



Notre Dame Student-Athlete Handbook

PHILOSOPHY

Notre Dame Preparatory School and Marist Academy (NDPMA) is a Catholic, college prep school committed to academic excellence and the moral foundation of its students. The athletic program is intended to reinforce the aims and goals of the academic program and is an integral part of the educational system designed to promote the physical, moral, spiritual, emotional and social development of the individual student.

It is expected that every student-athlete conduct himself/herself in a proper manner at all times. **IT IS A PRIVILEGE TO WEAR A NOTRE DAME UNIFORM!** In all athletic situations, our student-athletes are representations of this institution, and should act in a manner fitting of this responsibility. Participation in any activity in the school or community that might cause discredit to Notre Dame will subject the student-athlete to suspension or dismissal from the team.

Participation in extracurricular competitive interscholastic athletics is a student's privilege, not a right, which can be removed at any time for failure to meet the standards and requirements of particular teams, leagues, and statewide organizations to which Notre Dame belongs. To earn this privilege, a student must accept responsibilities as determined and defined by the school administration and athletic department in cooperation with the Michigan High School Athletic Association (MHSAA).

ACADEMIC PHILOSOPHY

As academics are the primary reason our student-athletes are a part of our institution, parents, teachers and coaches are urged to consistently provide guidance and encouragement to student-athletes to continually improve their academic standing. The following eligibility requirements represent a minimum standard; it must be remembered that these are established to include a wide range of both potential and achievement and are not intended as final goals.

ACADEMIC REQUIREMENTS

The eligibility requirements of the MHSAA shall be followed. In addition, academic standing is reviewed by the administration at the conclusion of every six-week marking phase.

1. Any student with two (2) F's is ineligible for practice and competition until cleared by the administration. Students will meet with counselors to design overall-academic plans and commit to the plan in place for the student's academic recovery. After a six-week period of review, reinstatement may be considered at the discretion of the vice principal upon evidence of overall academic improvement.
2. Any student with three (3) D grades OR one (1) D grade and one (1) F grade may be withheld from competition if no progress is made within a two-week period (determined by administration). Students may continue to practice with the team. After a two-week period of review, reinstatement may be considered at the discretion of the vice principal upon evidence of academic improvement.
3. Any student with two (2) D grades or one (1) F grade will be required to meet with a counselor to design a plan for academic improvement. Student may be removed from practice and/or

competition at the discretion of the vice principal based on student's continued overall improvement.

4. In accordance with the MHSAA Handbook, pre-check or monitoring of grades prior to phase reports may or may not determine eligibility. *“Schools may implement a ‘pre-check’ or ‘monitoring’ of grades that precedes the actual formal current academic records check if this pre-check/monitoring process is distinguished by written school policy from the formal eligibility check.* An unsatisfactory formal eligibility check must result in a period of ineligibility as required by the MHSAA.

MHSAA ELIGIBILITY

1. Student-athletes must be registered students in good standing at Notre Dame.
2. Students who have attended or practiced with any other high school are subject to MHSAA rules and regulations regarding transfers. All student-athletes who have registered, participated in, or attended another high school athletic program must report to the athletic department for clearance before participating in any practice or scrimmage. Only student athletes who are eligible to compete are covered through the MHSAA Catastrophic Insurance Program.
3. Student-athletes should check with the athletic department before accepting any prizes, money, gift cards or gifts given to them for their appearance or participation in ANY athletic endeavor. Failure to do so may result in the student-athlete losing amateur status and eligibility in all sports sponsored by the MHSAA whether they compete in these sports on the high school level or not.

SCHOOL/PRACTICE ATTENDANCE

1. To participate in an athletic event or practice a student-athlete must attend school (regularly scheduled, academic classes) for a minimum of 5 FULL ACADEMIC CLASS PERIODS (3 FULL ACADEMIC CLASS PERIODS ON BLOCK DAYS) on the specific day of that event or practice. To participate in a weekend game/practice the student-athlete must follow the attendance requirements for Friday.
 - a. Special care should be taken on “alternative schedule” days to ensure the student-athlete attends 5 FULL academic class periods.
 - b. Allowances are made ONLY for funerals, some court appearances and unique college sponsored activities if permission is obtained from the administration PRIOR to the day in question. Uncharged school absences for reasons other than funerals, court appearances or unique college sponsored activities are NOT grounds for excused absences regarding practices and games, and the student-athlete will be ineligible to play. **NOTE:** A “unique college sponsored activity” is one in which the college/university is offering a “one-time” program or activity to a specified group of students on a given day. Student-athletes must present documentation indicating an invitation to attend this program/activity PRIOR to attending. The student-athlete will then be excused to attend that particular program/activity without penalty. Two-week advanced notice to the Athletic Director is required before permission MAY be granted for these events.
2. Any student-athlete who is either tardy for his/her first scheduled class or is absent on the day following a game, match or contest, may NOT participate in his/her next scheduled event (practice or game).

3. Any student-athlete who leaves school early may not return for any practice, scrimmage or contest. Athletes may not sit on the sidelines, watch in street clothes, or be a spectator when leaving school early.
4. A student-athlete who is absent from practice without permission from the coach may be suspended from the team. Vacation taken during the season is not an excused absence from practice. Student-athletes who are absent or tardy for practice are subject to the consequences set forth by the head coach.
5. Missing practice due to any disciplinary reason will be deemed an unexcused absence.
6. Student Council members, who are elected to represent the student body, are excused from practice during the once weekly (Wednesday) Student Council meetings until 4:00 p.m.
7. If a student-athlete misses school due to an athletic contest, it is his/her responsibility to find out what work he/she will be missing and make sure it is handed in on time. If he/she misses a test, he/she must schedule a makeup date with the teacher in advance.

CODE OF CONDUCT

Certain characteristics exemplify qualities considered desirable in student-athletes who represent NDPMA.

1. Student-athletes are to be positive leaders in observing all academic, attendance, and discipline policies as a duty to school, team, and self.
2. Student-athletes are expected to maintain a courteous manner, whether at NDPMA or other facilities. Respect for school officials, coaches, opponents, game officials, etc...must be evident at all times.
3. Any involvement in hazing or initiation will not be tolerated.
 - a. Hazing/initiation is any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or discomfort, physical or mental, directed against a student for the purpose of being initiated into a team.
 - b. Penalties for hazing may involve suspension or expulsion from the team or athletic program.
4. The language used by student-athletes, coaches, and parents will be appropriate at all times.
5. Student-athletes are responsible for good conduct while being transported to and from events. They are always to follow directions of the driver and coach.
6. Student-athletes are to practice and play fairly, giving complete effort in all circumstances for the good of the team.
7. Student-athletes are to accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.
8. **Student-athletes must travel to and from any sporting event with the team in transportation provided by the school. We discourage the practice of taking your athlete home from an event, but realize there are some occasions when this may be necessary. Student-athletes not returning with the team after an athletic event must have written permission from a parent/guardian submitted to the ice 24 business hours in advance. Students must then sign out directly with the coach. Student-athletes who drive themselves to athletic contests will be ineligible to participate.**
9. Student-athletes must dress in a neat and acceptable manner for all events.
 - a. The school code is in effect regarding minimum standards for proper dress/hair starting from first day of practice (August) until the final day of competition (May/June).
 - b. The head coach and athletic department will designate what is appropriate dress for athletic events.

- c. Student-athletes are allowed to wear team jerseys as designated by the head coach, over the NDP uniform. All dress code requirements are outlined in the student handbook and should be followed.
- d. Sweatshirts, warmups, hoodies, zip-ups, ¾ zips, etc. are NOT team jerseys and are not to be worn during school hours.
- e. Team collared shirts worn as part of the school uniform must be white or green with a small logo on the front of the shirt only.
- f. No tattoos, unusual body piercing or unnatural colored hair (i.e. purple, etc).
- g. Dressing for games/practices is permitted in the locker rooms only.

DISQUALIFICATION POLICY

Notre Dame Preparatory follows all MHSAA policies regarding disqualification from athletic contests. According to the MHSAA Handbook, “When a student is disqualified during a contest for flagrant or unsportsmanlike conduct, that student shall be withheld by his/her school for the remainder of that day of competition and for at least the next day of competition for that team.” There is a two-game suspension for the first disqualification in the sport of ice hockey. **Notre Dame adds an additional game/date to the MHSAA penalty and a second additional game/date if the disqualification comes at the end of the contest.**

CRITERIA FOR AWARDS

1. To receive a letter award, the athlete must complete the standards set forth by the head coach and athletic department for the specific sport in which they are participating.
2. All equipment issued in a student-athlete's name must be accounted for prior to the awarding of a varsity letter or certificate of participation, unless the student-athlete is still participating in that specific sport.
3. In the event of injury to a student-athlete before he/she had the opportunity to earn a varsity letter, the letter may be awarded as determined by the head coach and athletic department.

CRITERIA FOR ALLOWING AN ATHLETE TO PLAY AT A LEVEL OTHER THAN HIS/HER AGE GROUP FOR A TEAM SPORT

1. Decision is recommended by head coach after consultation with all coaches involved and athletic department.
2. Head coach will discuss the move with the student and parents/guardians of the student.
3. 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 criterion used in this decision. If the move involves a 9th grader advancing to the varsity level, a meeting may be requested to discuss the pros and cons of this decision.

DROPS/ADDS

When dropping from a team, an athlete must observe the following procedures or risk ineligibility for future sports:

1. Discuss the situation with the head coach.
2. Check in all equipment that was issued.

3. Pay all required fees.

If he/she wishes to change to another sport in that season, the athlete must:

1. Do so prior to the first scheduled contest of that season.
2. Receive permission from each of the coaches involved and the athletic department.

PHYSICAL EXAMINATIONS/CONCUSSION AWARENESS

1. Student-athletes **MUST** have a physical examination (on proper MHSAA form) from a doctor/nurse practitioner dated after April 15th of the previous school year. All required information and signatures must be on file in the athletic department **BEFORE** participation in ANY tryout, practice or competition.
2. Student-athletes and parents should stay current on concussion educational materials by observing concussion video and reading concussion educational documents. Free courses and material are available at NFHS.org.
3. Physical examination cards may be obtained from the athletic department or can be downloaded from the athletics page of the school web site. Completed forms must be turned in to the athletic office.

TRAINING RULES AND REGULATIONS COVERING STUDENT-ATHLETES

The following rules are meant to promote a healthy and moral way of life. Student-athletes who violate these rules, in or out of season (24/7, 365 days a year), may be denied the opportunity to remain as members of an athletic team.

- No smoking, chewing or other use of tobacco, marijuana or vaping products, including e-cigarettes, on or off NDPMA grounds.
- No use OR distribution of any illegal drug or medicine not prescribed to the user by a licensed physician on or off NDPMA grounds.
- No use of androgenic anabolic steroids or performance enhancing drugs (as defined by the NCAA).
- No fighting, brawling, swearing, using vulgarity on the field, before, during or after competition, or while traveling with the team.
- The possession, use, buying or selling of alcohol or marijuana is illegal for teenagers and is strictly prohibited for all student-athletes participating at NDPMA.
- Student athletes known to be where the illegal use of alcohol or other substances is present will be deemed guilty by association. If they stumble upon a situation where alcohol or drugs are present, they must leave immediately or risk penalty.

Consequences for violation of training rules:

- The school Code of Conduct emphasizes the importance of personal responsibility for honesty and integrity. Athletes who fail to be truthful in initial inquiries may incur increased penalties.
- If a student or student's parent/guardian voluntarily informs school administration of a violation, the disciplinary action may be reduced.
- In a first offense, after a confirmation of a violation by student, parent/guardian, or school official, the student will not be allowed to participate in athletics (after team selection) for a **MINIMUM OF 10 DAYS (must include dates of competitions) to a maximum penalty of 25% of the current season or subsequent sport season.**

- If any training rule is violated while a student-athlete is out of season (including the summer) the penalty will be incurred during the next athletic season (after team selection) in which the student-athlete participates.
- A second, similar violation of these rules may result in a complete suspension from all athletic participation for a period determined by the athletic department and the administration.

Conditions for reinstatement:

In addition to serving the above suspension/probation periods, the student-athlete may be subject to the following conditions:

- Participation in a school approved treatment program (at the expense of the student/parent/guardian)
- Future random testing (at the expense of the student/parent/guardian)
- Performing volunteer service at a school approved program related to the content of the training rule violated
- Determination by the administration that the student-athlete has fully cooperated

CHAIN OF COMMAND

Questions about any team or athletic policies should be addressed to the coach involved first, then to the head coach, and if the situation remains unresolved then to the Athletic Director.

** In addition to the above training rules, an athlete is expected to conduct himself/herself in a proper manner at all times. It is a privilege to wear a Notre Dame Prep uniform. If a student participates in any activity in the school or community that might cause discredit to Notre Dame Prep, he/she is subject to game suspensions or dismissal from the team. Participation in extracurricular competitive interscholastic athletics is a student's privilege, not a right, which can be removed at any time for failure to meet the standards and requirements of particular teams, school or school districts, leagues or conferences, and regional, statewide or national organizations to which Notre Dame Prep belongs.*

ACKNOWLEDGEMENT OF HANDBOOK

Acknowledgement of this handbook is implied when a student is registered at NDPMA.