidence that the student participated in the offense with which he/she is charged, a school penalty may be imposed even prior to the completion of the criminal proceeding.
  2. Drug abuse, which includes the sale, possession (defined as being on person) or illegal use of a controlled substance, performance enhancing substance or drug paraphernalia; or "huffing"/inhaling mood-altering chemicals or propellants.
  3. Possession (defined as being on person), consumption and/or purchase of any amount alcoholic beverages
  4. Possession (defined as being on person), use or purchase of tobacco in any form
  5. Inhaling or "huffing" chemicals or propellants
  6. Attendance at a party where consumption of alcohol and /or other drug abuse is evident. If a student doesn't accept the responsibility for leaving any location or function whenever alcoholic beverages or drugs are being used or consumed, it is a violation of the code of conduct. It is not the intent of this clause to prevent an athlete from attending and remaining

- at a socially acceptable community function where adults are present such as wedding receptions, community festivals, Zephyrfest, etc.
7. Attempting to purchase, sell, or obtain alcohol or other drugs for others
- B. The abovementioned list is meant to elaborate on the term “acts” and should not be considered an exhaustive list of the acts that can constitute a violation of this code of conduct.
- C. Any student violating Section 12 of the SMC Co-Curricular Code of Conduct will be required to participate in and follow through with all recommendations of the administration as follows:
1. If determined by the administration, an alcohol and other drug screening will be conducted in a timely manner at a local Alcohol and Other Drug Abuse (AODA) facility. The student and family will be responsible for all financial obligations.
  2. A mandatory meeting will be held and conducted by the guidance counselor with the parent(s), student, administration and other appropriate individuals. The purpose of this meeting will be to review the results of the AODA screening and discuss recommendations and a remediation plan for the student.

### **13. Consequences of Violations**

- A. Definitions of terms used in the code:
1. *Hosting* – there will be a greater consequence for an athlete if it is determined that he/she is involved in the organization, facilitation, promotion, or hosting of a social event/gathering where illegal activities occurred
  2. *Attendance* – student is in the presence of alcohol, illegal drugs, tobacco products or drug paraphernalia, etc.
  3. *Possession/use* – alcohol, illegal drugs, tobacco products or drug paraphernalia, etc. is on the person
  4. *Self-disclosure* – student takes the initiative in immediately making known his/her offense to the appropriate school authorities; suspension in this case does not include practices
  5. *Consequence* - suspension time from active participation in all co-curricular activities
  6. *Individual Renewal Plan* – an outlined process through which student may lessen their violation’s penalty by demonstrating behavioral changes and documenting positive changes in his/her behavior and lifestyle. Each plan is individualized to fit the student’s needs and the circumstances, and must be approved by the administrator (see section 13D).

B. The percentages on the tables below refer to the number of contests/activities a student will be penalized as a consequence of specific violations.

**Table 1**

Violation No.	Attendance at...	Consequence with Self-Disclosure	Consequence without Self-Disclosure
1	.....	1 contest	15% of scheduled competitions
2	.....	2 contests	30% of scheduled competitions
3	.....	3 contests	45% of scheduled competitions
4	.....	Complete loss of eligibility for entire high school career	Complete loss of eligibility for entire high school career

**Table 2**

Violation No.	Possession of...	Consequence with Self-Disclosure	Consequence without Self-Disclosure	Community Service
1	.....	20% scheduled competitions	30% scheduled competitions	8 hours
2	.....	40% scheduled competitions	60% scheduled competitions	16 hours
3	.....	60% scheduled competitions	Calendar year	24 hours
4	.....	Complete loss of eligibility for entire high school career	Complete loss of eligibility for entire high school career	Complete loss of eligibility for entire high school career

**Sample table** – showing examples as illustrations only; exact data varies from year to year. The percentage is calculated using the exact number of activities/contests for the specific year.

**Table 3**

Sport	Maximum Contests (WIAA)	15%	20%	30%	40%	45%	60%
Cross Country	11	2	3	4	5	5	7
Football	9	1	2	3	4	4	6
Boys Soccer	24	4	5	8	10	11	15
Volleyball	15	3	3	5	6	7	9
Girls Tennis	14	3	3	5	6	7	9
Boys Basketball	20	3	4	6	8	9	12
Girls Basketball	20	3	4	6	8	9	12
Wrestling	14	3	3	5	6	7	9
Hockey	20	3	4	6	8	9	12
Baseball	20	3	4	6	8	9	12
Golf	14	3	3	5	6	7	9
Girls Soccer	24	4	5	8	10	11	15
Softball	20	3	4	6	8	9	12
Boys Tennis	14	3	3	5	6	7	9
Track & Field	20	3	4	6	8	9	12
<b>Other Activities</b>							
Drama	8-9	1	2	3	dismissal	dismissal	dismissal
Forensics	9	1	2	3	dismissal	dismissal	dismissal
Jazz Band/ Show Choir	8	1	2	3	dismissal	dismissal	dismissal
VEX Robotics	8-9	1	2	3	dismissal	dismissal	dismissal

- C. In addition to the aforementioned penalties imposed on the student who chooses to violate the SMC Co-Curricular Code of Conduct, co-curricular advisors and coaches must adhere to the above guidelines but may also impose additional consequences if these penalties have been published to students/parents prior to participation, and if the penalties do not supersede nor contradict the approved code of conduct.
- D. Individual Renewal Plan (IRP) – If an SMC student reaches a serious state of violation, he/she may request an opportunity from the administration for renewal and rehabilitation. The student must take the initiative in seeking a contractual agreement with the administration.

The agreement shall outline areas in which the student must demonstrate renewal and rehabilitation. The purpose of the contract is to empower the student to take responsibility for his/her strides in self-knowledge and to empower responsibility for self-improvement. This creates a fair and equitable policy that will result in maintaining a positive school atmosphere for all student athletes.

After the contract terms have been agreed upon and signed, the student has up to 30 calendar days to demonstrate progress by gathering documentation to present to the administration. The student, in the meantime, shall attend classes and focus on gathering recognition as being in 'good standing' with the SMC school community (adapted from "Getting a Second Chance" by Julia A. Davidow *Principal Leadership*, January, 2006).

#### **14. Procedure for Determining Code Violations for Co-Curricular Activities**

- A. The administration must take action based upon reasonable suspicion or probable cause. This involves asking a student if he/she did, in fact, violate the SMC Co-Curricular Code of Conduct. It is expected that each student will be honest and forthright with the school officials.
- B. If it is found that a violation is likely to have occurred, the administration will contact the student and his/her parents/guardian to set up a meeting to review the incident and consequences. During the review of the incident/allegations of code violation, the administration will provide a written statement identifying the specific provision of the code that has allegedly been violated.
- C. If it is determined that a violation has occurred, the administration will prepare a statement identifying the specific incidents or facts leading to that conclusion and an explanation of the consequences that will be imposed as a result of the violation. Consequences of code violations shall follow the outlined plan, and take into consideration previous offenses and each violation's circumstances.
- D. Upon completion of this review process, the administration will communicate in writing to the student and parents the co-curricular disciplinary consequences that will be followed.
- E. To code violation witnesses:
  - 1. Any person (adult or peer) accusing a student of breaking any provision of the SMC Co-Curricular Code of Conduct must sign a statement that details the violation. This statement may be made available to the student, parent, and school official in charge upon request. The witness, if needed, must also be available for attendance at any subsequent conference where the violation will be discussed.
  - 2. Information concerning the violations will include the following:
    - Nature of the violation; place, date and approximate time of the violation
    - Circumstances pertinent to the violation
    - Name and signature of person reporting the violation

## 15. Additional Notes

- A. If a penalty cannot be completed in one season, the following will apply:
  - 1. If a suspension carries over from regular season to post-season, each post-season contest will count as one event toward the satisfying the suspension. However, per WIAA rules, if a student is ineligible for one post-season contest, he/she is ineligible for the remainder of the post-season.
  - 2. A student will serve the remaining portion of the suspension, or the entire suspension, during the next sport/activity in which he/she participates. The penalty will carry over from year to year until the suspension has been completely fulfilled.
  - 3. Athletes under code violation suspension for any portion of a season will not be eligible for any conference, regional, or state recognition for that season.
  - 4. Athletes under code violation suspension for any portion of a season will not be eligible for any team awards, including lettering.
  
- B. An athlete serving a suspension must be on that sport/activity's roster from the beginning of the season to its conclusion. No student serving a suspension may join a sport/activity already in progress or leave a sport/activity before the end of its season and consider his/her suspension fulfilled. The administration will notify coaches/activity directors when a suspended student is again eligible for competition.
  
- C. Coaches/activity directors in charge of an activity have the right to judge minor violations of team policy not covered by this code and assess appropriate penalties. The administration should be informed of such actions that result in suspension from competition.
  
- D. The consequences for code violations apply to students in all school-sponsored co-curricular activities. A student will serve consequences in activities they are involved in for a code violation.
  
- E. Students who have been suspended for code violations shall retain their acquired code status throughout their attendance at St. Mary Central High School.
  
- F. Any student who wishes to quit a co-curricular activity must adhere to the following guidelines:
  - 1. The student must contact the coach/advisor or athletic director privately to discuss issues/concerns.
  - 2. If it is determined that the participant is withdrawing from the co-curricular activity, there must be an exit interview with the appropriate co-curricular coach/staff member and the student.
  - 3. All equipment, uniforms, school props and materials must be returned to the school in good condition or the cost of the materials/equipment must be paid to the school.
  - 4. The decision to withdraw from the co-curricular activity is binding for the entire academic year.
  
- G. Failure to comply with these requirements will result in a 20% suspension of participation in the next co-curricular activity in which the student/athlete chooses to participate in at SMC. The administration retains the discretion to review the above consequences and ensure a student serves appropriate consequences. The student can be brought back into the co-curricular activity at the appropriate level upon approval by the administration.

## **16. The Appeal Process**

- A. The appeal of any disciplinary action shall be addressed at the lowest level possible. Appeal to the next level will not be considered unless the complaint has been addressed on the previous level.
- B. Level I  
Concerns shall be addressed to the administration as soon as possible after written notification occurs. A meeting shall take place between the parties and an attempt made to informally resolve the situation.
- C. Level II  
If no satisfactory resolution is reached at Level I, an appeal may be made to the TCCES president. The TCCES president shall review all documentation and records of meetings. Interviews with the parties involved may be conducted. A written decision by the President shall be presented to all parties involved, and that decision is final (TCCES Policy 5027).

