



# ***Student - Parent Athletic Handbook***

*Philosophies, Standards, Rules, and Expectations Applicable to  
Participants in Colorado Springs School District 11  
Interscholastic Athletic Programs*

Colorado Springs School District 11  
District Athletic Office  
2020 Glenn Summer Rd  
Colorado Springs, CO 80909

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## **PURPOSE**

The purpose of this handbook is to acquaint athletes and parents/guardians of athletes to the athletic rules, regulations, and expectations of your sons and daughters so that you can better assist us in making them as successful as possible while participating in District #11 athletic programs.

### **Statement of Code of Ethics Colorado High School Activities Association Supported by Colorado Springs School District 11**

In order to be of maximum effectiveness in serving and fostering the education of the students so entrusted to us and in promoting and supplementing the regular curriculum, it is the duty of all concerned with our secondary athletic and activities programs to . . .

1. Cultivate an awareness that participation in athletics and activities is part of the total educational process and as such, the coach/advisor should neither seek nor expect academic privileges for the participants.
2. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play as they relate to the lifetime impact on the participants.
3. Develop a working awareness and understanding of all rules and guidelines governing competition, both in letter and intent.
4. Recognize that the purpose of athletics and activities is to promote the physical, mental, moral, social and emotional well-being of the individual participants.
5. Avoid any practice or technique which would endanger the present or future welfare or safety of any participant.
6. Adhere to policies which do not force or encourage students to specialize or restrict them from participation in a variety of activities.
7. Refuse to disparage an opponent, an official, an administrator or spectator in any aspect of the activity.
8. Strongly encourage the development of proper health habits: the non-use of chemicals, including alcohol, steroids, tobacco in any form and other mood-altering substances.
9. Exemplify proper self-control at all times, accepting adverse decisions without public display of emotion or dissatisfaction with the officials or judges.
10. Encourage all to judge the true success of the athletic and activities programs on the basis of the attitude of the participants and spectators, rather than on the basis of a win or loss.

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# **ATHLETIC PHILOSOPHY AND VALUES**

Colorado Springs School District 11 believes that a safe and dynamic athletic program is an integral part of the total educational process and is vital to the character and educational development of all student athletes. Colorado Springs School District 11 athletic programs provide a variety of experiences that aid in the development of favorable habits and attitudes in students that will prepare them for adult life, including physical development, coordination, a healthy self-concept, pride and good sportsmanship. Good sportsmanship practices have lifelong values. The athlete who acts fairly, who observes laws and customs, who treats others with consideration, and who takes adversity with dignity earns respect. Students in today's schools are tomorrow's community citizens, and as adults will demonstrate many of the attitudes they are now learning.

Colorado Springs School District 11 Interscholastic athletic programs are in compliance with the constitution and bylaws of the Colorado High School Activities Association and affiliated leagues.

Colorado Springs School District 11 does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, religion, creed, marital status, or disability in admission or access to, or treatment or employment in, its programs and activities.

## **Varsity**

Varsity-level programs are the most competitive of the athletic programs and, for that reason, include the most skilled and/or well-prepared student athletes. The student athlete earns the privilege to make the team. It is the coach's responsibility to field the most competitive team available; starting position and athlete playing time is at the coach's discretion.

## **Sub-Varsity**

Sub-varsity programs are focused toward the development of skills necessary for participation on the varsity level. The student athlete earns the privilege to make the sub-varsity team. The coach of any sub-varsity program shall emphasize development of areas needing improvement on an individual and team basis. The coach will be encouraged to play as many participants as possible.

## **Middle School**

The Middle School Athletic Program shall be an integral part of the total middle school educational program and seek to provide all students with an opportunity to explore a wide variety of activities at appropriate levels that will contribute to the student's physical, emotional, social, and intellectual development. For more information, please reference the D11 Middle School Athletic Handbook.

## **SPORTSMANSHIP**

As participants in School District 11 athletic program, stakeholders are expected to conduct themselves with the utmost integrity and sportsmanship. This includes, but is not limited to, respectful behavior toward all opposing team members, officials, and other adult support staff. The expectation is that all participants will be courteous, honest, and maintain the integrity of the sport.

### **The Coach:**

1. Treats own players and opponents with respect.
2. Inspires in the athletes a love for the game and the desire to compete fairly.
3. Is a good role model.
4. Disciplines those on the team who display unsportsmanlike behavior.
5. Respects the judgment and interpretation of the rules by the officials.
6. Knows he/she is a teacher and understands the athletic arena is a classroom and always remembers it is a privilege not a right to represent school and community.

### **The Parent/spectators:**

1. Remember that you are at a contest to support and cheer for your team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans.
2. Remember that school athletics are learning experiences for students and they may make mistakes. Praise student-athletes in their attempt to improve themselves as students, as athletes and as people as you would praise a student working in the classroom.
3. A ticket is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
4. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
5. Show respect for the opposing players, coaches, spectators and support groups. Treat them as you would treat a guest in your own home.
6. Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.
7. Recognize and show appreciation for an outstanding play by either team.
8. Refrain from the use of any controlled substances (alcohol, drugs, etc.) before and during games, and afterwards on or near the site of the event (i.e., tailgating).
9. Use only those cheers that support and uplift the teams involved.

10. Recognize and compliment the efforts of school and league administrators for their efforts in emphasizing the benefits of educational athletics and the rule of good SPORTING BEHAVIOR to the end.
11. Be a positive role model through your own actions and by censuring those around you at events whose behavior is unbecoming.

## The Player

1. Treats opponents with respect.
2. Plays hard, but plays within the rules.
3. Exercises self-control at all times, setting the example for others to follow.
4. Respects officials and accepts their decisions without gesture or argument.
5. Wins without boasting, loses without excuses and never quits.
6. Always remembers that it is a privilege to represent the school and community.

## GENERAL ATHLETIC EXPECTATIONS AND PROCEDURES

1. The safety of athletes is the number one priority. Participants must be aware that other athletes' physical safety is extremely important and avoid any type of aggressive action, which could lead to injury to another participant. Participants are also responsible to avoid any activity which could lead to injury when not being supervised by an assigned faculty member or coach.
2. Every student is encouraged to participate in as many different sports during each school year as possible. The students and their parents should determine the choice of sports.
3. Students are expected to report for sports at the beginning of each sport season as established by the Colorado High School Activities Association (CHSAA) and School District 11.
4. Team members of all sports are required to attend all scheduled practices and meetings during the established sports season. If circumstances arise whereby the student cannot attend a practice or meeting, the validity of the reason will be adjudged by the individual coach. In all cases, however, the coach must be notified, prior to the practice or meeting missed, by personal contact, phone call, or written statement from the parent or guardian.
5. The players who play in the games, matches, meets will be the ones who, in the coaches' judgment, will contribute to the team's success. In determining this, the coach will take into consideration:
  - ◇ Athletic eligibility.
  - ◇ Athletic ability/skill set.
  - ◇ Practice and meeting attendance during the week.
  - ◇ Performance during practice sessions.
  - ◇ An injury that would affect performance.
  - ◇ The athletes' attitude, coachability and "fit" with other team members.
6. Athletes can and will be dismissed from the program for behavior that is detrimental to the team.
7. In the event your son or daughter has an injury that takes an extended time to heal, they will still be expected to attend practices, meetings, and games even though they cannot actively participate.
8. If an athlete is eliminated from one sport, he/she is eligible to participate in another sport during that season at the discretion of the coaches. An athlete faced with this situation would be encouraged to go out for another sport unless eliminated because of disciplinary reasons or eligibility infractions.
9. Any student may drop out of a sport if it is done in the proper way.
  - ◇ The student must make the reasons known to the coach.
  - ◇ The athlete must return all equipment and clear all financial responsibility with the school.
  - ◇ If equipment/uniform is lost, not turned in, or damaged the athlete will be charged for the replacement of the equipment.

## **CONTROLLED SUBSTANCES, ALCOHOL and TOBACCO**

A student athlete's unlawful or otherwise improper use or possession of controlled substances, alcohol and/or tobacco reflects poorly on the student's school and team and sets a bad example for other students, regardless of when the use or possession occurs. In addition, a student athlete's use of controlled substances, alcohol and/or tobacco may adversely affect the student athlete's health, fitness and athletic performance and may result in injury, regardless of when the use occurs. Accordingly, students participating in any School District 11 interscholastic athletic program shall not, regardless of the quantity involved: (1) use or possess any beverage containing alcohol, (2) use or possess tobacco or tobacco products; (3) use or possess marijuana or marijuana paraphernalia; (4) use or possess any drug or drug paraphernalia; or (5) use or possess any controlled substance, including steroids, in any manner that is contrary to law or School District 11 policies and regulations.

The forgoing rules shall be in effect for School District 11 interscholastic athletes on a year-round basis, including weekends, summers, vacations and holidays, whether the student athlete is on or off School District 11 property and whether or not the student athlete is at the time participating in any school-sponsored activity or event.

The following consequences for violation of the rules concerning controlled substances, alcohol and tobacco are applicable to all School District 11 students in interscholastic athletics throughout the time they are enrolled in grades 9 through 12.

### **Consequence for First Violation**

Suspension from 30% of interscholastic competitions beginning in the season when the first violation occurs (including regular season and post season/playoff competitions) and continuing into any subsequent season of the same or a different sport if the full suspension cannot be served during the season when the first violation occurs. During all periods of their suspension, student athletes must participate in practices and otherwise remain in good standing with each team from which they are suspended in order to be eligible to return after their suspension.

### **Consequence for Second Violation**

Suspension from 50% of interscholastic competitions beginning in the season when the second violation occurs (including regular season and post season/playoff competitions) and continuing into any subsequent season of the same or a different sport if the full suspension cannot be served during the season when the second violation occurs. During all periods of their suspension, student athletes must participate in practices and otherwise remain in good standing with each team from which they are suspended in order to be eligible to return after their suspension.



## Consequence for Third Violation

Student athlete will lose the right to participate in all interscholastic athletics for the remainder of his/her high school career.

For clarification, listed below are the number of interscholastic competitions from which student athletes will be suspended for a first violation (30% of competitions) and a second violation (50% of competitions).

Sport	30%	50%		
Boys/Girls Cross Country	3	6		
Football	3	5		
Boys/Girls Golf	3	6		
Boys/Girls Soccer	5	8		
Softball	6	10		
Boys/Girls Tennis	4	6		
Volleyball	6	10		
Boys/Girls Basketball	6	10		
Boys/Girls Swim	3	6		
Wrestling (in match points)	9	15		
Baseball	6	10		
Boys/Girls Lacrosse	5	8		
Boys/Girls Track & Field	3	6		
Hockey	5	7		
Spirit/Poms/Dance	3	5 (Fall)	6	10 (Winter)

If the suspension carries over into a subsequent season of the same or a different sport, the student athlete must successfully complete that subsequent season in order to be considered as having served the full term of his/her suspension.

The foregoing rules concerning controlled substances, alcohol and tobacco, including the consequences for violation of those rules, are hereby incorporated into the coach's team rules for every sport at every school within the School District 11 interscholastic athletic program, and are uniformly applicable to all team members.

## **HAZING/BULLYING/HARASSING**

Hazing/Bullying/Harassing by School District 11 student athletes is strictly prohibited, Hazing/Bullying/Harrassing occurs when an act is committed against a student or a student is coerced into committing an act that creates a substantial risk of harm to the student or to any third party in order for the student to be initiated into or affiliated with any school group, club, athletics team, grade level, activity, or organization. Hazing/Bullying/Harassing includes but is not limited to:

- ◇ Any activity involving an unreasonable risk of physical harm, including paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body and participation in physically dangerous activities.
- ◇ Any activity involving consumption of alcohol, drugs, tobacco products, or any other food, liquid, or other substance that subjects the student to an unreasonable risk of physical harm.
- ◇ Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature.
- ◇ Any activity that subjects a student to an extreme and unreasonable level of embarrassment, shame, or humiliation or which creates a hostile, abusive, or intimidating environment for the student to include social media.
- ◇ Any activity involving any violation of federal, state, or local law, or any violation of School District 11 policies or regulations.

## ATHLETIC FEES

An athletic fee in accordance with the Board of Education will be charged for athletes in grades 6—12. The athletic fee, participation form, and sports physical, will be collected prior to participating in any practices or games.

Students who qualify under the Federal Free or Reduced-Price Meal Program must provide a copy of the approved letter to pay the discounted fee.

Athletic fees for athletes who are not enrolled in a School District 11 schools shall be 150% of the amounts otherwise specified. Non-district and home school students must register and pay their fee at the District 11 Athletic Office.

### Middle School athletic fees:

Full Fee: \$50.00; Reduced Lunch: \$33.00\*; Free Lunch: \$17.00\* Students not enrolled in D11 schools or Non District Fee: \$75.00

### High School athletic fees:

Hockey and Boys Lacrosse: Full Fee: \$200.00; Reduced Lunch: \$134.00\*; Free Lunch: \$66.00\* Non District Fee: \$300.00

Golf Boys and Girls: Full Fee: \$100.00; Reduced Lunch: \$67.00\* Free Lunch: \$33.00\* Non District Fee: \$150.00

All other sports: Full Fee: \$82.00; Reduced Lunch: \$55.00\*; Free Lunch: \$27.00\* Non District Fee: \$123.00

\*Full fees will be collected until proof of free or reduced lunch is submitted. The parent/guardian is responsible to provide proof of the student's qualification for "Free" or "Reduced" lunch program. A copy of the current school years National School Lunch Program approval letter from D11 Food Service must be brought to the business office at the same time you register for the sport your athlete will be participating in. A letter must be submitted each school year and the business office does not have access to this confidential information. Call 520-2924 if you need a copy of your letter.

## Refunding Fees

It will be the responsibility of the athlete to initiate the refund with the business office within ten (10) days after separation of team. The business office will have a refund form that will require the coach to sign off, to ensure that all equipment has been returned, and a copy of the check cleared from the bank before we start the refund process. Transfer of fees from one season to another is not permitted.

- ◇ Full refund - If cut by the coach or athlete voluntarily drops before first scheduled contest.
- ◇ Half refund—If injured prior to the mid-point of the competitive season and remains with the squad without participating.
- ◇ No refund— If cut as a result of disciplinary action or if athlete quits voluntarily after the first scheduled contest.

## ELIGIBILITY

High school (grades 9-12) interscholastic athletic eligibility is set by the Colorado High School Activities Association (CHSAA) and is as follows:

Plan A: During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 5.0 full units of credit per semester and must not be failing more than the equivalent of one full unit of credit. Eligibility shall be determined by regular eligibility check as specified at each school.

- ◇ No athlete may participate in any athletic event if he/she has not attended a minimum of 50% of a normal class schedule on the day of the event. Exceptions to this rule must be approved by a building administrator.
- ◇ Any athlete that wants to practice/play with any outside team of the same sport during the same season must fill out a CHSAA permission form in the high school athletic director's office.
- ◇ All incoming 9th grade athletes are automatically eligible for first semester athletics regardless of their grades from the 8th grade.
- ◇ A student is ineligible to enter interscholastic athletic competition if he/she reaches their 19th birthday prior to August 1.
- ◇ Under no condition may approval be granted for participation in more than four (4) seasons in a specific activity or if the student requires an exception to the consecutive or total semester rule.
- ◇ Any student who has attended more than eight semesters (in grades 9-12) is ineligible for high school athletics.
- ◇ A school may choose to have higher standards, but must, at a minimum, maintain the above policy.

A student may lose his/her eligibility for an extended period of time. The request for such action can be initiated by a coach or building athletic director. The student and parent shall be notified of the actions taken by a coach or administrator.

Grounds for suspension from participation shall be:

- ◇ Violation of school, team, and/or district training and participation responsibilities.
- ◇ Willful disobedience and/or defiance of proper authority (coaches, referees, or other school personnel).
- ◇ Destruction, defacement, or damage to school property.
- ◇ Behavior that is disruptive to the welfare, safety or morals of other students or the community at large.

No student shall represent his/her school in interscholastic athletics until there is 1) a statement of Student Eligibility on file with the superintendent or principal signed by his/her parent or legal guardian and 2) a signed physical form certifying that he/she has passed an adequate physical examination within the past year, noting that in the opinion of the examining physician, physician's assistant, nurse practitioner or a certified/registered chiropractor, that the student is physically fit to participate in high school athletics; that the student has the consent of his/her parents or legal guardian to participate; and 3) the parent and participant have read, understand and agree to the CHSAA guidelines and the District 11 Handbook for eligibility.

## TRANSFER RULE

“The CHSAA supports school choice in academic pursuits and encourages its student participants to enhance their academic achievement. In concert with this attitude, the Association’s philosophy addresses the establishment of a fair playing field for all students athletes.” The following rules apply to all School District 11 athletes.

- ◇ A student who transfers due to a bona fide move will always have full transfer eligibility.

*If your family makes a bona fide family move into a new attendance area during your high school career, then you would have full varsity eligibility at the high school that is within the attendance area of your new address.*

- ◇ An eighth graders first entry into a high school will result in full varsity eligibility.

- ◇ A student who has not participated in an interscholastic contest or scrimmage in a specific sport during the 12 calendar months preceding the date of transfer shall have full varsity eligibility at the receiving school in that specific sport at all levels of competition.

*I am a freshman, sophomore or junior and did not play any sports this past year. I decide to “school choice” outside of my home school area for next year. What loss of athletic eligibility will be the result of this action? None*

- ◇ A student who transfers during the summer without a bona fide family move will be ineligible for varsity competition in the first 50% of the maximum regular season contests allowed in any sport in which the student was a participant during the previous 12 months. The student may practice with the team and play at the sub-varsity level during this time.

*I am a freshman, sophomore, or junior and I have decided to transfer to another school over the summer. I played volleyball, basketball, and soccer for my current school. What loss of athletic eligibility will be the result of this action when I transfer to the new school?*

You will be ineligible for varsity competition in the first 50% of the maximum regular season contests allowed in volleyball, basketball, and soccer. You may practice with the team and play at the sub-varsity level during that time.

- ◇ Any student who transfers school after the beginning of the school year and has participated at the varsity level does not have varsity eligibility at the receiving school (except in a bona fide family move).

*I participated in cross country, swimming, and track at my old school. My parents decided to move to a new house in the middle of the school year and I will be attending the new school in my home school area. What athletic penalty will be the result of this action:*

None. You will have full varsity eligibility because of the bona fide move.

*I play football at school A. I played in an interscholastic contest (game) and then decided*

*that I would rather go to school B. What athletic penalty will be the result of this action?*

You will be ineligible for varsity competition in football for the remainder of that sports season. You can practice and play at the sub-varsity level. Additionally, you will be ineligible to play at the varsity level in any other sport that you played 12 months prior to the transfer.

*I am a volleyball, basketball, and track athlete at school A. After the volleyball season was completed and in the middle of basketball season, I decide to transfer to a school without a bona fide family move. What loss of athletic eligibility will be the result of this action?*

You will not be able to participate at the varsity level in either basketball or track. The next year, you will not be allowed to participate at the varsity level for the first 50% of the season in either volleyball or basketball. However, you will be able to participate at the varsity level in track that year.

- ◇ If a student attends a school that does not offer a program in which the student wishes to participate, the student may participate in a program at another school in School District 11; however this student must participate at the same school during all their high school participation in that sport, or they will lose 50% of varsity competition. This rule applies to charter, private, out-of-district, or home-schooled students.

To review the CHSAA Transfer Rule in its entirety, see [www.chsaa.org](http://www.chsaa.org) or contact our building athletic director. Current CHSAA By-Laws will always take precedence.

## GENERAL LETTERING GUIDELINES

- ◇ Award winners must have conformed to the eligibility rules of CHSAA and School District #11.
- ◇ Award winners must attend practices and contests to the satisfaction of the coach.
- ◇ Award winners must maintain academic eligibility to the satisfaction of the coach.
- ◇ Award winners must have returned all loaned equipment and have no outstanding obligations for fees or lost equipment.
- ◇ An injured athlete who is not able to participate may receive an award by a recommendation from the coach or athletic director.
- ◇ Specific award requirements for a letter are:
  - Baseball - Play in half of all the total varsity innings. Pitchers must pitch in 18 varsity innings.
  - Basketball - Play in half of the total varsity quarters.
  - Cross-Country - Run in half of the total varsity meets.
  - Football - Play in half of the total varsity quarters.
  - Golf - Play in half of the total varsity matches.
  - Gymnastics - Compete in half of the total varsity meets.
  - Hockey - Play in half of the total varsity periods.
  - Lacrosse - Play in half of the total varsity periods.
  - Soccer - Play in half of the total varsity halves.
  - Softball - Play in half of the total varsity innings.
  - Spirit - Minimum requirements: compete at the JV level in one season, earn numerals and at the end of three seasons, receives a letter. Compete at the varsity level for one season, earn letter. Individual high schools may have additional requirements.
  - Swim - Compete in half of the total varsity meets. Swimmers must score 15 points; divers must score 9 points.
  - Tennis - Play in half of the total varsity matches.
  - Track & Field - Compete in half of the total varsity meets and must score 15 points.
  - Volleyball - Participate in half of the total varsity games.
  - Wrestling - Compete in half of the total varsity matches and must score 9 points.
- ◇ Athletes may earn a letter after successfully completing four(4) sport seasons in one sport. \*
- ◇ Athletes may earn a letter without an emblem after successfully completing six (6) sport seasons in various sports. \*



- ◇ Any athlete who quits or is dropped from the squad automatically forfeits any possibility of earning an award.
  - ◇ An award will not be awarded if the Athletic Director feels the athlete has not justifiably earned an award even though the athlete has met the specific requirements
  - ◇ The Athletic Director must approve all awards.
  - ◇ A manager may earn a letter on the second and each succeeding year that he/she serves as a manager. In an outstanding case, a letter may be awarded for the first year.
  - ◇ All team members of any team that wins a state championship shall be awarded a letter.
- \*Students transferring from other schools may count sport seasons completed in the school they transferred from if approved by the athletic director.

## AWARD RESTRICTIONS

Only award winners will be permitted to buy official award jackets. The official description of letter jackets for each high school is listed below.

- ◇ Coronado: For female athletes, the jacket has a scarlet body with scarlet sleeves, gold/scarlet trim and scarlet sailor collar with white/gold/white braid. For male athletes, the jacket has a scarlet body with gold sleeves (vinyl or leather) and gold/scarlet trim.
- ◇ Doherty: Unisex jacket consisting of a navy blue body with green sleeves. The sleeve has a band of navy/white/green striped cuff.
- ◇ Mitchell: Navy blue body with navy blue leather sleeves. The cuffs (wristband and collar) are navy blue stripes with white border on orange.
- ◇ Palmer: Brown body with brown leather sleeves for boys and brown body and brown sleeves (same as body) for girls. Both jackets have brown and white striped knit collar and wristband.

Only official apparel such as letters, emblems, and patches that have been earned shall be worn on the award jacket.

## AWARDS

- ◇ Numerals may be awarded to athletes who meet the requirements.
- ◇ Letters will be awarded to athletes who meet the requirements.
- ◇ Varsity captains shall be awarded a star emblem to be placed on their letter.
- ◇ Service bars will be awarded each time an athlete letters in a specific sport. The bars are to be displayed on the letter.
- ◇ Patches may be purchased by letter winners of league, district, regional and state championships.
- ◇ The letter shall be worn or placed on the jacket on the left side where a breast pocket would be located. The numerals shall be placed on the right side over the pocket.
- ◇ An award may be purchased to replace a worn or lost award.

## COMMUNICATING CONCERNS and COMPLAINTS

### Communication Procedure:

- ◇ Player / Parent / Other
- ◇ Assistant Coach
- ◇ Head Coach
- ◇ Building Athletic Director
- ◇ Principal
- ◇ District Athletic Director
- ◇ Assist. Superintendent of School Services or Designee

The following procedure will be used for all concerns and complaints:

### Initial Communication

A student athlete, parent, guardian, coach, or a member of the public with a concern or complaint should first try to resolve the matter directly and informally with the individual(s) concerned. This may be done either verbally or in writing to the individual(s) involved.

### Review

If the matter cannot be resolved informally at the initial level, the complainant should submit a written statement describing his/her concerns in a clear, specific and detailed manner to the building athletic director. The building athletic director shall review the steps taken to resolve the complaint informally up to that point, investigate the facts (including obtaining relevant information through interviews of persons having knowledge of the matter), and either facilitate a mutually acceptable resolution of the problem (including, where appropriate, arranging a face-to-face meeting of the parties) or otherwise render a decision on the matter. Any resolution or decision shall be arrived at as soon as the circumstances reasonably permit and shall be communicated in writing to all parties of the dispute (with a copy to the building principal). If the building athletic director has not resolved or decided the matter to the satisfaction of one or more parties of the dispute, any dissatisfied party may submit a written statement to the building principal stating the basis of their dissatisfaction. The building principal shall review all the building athletic director's documentation, conduct any additional investigation he or she deems necessary, and either facilitate a mutually acceptable resolution of the problem or otherwise render a decision on the matter. Any resolution or decision shall be arrived at as soon as the circumstances reasonably permit, and shall be communicated in writing to all parties of the dispute.

### Appeal

If the complainant feels the issue has still not been resolved, he/she may submit a written appeal in a timely manner to the District athletic director. If the complainant feels the issue has still not been resolved, he/she may submit a written appeal in a timely matter to the Assistant Superintendent of School Services or designee.