



Mason City Schools Athletic Code of Conduct

Comet Culture

Comet Culture isn't something we just talk about at Mason City Schools. Comet Culture is not just a poster on a wall - it is what we believe, how we behave, and the experience our behavior creates for others. Our student athletes have an important role to play in shaping Comet Culture. We are proud of the way that our Comet athletes demonstrate solid character, grow as leaders, and excel in their academic pursuits. They are hungry for success on and off the field. They intentionally give back by using their time and talent to serve the Mason community and beyond.

Our coaches have a passion to see our student athletes grow in their leadership development, teamwork and ability to OWN THE MOMENT. When we engage in behaviors that align with Comet Culture, we create a culture where our student athletes model what it means to Own the Moment on and off the field, court, track, etc. Living our Comet Culture values allows us to be better today than yesterday, and better tomorrow than today.

Mason City Schools Beliefs, Behaviors & Experiences (BBE)		
BELIEFS	BEHAVIORS	EXPERIENCES
 OWN THE MOMENT	<ul style="list-style-type: none"> • Do the right thing, especially when it's hard. • Take responsibility for your actions. • Embrace new challenges and find your passion in learning. 	<i>Better today than yesterday, better tomorrow than today</i>

Part of owning the moment means being responsible for your own 20 square feet. We use 20 square feet as a metaphor that expresses the reality that everyone has a sphere of ownership - a responsibility for their personal actions. Each of us is responsible for building out part of the Comet

Culture strategy through our words and actions. The way we behave and manage our 20 square feet will have a profound impact on our Comet Culture. We each have a personal responsibility to live Comet Culture and to encourage others to do the same.



We have a simple formula that is often referred to as the 'R-Factor.'

[E]vent + [R]esponse = [O]utcome

E+R=O

We will continually be faced with various **events** on a daily basis - some bigger than others. We can ONLY control our **response** to the event. The better responses that we choose can lead to better **outcomes**. When we choose responses that are closely aligned with Comet Culture values, then we will hopefully create better outcomes for all.



R-FACTOR

[E]vent+[R]esponse=[O]utcome

Our coaches invest, instruct and inspire our student athletes to dream big and always pursue excellence in their current and future endeavors. Our coaching staff will continue to strive to create a culture that helps our student athletes to become the best version of themselves as representatives of Mason City Schools proudly wearing the green and white. Go Comets!

Mason's Commitment to Student Safety and Wellbeing

Comet Culture doesn't just apply to student athletes. All Mason City Schools Athletics Department personnel are also Comet Culture ambassadors. Our athletic programs are intended to protect and enhance the physical and mental well-being of student-athletes. As an athlete, you should know:

- **Playing with a serious injury is not aligned with Comet Culture.** The coaching staff has been trained to work with our health care professionals to recognize unsafe situations that would jeopardize the health and wellness of our students athletes. Recognizing head injuries and concussions is just one example of how our coaching staff is trained and prepared to protect your physical health as a student athlete.
- **Your Mental Health Matters and is an important part of Your Story.** Athletes face the same mental health challenges that other people do, and can also feel extra pressures about performing on the team. If you feel anxious or depressed, you should know that you are not alone, and that there is help. Please reach out to your coach, a school counselor, a member of our district's Mental Wellness Team, or use the [Safe Schools Tipline](#) to get connected to support.
- **See Something, Say Something.** If an athlete believes that an action by another athlete, trainer, coach or Athletics Department staff member is discriminating against or harassing them, they are encouraged to report the conduct to a High School Administrator, Athletic Director, MCS HR Talent Officer, or use the [Safe Schools Tipline](#). If an athlete believes a student, staff, or faculty member is engaging in prohibited sexual or related misconduct they are encouraged to make a report to the MCS HR Talent Officer, or use the [Safe Schools Tipline](#).

Athletic Program Expectations

Participation in Mason athletics is a privilege extended to all students who meet the eligibility requirements and not a right. The Athletic Code of Conduct is in effect for student athletes 24 hours per day, 7 days per week, 365 days per year. All student athletes are expected to follow the Mason City Schools Student Code of Conduct and this Athletic Code of Conduct. Since this is a 24/7 365 code of conduct, the consequences will carry over to the next season and/or into the next school year depending on the timing of the infraction. For example, if a student athlete violates the expectations in this code of conduct, the consequences may carry over into a future season depending on the time of the infraction. For example, if a student athlete is a freshman and they violate the code of conduct, they may lose the opportunity to hold a leadership position on any team, like a captain, for the rest of the student athlete's school career depending on the nature of the infraction and the context of the situation.

Expectation 1: Comet Culture Citizenship

Student athletes are representatives of Mason City Schools, they are ambassadors of Comet Culture and shall conduct themselves with dignity and integrity at all times. Athletes are expected to help promote and maintain a safe and inclusive environment by not engaging in, promoting, or perpetuating harassment, bullying, or bias behaviors through physical, digital, verbal, written or video means. Any behavior that could dishonor the student athlete, the team, or the Mason City Schools community will not be tolerated. Such behavior includes, but is not limited to, cheating, dishonesty, harassment, sexual misconduct, intentional acts of bias, intimidation or bullying, hazing, theft, vandalism, unsportsmanlike conduct, disrespect, and/or violations that occur in the public domain or may have pending legal action. Citizenship violations may also include any violation of the Student Code of Conduct and/or any violation of the team rules established by a coach.

Expectation 2: Zero tolerance for the Sale, Possession, Use, Concealment, Transfer or Delivery of Tobacco

Student athletes are representatives of Mason City Schools. They are ambassadors of Comet Culture and shall conduct themselves in alignment with Board Policy JFCG. Athletes are expected to help promote and maintain a safe and inclusive environment by not engaging in, promoting, or participating in the sale, possession, use, concealment, transfer or delivery of tobacco. Policy JFCG defines “tobacco” as any product made or derived from tobacco or containing any form of nicotine, if it is intended for human consumption or is likely to be consumed, whether smoked or vaped, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means including but not limited to: any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic smoking devices, vapor products, any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.

Expectation 3: Zero tolerance for the Possession, Use, Concealment of, or Under the Influence of Drugs/Alcohol or Buying, Using, or Possessing any Drug or Alcoholic Paraphernalia to Include Instruments, Objects, Papers, Pipes, Containers, etc.

Student athletes are representatives of Mason City Schools. They are ambassadors of Comet Culture and shall conduct themselves in alignment with Administrative Guidelines JFCH-AG/JFCI-AG. Athletes are expected to help promote and maintain a safe and inclusive environment by not engaging in, promoting, or participating in the possession, use, concealment of, or under the Influence of drugs/alcohol or buying, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.

This expectation applies, but is not limited, to the use, transferring, concealment of, or being under the influence of drugs/alcohol/noncontrolled substances which are represented to be a controlled substance or are unpackaged in a manner normally used for illegal delivery of a controlled substance. This does not apply to possession or proper use of prescription drugs under a doctor's care. Proper school regulation procedures must be followed.

Expectation 4: Presence and Proximity of the Illegal Use of Alcohol, Drugs or Tobacco

In the event a student athlete is in the presence and proximity of other students illegally using alcohol, drugs or tobacco, they must remove themselves from the environment as quickly and as close to *immediately* as possible. If the student is not able to provide their own immediate safe transportation to exit the situation, there will be a 20 minute grace period extended for students to quickly secure a safe exit - including transportation away from the situation. It is the student athletes responsibility to document their evidence of effort to exit the situation as quickly as possible. Evidence of effort is clear evidence of an honest effort to exit the unsafe situation. One example of this evidence may be documentation of a time-stamped phone call home to parents/guardian to secure a safe ride.

If the student athlete is unable to secure a safe exit plan within the 20 minute grace period, then the student athlete must have clear and compelling evidence supporting why the 20 minute standard was not met. They are also responsible for providing clear and compelling evidence that appropriate measures were being made to remove themselves from the environment. This evidence of effort must clearly demonstrate that the student athlete was making an honest effort to honor the 20 minute standard to remove themselves once they were aware of the illegal activity. The main goal of expectation 4 is that our student athletes are *owning the moment* by *doing the right thing especially when it is hard*. This expectation is in alignment with our Comet Culture guide.

Example of evidence of effort:

One example of *evidence of effort* could be a time-stamped text thread between the student athlete and guardian clearly identifying the need to exit the situation to avoid unsafe behavior in the spirit of honoring the code of conduct and the expectation we have for all of our student athletes. This is only one example of what it may look like to demonstrate the *evidence of effort* to

leave the environment as quickly as possible. Such environments include, but are not limited to, house parties, personal vehicles, small and large group gatherings, etc.

Expectations 1-4 Violation Consequences

First Offense

1. 10% loss of participation (including contest, competitions, and performances) ; however, a coach may allow the student athlete to continue participation in practice only
2. Loss of formal leadership role (team/division captain etc.) for one year
3. Complete and sign the First Offense E+R=O reflection and commitment form
- 4.. The student athlete and parent/guardian will both sign off on the E+R=O reflection
5. Complete any additional rehabilitation programming the coach or athletic director may require
6. Parent/Guardian conference with coach, athletic director and or administrator as needed

If the violation involves the use of and or the association / support of the use of drugs, alcohol, tobacco, vapes, etc., the following steps shall be considered by the school principal and athletic director in order to determine additional steps of support for the student athlete.

7. Required drug and alcohol assessment
8. Required participation in a school approved drug/alcohol abstinence program and any additional rehabilitation programming the coach, athletic director or administrator may require

Second Offense

1. 50% loss of participation (including contest, competitions, and performances) ; however, a coach may allow the student athlete to continue participation in practice only

2. Ineligible for awards
3. Permanent loss of formal leadership role (team/division captain etc.)
4. Complete and sign the Second Offense E+R=O reflection and commitment form
5. The student athlete and parent/guardian will both sign off on the E+R=O reflection
6. Complete any additional rehabilitation programming the coach or athletic director may require
7. Parent/Guardian conference with coach, athletic director and or administrator as needed

If the violation involves the use of and or the association / support of the use of drugs, alcohol, tobacco, vapes, etc., the following steps shall be considered by the school principal and athletic director in order to determine additional steps of support for the student athlete.

8. Required drug and alcohol assessment
9. Required participation in a school approved drug/alcohol abstinence program and any additional rehabilitation programming the coach, athletic director or administrator may require

Third Offense

1. Permanent loss of the privilege to participate in extracurricular activities

If the violation involves the use of and or the association / support of the use of drugs, alcohol, tobacco, vapes, etc., the following steps shall be considered by the school principal and athletic director in order to determine additional steps of support for the student athlete.

2. Required drug and alcohol assessment
3. Required participation in a school approved drug/alcohol abstinence program and any additional rehabilitation programming the coach, athletic director or administrator may require

Voluntary Self Referral

Any student athlete who willingly seeks help for a first time violation of expectations 1-4 may use a voluntary self referral one time in his or her middle school career and one time in his or her high school career. All voluntary self referrals must be brought directly to a building principal, athletic director or district administrator. The voluntary self referral may not be concurrent with police reports, court charges, coach, staff, other participants, or adult (other than parent/guardian) referrals. A voluntary self referral must occur before an investigation by the police, school and or team begins or within 24 hours of the event, whichever is earlier. A voluntary self referral should be made in person; however, if this is not possible, an electronic written communication will be acceptable.

All information shared as part of a voluntary self referrals will be kept in the strictest confidence. The only time this information would be used is for a pending legal investigation or for matters of student safety. The student athlete and guardians are expected to honor this confidence and maintain a serious approach to this intervention process. Any action that is deemed not in good faith will result in the loss of the voluntary self referral option and immediate implementation of the next steps in the disciplinary process. Again, voluntary self referrals will not be used in disciplinary matters unless there is a pending legal investigation or student safety. The spirit of a voluntary self referral is to provide a safe way for a student athlete to communicate a mistake or potential violation safely to an administrator prior to the investigation into a violation. Therefore, a voluntary self referral is only valid when it occurs prior to the student athlete being named as a participating party in the violation of the expectation listed above in this code of conduct.

The spirit of the self referral is to encourage student athletes to own the moment by doing the right thing especially when it is hard. This is a student athlete's opportunity to seek information, guidance, counseling, support, etc. This expectation is in alignment with our Comet Culture guide.

Voluntary self referrals will not carry violation consequences on the first offense only.

1. No loss of participation
2. In alignment with our Culture Guide, the student athlete will complete an E+R=O reflection (Event + Response = Outcome)
3. The student athlete and parent/guardian will both sign off on the E+R=O reflection
4. Parent/Guardian conference with coach, athletic director and or administrator as needed

If the violation involves the use of and or the association / support of the use of drugs, alcohol, tobacco, vapes, etc., the following steps shall be considered by the school principal and athletic director in order to determine additional steps of support for the student athlete.

5. Required drug and alcohol assessment
6. Required participation in a school approved drug/alcohol abstinence program and any additional rehabilitation programming the coach, athletic director or administrator may require in order to waive the original consequences

Loss of participation (including contest, competitions, and performances)

Participation loss may carry over to the student athlete's next season/school year to fully reach the percent of contests lost. The number of competitions missed will be determined by the percentage of the maximum number of regular season contests allowed by OHSAA in each sport (that number will be rounded down if needed).

Reinstatement and Serving Loss of Participation Suspension Over Multiple Seasons

A student athlete seeking reinstatement after the mandated loss of participation in competitions must have served the full loss of privilege within the current season or the next athletic season that they choose to pursue. The student athlete must also complete all requirements of the school

approved drug/alcohol abstinence program and any/or other additional rehabilitation programming issued by the Coach, Athletic Director and or Administrator during the period in which participation has been denied.

If the student athlete does not complete the requirements, the student athlete may be permanently removed from athletic activities. If a student athlete is unable to serve the full loss of participation required during the current season or post season, the suspension will carry over to the next sport the student chooses to pursue. If the suspension carries over to the next sport/season and the student quits the sport as soon as the suspension is completed before that current season is complete, the suspension will carry over in full to the next athletic season that the student athlete chooses to pursue. This is to address the concern of a student athlete using an off season sport for the sole purpose of serving the consequence for their violation of the expectation listed above in this code of conduct.

Permanent Loss of the Privilege to Participate in Athletic Activities

If the investigation determines that the violation warrants a permanent loss of privilege to participate, this loss of privilege is for the remainder of the student's middle school or high school career eligibility depending on when this level violation / discipline occurs.

Expectation 5: Zero tolerance for the Sale, Transfer or Delivery of Drugs/Alcohol

Student athletes are representatives of Mason City Schools. They are ambassadors of Comet Culture and shall conduct themselves in alignment with Administrative Guidelines JFCH-AG/JFCI-AG. Athletes are expected to help promote and maintain a safe and inclusive environment by not engaging in, promoting, or participating in the sale, transfer or delivery of drugs/alcohol. If there is evidence that a student athlete is participating in the sale, transfer, or delivery of drugs and alcohol, the student athlete is acting in direct violation of this expectation.

First Offense

1. Loss of the privilege to participate for one calendar year.
2. Violations reported to the police.
3. Permanent loss of formal leadership position. (team captain etc.)
4. Ineligible for awards.
5. Required participation in Intervention and Assistance Program.
6. Mandatory assessment.

Second Offense

1. Permanent loss of the privilege to participate in athletic activities.
2. Violations reported to the police.
3. Mandatory assessment.

Disciplinary Investigation Notification Process

The building administrator/athletic department administrator or designee shall notify the student athlete and the student athlete's parent(s)/guardian(s) of any alleged violation and give the student athlete an opportunity to respond or otherwise explain his or her actions. The building administrator/ athletic department administrator or designee will investigate the alleged violation and use the preponderance of evidence to decide on the appropriate consequences. The administrator shall determine and communicate the appropriate consequences to the student athlete and the student athlete's parent(s)/guardian(s) as soon as reasonably possible after investigating the alleged violation. The timing of the consequences will be determined based on the specific circumstances of the investigation as it pertains to the specific student athlete.

The standard used to determine whether a student athlete has violated the Athletic Code of Conduct will be the preponderance of evidence standard. The administrator will determine whether it is more likely than not that the student athlete has violated the Code of conduct. Student athletes prohibited from participation in all or part of any activity are not entitled to further notice, hearing, or appeal rights.

Right to Appeal Consequences

When a student is being considered for suspension or denial from participation from a team by the building administrator, athletic department administrator, district administrator, coach or designee:

- The student will be informed of the potential suspension or denial of participation and the reasons for the proposed action. The student may be afforded an opportunity for an informal hearing to challenge the reason for the intended suspension or denial of participation and to explain his/her actions. An attempt will be made to notify parents or guardians by telephone if a suspension or denial of participation is issued.
- Suspensions may be appealed to the building principal. The appeal needs to be submitted to the building principal in writing within 48 hours from the time that the consequence is officially communicated to the student athlete and/or student athlete's parent(s)/guardian(s). The written appeal must state the desire to schedule an appeal meeting, clearly communicated how the suspension or denial of participation is not in line with the actions and or how the violation of the expectation was misunderstood.
- The building principal will schedule an appeal hearing as soon as possible within 5 business days of receiving the appeal unless the context of the violation limits the ability for this to happen.
- Depending on the context of the violation the building principal may work with the Athletic Department Administrator and/or coach to grant the student athlete permission to practice with the team but may not participate during an appeal in any official contest at all levels of competition pending the outcome of the hearing conducted by the principal. The decision of the principal is final.
- Student athletes will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights depending on the findings of the investigation.

Consequence and Accountability Period

Violations of the 5 expectations above are cumulative. A subsequent violation of the Code will progress a student athlete to the next disciplinary level (offense). For the purpose of accumulating violations of the Code, there shall be two (2) separate periods of academic life:

- A. Middle School - Grades 7 through 8, and
- B. High School - Grades 9 through 12

Program Accountability and Shared Responsibility

The first period will begin on August 1 of the student athlete 's 7th grade year and will end the last official school day for grade 8; the second period will begin at the end of the first period and will end the last official school date for grade 12. Within each of these two (2) separate periods of academic life, violations of the Code shall be cumulative. If a student athlete violates any of the 5 rules listed above during the transition period of time between their 8th grade year and their 9th grade year of participation, the athletic director, principal or superintendent or designee may apply the disciplinary process spelled out in this document.

All violations of the 5 expectations above will be discussed during the end of the season coaches review with the athletic director. The main goal for this step is to ensure awareness and collaborative support as needed. If the athletic director, principal or superintendent observes a pattern of concern, this will encourage additional recommendations, additional support and allocation of resources, requirements, and or a potential improvement plan designed to support the growth of the program and leadership. If an ongoing yearly pattern of concern continues, this could lead to further administrator intervention, program improvement plans, or potentially a change in program leadership.

Additional Athletic Program Information

Academic Eligibility Rules

Academic eligibility requires that high school students (grades 9-12) must pass a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period. To determine credit equivalency, multiply full-year courses by a factor of 1; semester courses by a factor of 2; twelve-week courses by a factor of 3; and nine-week courses by a factor of 4.

A high school student enrolled in the first grading period following eighth grade must have passed a minimum of five credit hours that took place during their last grading period in eighth grade. It should be noted that dropping a class may result in losing your academic eligibility. It is always best to check with your principal or an athletic director to make sure that you remain eligible before you make any changes in your schedule.

Mason City School students must achieve a 1.51 grade-point average on course work taken the preceding grading period in order to maintain their athletic eligibility for the next grading period. Grade-point averages will be checked at each interim reporting period (fourth and eighth week of each grading period). If a student's G.P.A. is below the 1.51 requirement at the interim reporting time in courses in which the student is currently enrolled, they will be ineligible during the upcoming interim period. The student may have this ineligibility waived by petitioning the principal for a probationary period and establishing an academic intervention plan for the upcoming interim period. If, however, at the end of the next interim reporting period the student's G.P.A. has not met the required standard, the student will be declared academically ineligible for the next four weeks of the academic calendar. The student shall remain academically ineligible until the G.P.A. requirement is met.

Students receiving a failing grade in any course at the time interim reports are distributed must follow the same procedure as previously outlined in this section to establish an academic intervention plan. Failure to develop and follow an intervention plan will result in denial of participation in the student's respective activity.

Attendance

Since participation is a very important part of any activity, student athletes will be expected to participate in team meetings, practices and competitions according to the coach's attendance policy. If it is necessary to be absent at any time, student athletes will be expected to notify the coach. In order to be eligible to participate in a co-curricular event or practice, a student must be at school the entire day of the event or practice. Exceptions to the rule are only for doctor and dentist appointments (REQUIRING one day advance notice), or at the discretion of the Assistant Principal who oversees attendance.

Documentation of the doctor or dentist appointment needs to be submitted to the attendance office the day after the absence. An entire day of school consists of attending all scheduled classes. Please refer to your school handbook for details about how to submit absences.

Coaches will work with students and parents to address concerns or penalties for attendance violations. There shall be no penalty, including playing time decisions, imposed on student athletes who are absent while observing a religious holiday. Planned absences need to be communicated to the coach in advance well before the tryouts for the season begin allowing the coach the opportunity to work with the family on a possibly alternate option. If the religious holiday stretches over multiple days of the team tryouts, the coach will work with the building administrator/athletic department administrator on an alternative option. If a student athlete needs to be absent during the season for other reasons, the student athlete and parents will need to work directly with the coach.

Equipment

Student athletes are responsible for all equipment issued. Student athletes will be given a two-week time period to turn in all equipment. After the two-week time period, the replacement cost of the equipment will be charged to the student athlete. A student athlete or parent must pay for the replacement of any lost, stolen, or damaged item issued, according to the current replacement cost. If restitution is not made, the student athlete will not be allowed to practice and participate in any other athletic activity until the obligation is met. A student athlete may not receive an award or attend a banquet until all equipment has been returned. Consistent with Board Policy JN, grades and credits are not made available to any student, graduate or to anyone requesting the same on his/her behalf until all fees and fines for that student have been paid in full, except where required by State law. Participation in extracurricular field trips will not be permitted unless payment has been received. Students will be prohibited from participating in commencement exercises unless payment has been received.

Pay to Participate Plan

Students participating in interscholastic athletics, grades 7-12, will be participating under a "Pay to Participate" plan.

MHS participation fee is \$180 per sport, per season, with no family cap. MMS participation fee is \$120 per sport, per season, with no family cap.

At the completion of all team rosters, student athletes will be responsible for the payment of the assigned participation fee on a scheduled date designated by the school for each activity.

No student athlete who desires to participate in an interscholastic activity and who follows the defined rules and regulations, shall be denied the opportunity to participate for financial reasons. In the case of financial hardship, a payment option may be arranged through the athletic



administrator of the respective building. This request would be treated with the utmost confidentiality and serve as a request for financial assistance. All questions regarding the Pay to Participate Plan may be directed to the Athletic Office.

Students not meeting the payment period deadline date as scheduled above will be denied participation in the interscholastic athletic program.

Refunds will not be given after the payment deadline date.

Additionally, refunds will not be given for the following reasons:

- A student quits an activity;
- A student is dismissed from an activity based on the coaches or administrators discretion;
- or
- A student becomes academically ineligible during the course of the activity.

Special circumstances that prohibit an individual from participating will be reviewed by the Athletic Director for a possible refund on an individual basis.

High School and Middle School Fees must be paid separately.

High School Payments

- Coaches do not collect \$\$
- Families pay through EZPay at <https://www.spsezpay.com/Mason/login.aspx> or can send a check made payable to "MCS Athletics" to the attention of Lauri Brown at MHS.
- All questions regarding the Pay to Participate Plan may be directed to Laurie Brown, brownl@masonohioschools.com or 513-398 5025 #30110

Middle School Payments

- Coaches do not collect \$\$
- Families pay through EZPay at <https://www.spsezpay.com/Mason/login.aspx> or can send a check made payable to “MCS Athletics” to the attention of Michelle Lienemann at MMS.
- All questions regarding the Pay to Participate Plan may be directed to Michelle Lienemann at lienemannm@masonohioschools.com or 513-398-9035 x40001

Quitting a Team

When a student athlete quits a team before the conclusion of the season, the student athlete must obtain written permission from that coach before rejoining the sport in which they quit. The goal of this process is to make sure that the student athlete, parents, and coach have the opportunity to discuss team expectations before the student athlete or the coach makes a formal commitment to rejoin the team.

Transportation

All student athletes are required to ride district transportation to and from all games or events. The only exception is advance written permission in alignment with the team expectation, received from the parent in person, for the student athlete to be released to his/her legal guardian. No student athlete is permitted to drive. Student athletes are expected to exemplify good manners while traveling with the group. This includes all bus conduct in accordance with district policies and procedures and state codes of transportation. The principal or designee must approve any other exceptions to this procedure.