

# **RICHMOND R-XVI SCHOOL DISTRICT**

## **ATHLETIC HANDBOOK** *RULES, REGULATIONS AND INFORMATION*



***“Home of the Spartans”***

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# Richmond R-XVI School District Athletic Handbook

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# Richmond R-XVI School District Athletic Handbook

## **INTRODUCTION**

The R-XVI Athletic Handbook is intended to inform you of the rules and regulations for students who voluntarily participate in the interscholastic athletic programs of the Richmond R-XVI School District (R-XVI).

## **COMMON SENSE STATEMENT**

No handbook can contain policies for every eventuality. Any action or circumstance not specifically listed in the R-XVI Athletic Handbook, but contrary to the mission of the school or the philosophy of the R-XVI, will be reviewed by the principal and athletic director and may result in disciplinary action.

## **WELCOME**

Welcome to the R-XVI Athletic Department. Students who are enrolled in grades 7-12 may voluntarily participate in the interscholastic athletic programs of the R-XVI. Student participation in any of the athletic programs is a privilege which carries with it a responsibility to the school, to the sport, to the student body, to the community and to the student him/herself. Hopefully, your decision to take advantage of the athletic programs will be educational, rewarding, and challenging. This handbook is given to you so that you might be more aware of the programs that are available and their inter-relationships. The R-XVI encourages you to take advantage of as many programs as your time and talents will permit. The R-XVI does encourage students to experience a variety of athletics and activities, rather than specializing in one program. Naturally, due to conflicts in seasons, practice times and schedules; some choices will have to be made by you. Good luck to you as you strive to grow emotionally, mentally, socially and physically through athletics.

## **STATE AND CONFERENCE AFFILIATION**

The Richmond R-XVI School District (R-XVI) is a cooperating member of the Missouri State High School Activities Association (MSHSAA) and the Missouri River Valley Conference (MRVC). As a member of both, we are committed to adhere to the rules and regulations of the MSHSAA and the MRVC.

Presently, there are twelve schools making up the MRVC.

### **MRVC EAST**

Carrollton  
Holden  
Knob Noster  
Lafayette County  
Lexington  
Richmond

### **MRVC WEST**

Excelsior Springs  
Harrisonville  
Oak Grove  
Odessa  
Pleasant Hill  
Warrensburg

Missouri River Valley Conference (MRVC) Website – [www.mrvceast.org](http://www.mrvceast.org)

Missouri State High School Activities Association (MSHSAA) Website – [www.mshsaa.org](http://www.mshsaa.org).

## **RICHMOND R-XVI SCHOOL DISTRICT ATHLETIC DEPARTMENT**

The R-XVI Athletic Department consist of the athletic director, R-XVI administrators, R-XVI athletic coaches, event staff and the athletic secretary. View the activities calendar, sports' schedules, staff directory, staff contact information and recent news and updates by visiting the R-XVI Athletic Department's website at [www.spartanactivities.org](http://www.spartanactivities.org) or by

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clicking on the “Activities” tab of the Richmond R-XVI School District website [www.richmond.k12.mo.us](http://www.richmond.k12.mo.us).

- I. Online calendar
  - A. “day-to-day” view of all activities
  - B. weekly view of all activities
  - C. monthly view of all activities
  - D. view individual sport schedules or view activities by specific buildings
  - E. subscribe to specific schedules and sync them to your own calendar choice
  - F. sign-up to receive notifications when schedules are changes

### **HEAD COACHES’ COUNCIL**

The R-XVI Athletic Department’s Head Coaches’ Council is composed of the athletic director and the varsity head coaches of all athletic programs. The Head Coaches’ Council meets on a regular basis to address issues, concerns and needs for the R-XVI Athletic Department. The Head Coaches’ Council also makes decisions regarding the “R” Club, end of season awards, discipline issues and other matters related to the R-XVI Athletic Department.

### **PHILOSOPHY**

We believe that interscholastic athletics supplement the secondary curricular program and as such, become a vital part of a student’s total educational experiences. These experiences contribute to the development of learning skills and emotional patterns that enable students to make maximum use of their education.

It is our belief that the ultimate purpose of interscholastic athletics is to provide a maximum number of high school students an opportunity to grow as young adults within the structure of organized and disciplined programs. Interscholastic athletics offer a positive and meaningful experience that will enhance the growth and development of all students who participate.

It is our philosophy that we will take the best prepared student participants and represent Richmond to the highest degree. We believe that “winning” and “successful” programs are a product of commitment, fundamental skill, training, preparation and strength of character. We will strive for success and to win by developing these traits.

### **GOAL STATEMENT**

Interscholastic athletics are an integral part of the total secondary educational program, providing experiences not otherwise attainable, which will help students to acquire knowledge, skills and emotional patterns necessary as attributes of good citizenship.

### **SPORT REGISTRATION**

The R-XVI Athletic Department in accordance with the MSHSAA, requires that all students meet the specific requirements and obtain a practice card from the school office before the athletic season begins to be able to participate in any athletic program. Visit [www.spartanactivities.org](http://www.spartanactivities.org) to view and print a sport registration packet.

- I. Requirements to receive a practice card
  - A. parental permission
  - B. physical examination
  - C. health insurance requirements
  - D. review of concussion information

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- E. review of the R-XVI Athletic Handbook
- F. all required documents signed and on file in the school office

### **MULTI-SPORT STUDENT-ATHLETES**

The R-XVI Athletic Department and the Head Coaches' Council HIGHLY RECOMMEND that students participate in multiple sports. All students can reap the benefits of becoming a multi-sport student-athlete for Richmond High School (RHS).

- I. Spartan Multi-Sport Student-Athlete Award: this award is given to any student-athlete who participates in multiple sports at RHS each year. This award will be given annually at the spring sports' awards banquet.

### **PREPARATION FOR SPORT**

Preparation for sport is comprised of two distinct aspects; training and practice. Training refers to the enhancing the physical and mental condition of the athlete. Practice refers to the process of perfecting the technical and fundamental skills demanded by a particular sport. The athletic programs of the R-XVI Athletic Department will utilize both aspects to improve preparation for sport and to help student-athletes prevent injuries and improve on their individual performance.

### **STRENGTH TRAINING AND CONDITIONING**

Strength training and conditioning is intended to help student-athletes be both safe and successful during their respective athletic season(s). Training the mental and physical condition of student-athletes will improve individual performance and help to prevent injuries. Strength training and conditioning will produce the following benefits to student-athletes:

- I. reduce injury and the severity of the injury
- II. improve individual athletic performance
- III. improve flexibility, strength, speed, explosiveness, coordination, body composition, self-esteem, metabolism and overall health
- IV. develop life-long healthy habits

All coaches will utilize strength training and conditioning to prepare each student-athlete for their sport.

### **SUMMER AND OFF-SEASON STRENGTH TRAINING AND CONDITIONING**

The R-XVI Athletic Department's summer and off-season strength training and conditioning program is HIGHLY RECOMMENDED to student-athletes of ALL SPORTS by the Head Coaches' Council. All student-athletes will reap the benefits of the program.

- I. Iron Spartan Award: this prestigious award is given to any student-athlete who participates in 100% of the summer strength training and conditioning sessions. Any student-athlete who needs to miss sessions due to attending other sports camps or other school activities will have an opportunity to make-up those sessions.

*(the Head Coaches' Council will make decisions on exemptions on a case-by-case basis)*

### **IN-SEASON PRACTICES**

The head coach of each sport will set the practice schedule for the season. All in-season practices are mandatory by student participants unless school is not in session due to inclement weather (see the inclement weather section of this

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handbook). Coaches may schedule mandatory practices during school holiday breaks, on non-school days and/or on the weekends (with approval by the athletic director and principal). Student-athletes are expected to attend these practices. It is the student's responsibility to notify their coach anytime they will be absent from practice. Missing practice (excused or not) may result in decreased playing time and/or other disciplinary actions. Each sport's head coach will notify students and parents of their policy on missing practices at the beginning of the season.

### **INJURIES**

The R-XVI Athletic Department views all injuries by student-athletes seriously. Students who have any type of injury should notify their coach and the athletic trainer as soon as possible.

If a student-athlete has an injury (old or new), they MUST report to the athletic trainer for injury evaluation and treatment. Student-athletes must continue treatment and rehabilitation until released by the athletic trainer.

- I. Head injuries and concussions
  - A. any student-athlete who sustains a head injury or concussion will be removed from the athletic program by the athletic trainer. The student needs to be evaluated by a health care professional who is experienced in head injuries. If the student-athlete is vomiting, has a severe headache, is having difficulty staying awake or difficulty answering simple questions, the student-athlete needs immediate emergency medical attention.
  - B. "Return to play" is a medical decision. Progression is individualized and must be closely supervised. Once a student-athlete is symptom free, cleared by a physician and has returned to attending classes full-time, the R-XVI athletic trainer will begin the MSHSAA "return to play" protocol. Once the student-athlete completes all steps, the R-XVI athletic trainer will clear the student for full participation back into the athletic program.

Any student-athlete under the treatment of a private physician must have written permission from his/her physician in order to return to active status in the sports program. Once the athletic trainer receives written permission from the private physician, the athletic trainer will evaluate and issue a return to play card to the student-athlete.

### **END-OF-SEASON AWARD CEREMONY**

Students who participate in the athletic programs of the R-XVI will be recognized at an award ceremony at the end of the season.

### **RICHMOND HIGH SCHOOL "R" CLUB**

Richmond High School's "R" Club is a prestigious club for varsity-level student-athletes that reach and/or exceed the expectations of the R-XVI Athletic Department and the Head Coaches' Council. Each sport's head coach will recommend to the Head Coaches' Council the student-athletes they feel are deserving of the R-XVI Athletic Department's Varsity "R" Letter Award for their sport. The Head Coaches' Council has the ultimate authority in the granting of the Varsity "R" Letter Award. Following the Head Coaches Council's decision on recipients, the varsity-level student-athletes will be inducted at the award ceremony at the end of each season.

- I. Student-athletes must meet the following criteria in any sport to be eligible for membership into the "R" Club.
  - A. Criteria 1: student-athlete must "suit-up" for at least 75% of the scheduled varsity contests
  - B. Criteria 2: student-athlete must meet all practice expectations, including strength training and conditioning during the sport season

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- C. Criteria 3: subjective criteria such as, but not limited to, the factors of sportsmanship, citizenship, good team membership and having a constructive and positive attitude are integral criteria for the Varsity "R" Club membership
- D. Criteria 4: individual coach's criteria that is approved by the Head Coaches' Council

*(exceptions to any of the four criteria will be made on a case-by-case basis by the Head Coaches' Council)*

### **PARENT COMMUNICATION**

When your child becomes involved in the Richmond R-XVI School District's athletic programs, they will experience some of the most challenging and rewarding moments of their lives. The R-XVI Athletic Department realizes that both parenting and coaching can be difficult, challenging and ultimately rewarding experiences. By establishing mutual trust, respect and an understanding of each position; we are able to accept the actions of the other and provide a greater benefit to your child. As parents, when your child becomes involved in an athletic program, you have a right to be informed about the expectations that will be placed on your child as a participant. This will begin with clear communication from the coach.

It is important to understand that there may also be times when things do not go the way you or your child wish. At these times, the expectation is that the student-athlete will initiate a discussion with the coach about their concerns. We believe this approach is both the most likely way to a positive resolution, and it is a valuable learning experience for the student-athlete. R-XVI athletic coaches have been instructed to encourage this type of dialogue and to promptly set aside time for individual, private appointments when requested.

- I. Reminders for parents
  - A. Follow the communication chain
    - a) student-athlete to coach
    - b) parent to coach
    - c) parent to athletic director and coach
    - d) parent to principal, athletic director and coach
  - B. Parents are not allowed in a locker room, dugout, bench sideline, etc. before, during or after practices and/or contests.
  - C. Appropriate concerns for parents to discuss with coaches
    - a) the treatment of your child
    - b) ways to help your child improve
    - c) concerns about your child's progress, behavior and/or grades
  - D. Issues not appropriate to discuss with coaches
    - a) team strategy
    - b) play calling
    - c) other student-athletes
  - E. Steps to follow if a concern arises
    - a) discuss the issue with your child
    - b) follow the communication chain

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- c) encourage your child to discuss the issue with their coach
- d) schedule an appointment with the coach by emailing them or calling the school office

### **TRANSPORTATION TO SCHOOL EVENTS**

The athletic director is responsible for travel arrangements for all athletic contests. Athletic trips are educational trips and are considered an important part of the total educational program. The conduct of the traveling team is the responsibility of the head coach. Transportation will be provided by the R-XVI for all games away from home. Students are required to ride the school transportation with the team to all school events. It is also the expectation that students will ride the school transportation with the team home from school events. We understand that special circumstances arise in which the parent(s) and/or guardian(s) need to transport their OWN student home from an event. In this special circumstance, the student's parent/guardian would be allowed to do so by following these procedures

- I. email the athletic director prior to the event to explain the special circumstance
- II. only the parent/guardian can transport their OWN child home from an event
- III. after the event, the parent/guardian will sign out directly with the coach responsible (face-to-face conversation and signature)

### **SCHOOL-ISSUED UNIFORMS AND EQUIPMENT**

Each student is responsible for the use and care of the uniform and equipment issued to them for each sport. School-issued athletic equipment shall not be used at any time other than at authorized practices and contests, unless the coach and athletic director give special permission. All uniforms equipment must be returned at the end of each season in good condition.

At the end of each season, the coach is responsible for providing the athletic director with a list of students who have not returned all of the uniform or equipment issued to them and/or if the returned uniform or equipment is not in good condition. The athletic director will add a fine for all costs needed to replace the uniform and/or equipment to the student's school debtor list. Students will not be eligible to participate in another sport until all uniforms and equipment have been returned in good condition and/or until the debt is paid.

### **PROSPECTIVE COLLEGE ATHLETES**

Students who want to participate in athletics at the collegiate level, should be aware that the NCAA and the NAIA require students to meet certain high school course and eligibility requirements as well as become registered through the clearinghouse and/or eligibility center. Students should speak to their high school counselor as early as their freshman and sophomore years for more information.

### **INCLEMENT WEATHER**

If school is dismissed early because of inclement weather, there will be no practices, contests, events or other activities. If school is not in session because of inclement weather, there will be no practices, contests, events or other activities unless the conditions improve later in the day and the athletic director, principal and superintendent make an exception (any exceptions would be for varsity-level programs only). In the event that an exception is made, attendance will be non-mandatory by students. Coaches will not pressure or assess consequences to students who do not attend.

### **HEAT SCHEDULES**

All R-XVI athletic programs will follow the heat acclimation schedules as set forward by the Missouri High School Activities

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Association. In addition, whenever the heat index is predicted to reach 100 degrees or higher, coaches will meet with the athletic director and athletic trainer to determine when practices will be held and what accommodations (e.g. water breaks) will be made.

### **HOME ATHLETIC EVENTS**

The R-XVI Athletic Department takes pride in hosting athletic events in each sport. We welcome all spectators from Richmond and other visiting schools. Good sportsmanship and behavior is expected by all students, parents and fans. Designated seating is marked for the home crowd and visitors crowd. Spectators are NOT allowed to heckle, yell at, argue with or participate in other negative interactions with game referees, coaches, event staff and/or administrators. The R-XVI Athletic Department event staff will be present to assist and supervise the athletic-event crowds. Any spectator who behaves inappropriately or engages in a negative interaction with a referee, coach, event staff or administrator will be removed from the R-XVI property.

#### I. Athletic Event Admission

##### A. Varsity events

- a) adults \$4.00
- b) students \$3.00
- c) senior citizens are free

##### B. Sub-varsity events

- a) adults \$3.00
- b) students \$2.00
- c) senior citizens are free

##### C. Tournament events

- a) adults \$5.00
- b) students \$5.00
- c) senior citizens are free

D. Athletic passes are available for purchase by all individual spectators and/or families. Purchasing an athletic pass will give you free admission to all home games excluding tournaments. Athletic passes may be purchased at the RHS school office or by printing the order form off of the R-XVI Athletic Department's website and mailing your check to the R-XVI Athletic Department mailing address.

- a) family pass \$105.00
- b) adult pass \$65.00
- c) student pass \$50.00

### **STUDENT GUIDELINES FOR PARTICIPATION**

Representing the R-XVI in interscholastic athletics is a privilege to be attained by meeting the standards of eligibility cooperatively set by the member schools through the Missouri High School Activities Association and the additional

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standards set by the R-XVI for its own students.

### I. MSHSAA by-law 2.1.2 Participation

In order to represent Richmond R-XVI School District in interscholastic athletics, participants must

- be a bona fide student
- be 18 years old or younger on June 30<sup>th</sup>
- meet all academic eligibility requirements, and
- be a creditable citizen

Students who turn 19 years of age prior to July 1 are ineligible for the next school year.

#### A. Bona fide student

- a) To be a bona fide student means that the student must be enrolled in and regularly attending classes at RHS or RMS. Students are expected to be in school all day to be eligible to practice or participate in an event or contest that day. Students are also expected to be in school all day on the day following an event or contest. See the section on "Basic guidelines for attendance and participation" in this handbook for additional information on attendance expectations.

#### B. Academic eligibility

- a) For a RHS student to be academically eligible to participate in a MSHSAA sponsored or MSHSAA sanctioned event, the student must
  - a. have passed at least six of the seven classes taken in the previous semester, and
  - b. be currently enrolled in and regularly attending seven classes
- b) Students promoted for the first time into 9<sup>th</sup> grade are considered academically eligible for the first semester after promotion.
- c) RHS requires that students participating in athletics be passing all classes during the current semester.
  - a. Grades will be checked every other week on Wednesdays during the season. The athletic director will be responsible for generating the grade checks and sharing copies with the principal, assistant principal and coaches of all in-season sports.
  - b. When grades are checked, any student who has two or more F's will be placed on academic probation for two weeks. During this academic probation, the student will still practice and participate in contests, but the student will be expected to work with his/her teachers to bring all grades up to passing.
  - c. At the time of the next grade check, if the student who was on academic probation has brought his/her grade(s) up to passing, he/she will be taken off of academic probation and will be back in good standing for full participation.
  - d. At the time of the next grade check, if the student who was on academic probation still has two or

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more F's, he/she will be eligible to practice but will not be eligible to participate in any contests for the next two-week interval(s) and continue to not be eligible to participate in any contests until the grade(s) are above passing at the time of the next scheduled grade check.

- d) For a RMS student to be academically eligible to participate in a MSHSAA sponsored or MSHSAA sanctioned event, the student must
  - a. have passed at least six of the seven classes taken in the previous quarter, and
  - b. be currently enrolled in and regularly attending seven classes

### C. Basic guidelines for attendance and participation

- a) If it is necessary to be absent from practice, the student is expected to obtain permission from the coach prior to the scheduled practice.
- b) Students are expected to be in school all day to be eligible to practice or participate in an event or contest that day (note that the 8 a.m. rule applies - students arriving after 8:00 a.m. are counted as absent to first period and therefore are not counted as being in school all day). Unless students have pre-approval from the building principal or his/her designee, they are expected to be in attendance for all classes both the day of and the day after events.
- c) Pre-approval means getting approval from the building principal or his/her designee before school starts on the day in question. Preferably, pre-approval would be done the day before, but certainly no later than the take-up bell for first period. Doctor and dentist appointments are examples of absences eligible for pre-approval. Documentation of the visit must still be provided upon return to school even if pre-approval has been arranged. Calling in sick or "running late" in the morning does not constitute pre-approval. Exceptions to the rule about being in school all day to be eligible to practice or participate can be granted only by the building principal or his designee.
- d) A student who is absent any portion of the day on Friday or the last school day before a scheduled practice or event will not be allowed to participate in weekend practices or events or in practices or events held on a day school is not in session without pre-approval from the building principal or his/her designee.
- e) Students are expected to be in school all day the day after an event or contest. Students who are not in school all day the day after an event or contest and who have not obtained pre-approval from the building principal or his/her designee, are not eligible to play in the next event or contest. Exceptions can be made only by the building principal or his/her designee.
- f) Any student who skips class or is absent from any class without obtaining prior approval from the building principal or his/her designee may not participate in practice, events, or contests on the day that he or she is absent.
- g) In the event that a student is assigned an afterschool detention because of a classroom problem, he or she is not allowed to use the excuse of "I have practice, so I can't stay." The classroom obligation always comes first. The student is responsible for notifying the coach that he or she will be absent from or late to practice.

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- h) Any student who is assigned to Out of School Suspension (OSS) will not be allowed to practice or participate in any event or contest or attend any school activity until the suspension has been served and the student is reinstated by the building principal or his/her designee. Typically, the student will not be reinstated until the start of the next school day following the last day of the OSS (e.g., a student who is suspended out of school on Tuesday and Wednesday would not be reinstated until the start of the school day on Thursday). Likewise, if a student is suspended Thursday and Friday, the student would not be reinstated until the start of the school day on Monday and would therefore not be able to participate in any Friday practice or activity or any weekend practice or activity.
- i) Any student who is assigned to In-School Suspension (ISS) will practice and/or compete on days that the student serves ISS. Students who are assigned to ISS will be issued discipline from the head coach on the day the student serves the ISS. The head coach will determine the level of the discipline from the following tiers:
  - a. 1<sup>st</sup> Offense: Extra conditioning will be issued by the head coach on the same day the student serves ISS. The student will still be required to complete the normal scheduled conditioning that all other athletes completed as well.
  - b. 2<sup>nd</sup> Offense: The head coach will issue a suspension to the student. The student will be suspended from participating in practice and/or competitions. Suspensions will be counted as an unexcused absence.
  - c. 3<sup>rd</sup> Offense: The head coach will refer the student to the athletic director who will issue a suspension from practices and a set number of contests and/or dismissal from the program.

### D. Creditable citizen

- a) To be a creditable citizen means that the student is in good standing. Students whose conduct and character are satisfactory to the school and district administration would be considered creditable citizens. Students whose character or conduct brings discredit to themselves or to the school are not considered creditable citizens.
- b) Students who are suspended are not considered creditable citizens during the term of the suspension, this includes in-school and out-of-school suspensions, long term and short-term suspensions. Students who are arrested by the police for violations of municipal ordinances or state statutes are not considered creditable citizens. This includes charges for misdemeanor and felony offenses. See the sections on "Alcohol, drugs and substance abuse" and "Other violations of law" in this handbook for additional information on citizenship expectations.
- c) MSHSAA Rule 2.2.1 Citizenship: Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens." Conduct shall be satisfactory in accordance with the standards of good discipline.
- d) MSHSAA Rule 2.2.2 Law Enforcement: A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor, or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (e.g., jail time, fine, court costs) or special conditions of probation (e.g., restitution, community service,

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counseling) have been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. After a student has completed all court appearances and penalties and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.

- e) MSHSAA Rule 2.2.4 Student Responsibility to Self-Report: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.

### E. Tobacco, alcohol and drugs

- a) To maintain status as a creditable citizen in the R-XVI, students shall not possess, use, consume, sell, distribute or be under the influence of any beverage containing alcohol, any controlled substance, any imitation controlled substance, any steroid or any substance defined by law as an illegal drug; nor shall students possess any drug paraphernalia. These restrictions are in place from the first day of summer vacation to the last day of school for all students enrolled in grades 7-12 in the R-XVI.
- b) Students will be considered in violation of this policy if the violation is substantiated verbally and/or in writing by the student himself/herself or by a
  - a. law enforcement officer
  - b. member of the prosecuting attorney's office
  - c. medical official
  - d. faculty member
  - e. school administrator
  - f. parent of the student participant
  - g. coach or sponsor
- c) Hearsay and/or anonymous sources alone will not be sufficient to find a student in violation of this policy.
- d) MSHSAA Rule 2.2.4 Student Responsibility to Self-Report: Each student is responsible to notify the school of any and all situations that would affect his / her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.
- e) Consequences

The following are minimum guidelines. Coaches have the right to impose additional consequences to the student. If violations of these policies occur at school, practices, events, contests or other school activities, school discipline policies will also apply.

- a. Tobacco
  - i. First violation: the student shall lose eligibility to compete for a minimum of 10 percent of events but will be able to practice at the coach's discretion.
  - ii. Second violation: the student shall lose eligibility to compete for a minimum of 30 percent of

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events but will be able to practice at the coach's discretion.

- iii. Third violation: the student shall be removed from the team and will be ineligible to practice or participate in all activities for a minimum of 365 days.

### b. Alcohol

- i. First violation: the student shall lose eligibility to compete for a minimum of 40 percent of events but will be able to practice at the coach's discretion. If the student completes an approved alcohol/drug counseling program at the parent's expense, the suspension could be reduced to 20 percent of events. The counseling program must be approved in advance by the athletic director and high school principal.
- ii. Second violation: the student shall be removed from the team and will be ineligible to practice or participate in all activities for a minimum of 365 days.

### c. Drugs

If a student is caught in possession or under the influence of any legally defined drug, the following minimum consequences apply.

- i. First violation: the student shall lose eligibility to compete for a minimum of 40 percent of events but will be able to practice at the coach's discretion. If the student completes an approved alcohol/drug counseling program at the parent's expense, the suspension could be reduced to 20 percent of events. The counseling program must be approved in advance by the athletic director and high school principal.
- ii. Second violation: the student shall be removed from the team and will be ineligible to practice or participate in all activities for a minimum of 365 days.

### d. Prescription drugs

If a student is caught in possession or under the influence of any prescription drug not specifically prescribed for that student, the following minimum consequences apply.

- i. First violation: the student shall lose eligibility to compete for a minimum of 40 percent of events but will be able to practice at the coach's discretion. If the student completes an approved alcohol/drug counseling program at the parent's expense, the suspension could be reduced to 20 percent of events. The counseling program must be approved in advance by the athletic director and high school principal.
- ii. Second violation: the student shall be removed from the team and will be ineligible to practice or participate in all activities for a minimum of 365 days.

### e. Distribution of drugs

If a student is convicted of distribution of drugs, the student shall be removed from the team and will be ineligible to practice or participate in all activities for a minimum of 365 days.

Infraction	1 <sup>st</sup> Violation	2 <sup>nd</sup> Violation	3 <sup>rd</sup> Violation
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Tobacco <sup>1</sup>	ineligible for 10% of events	ineligible for 30% of events <sup>3</sup>	removed from team and ineligible for athletic practices or events for 365 days
Alcohol <sup>1</sup>	ineligible for 40% of events <sup>2,3</sup>	removed from team and ineligible for athletic practices or events for 365 days	
Drugs <sup>1</sup>	ineligible for 40% of events <sup>2,3</sup>	removed from team and ineligible for athletic practices or events for 365 days	
Prescription Drugs <sup>1</sup>	ineligible for 40% of events <sup>2,3</sup>	removed from team and ineligible for athletic practices or events for 365 days	
Distribution of Drugs <sup>1</sup>	removed from team and ineligible for athletic practices or events for 365 days		
<sup>1</sup> Students are prohibited from representing the school during suspension and/or until all legal responsibilities have been resolved (whichever is greater). <sup>2</sup> Suspension may be reduced to 20% through completion of an approved alcohol/drug counseling program at the parent's expense. <sup>3</sup> All suspensions will carry over to the next athletic season in which the student participates or to the next school year as necessary.			

### F. Other violations of law

To maintain status as a creditable citizen in the R-XVI, students shall not violate municipal ordinances or state laws. In addition to the MSHSAA by-law on law enforcement shown below, students in violation of municipal ordinance or state laws will face possible suspension and loss of eligibility. These restrictions are in place from the first day of summer vacation to the last day of school for all students enrolled in grades 7-12 in the R-XVI.

- a) **MSHSAA Rule 2.2.2 Law Enforcement:** A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor, or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (e.g., jail time, fine, court costs) or special conditions of probation (e.g., restitution, community service, counseling) have been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. After a student has completed all court appearances and penalties and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.
- b) Students will be considered in violation of this policy if the violation is substantiated verbally and/or in writing by the student himself/herself or by a
  - a. law enforcement officer
  - b. member of the prosecuting attorney's office
  - c. medical official
  - d. faculty member
  - e. school administrator
  - f. parent of the student participant
  - g. coach or sponsor
- c) Hearsay and/or anonymous sources alone will not be sufficient to find a student in violation of this policy.
- d) **MSHSAA Rule 2.2.4 Student Responsibility to Self-Report:** Each student is responsible to notify the school of any and all situations that would affect his / her eligibility under the above standards. If the students does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.

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### e) Consequences

The following are minimum guidelines. Coaches have the right to impose additional consequences with the participants in their programs. If violations of these policies occur at school, practices, events, contests, or other school activities, school discipline policies will also apply.

#### a. Theft or vandalism

- i. First violation: the student shall lose eligibility to compete for a minimum of 10 percent of events but will be able to practice at the coach's discretion.
- ii. Second violation: the student shall lose eligibility to compete for a minimum of 30 percent of events but will be able to practice at the coach's discretion.
- iii. Third violation: the student shall be removed from the team and will be ineligible to practice or participate in all athletics for a minimum of 365 days.

#### b. Misdemeanor

- i. First violation: the student shall lose eligibility to compete for a minimum of 10 percent of events but will be able to practice at the coach's discretion.
- ii. Second violation: the student shall lose eligibility to compete for a minimum of 30 percent of events but will be able to practice at the coach's discretion.
- iii. Third violation: the student shall be removed from the team and will be ineligible to practice or participate in all athletics for a minimum of 365 days.

#### c. Felony

- i. First violation: the student shall lose eligibility to compete for a minimum of 40 percent of events but will be able to practice at the coach's discretion. If the student completes an approved alcohol/drug counseling program at the parents' expense, the suspension could be reduced to 20 percent of events. The counseling program must be approved in advance by the athletic director and high school principal.
- ii. Second violation: the student shall be removed from the team and will be ineligible to practice or participate in all athletic programs for a minimum of 365 days.

Per MSHSAA Rule 2.2.2 above, any student who commits an act for which charges may be or have been filed by law enforcement authorities shall not be eligible until all proceedings with the legal system have been concluded and any penalty or special conditions of probation have been satisfied. Any events missed as a result of this ineligibility will be factored in to the additional school penalties as shown in the chart below. The penalties as described in the chart below are based on the charges for which the student was convicted or pled guilty.

Infraction	1 <sup>st</sup> Violation	2 <sup>nd</sup> Violation	3 <sup>rd</sup> Violation
Theft or Vandalism <sup>1</sup>	ineligible for 10% of events	ineligible for 30% of events <sup>3</sup>	removed from team and ineligible for athletic practices or events for

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			365 days
Misdemeanor <sup>1</sup>	ineligible for 10% of events	ineligible for 30% of events <sup>3</sup>	removed from team and ineligible for athletic practices or events for 365 days
Felony <sup>1</sup>	ineligible for 40% of events <sup>3</sup>	removed from team and ineligible for athletic practices or events for 365 days	
<sup>1</sup> Students are prohibited from representing the school during suspension and/or until all legal responsibilities have been resolved (whichever is greater). <sup>2</sup> Suspension may be reduced to 20% through completion of an approved alcohol/drug counseling program at the parent's expense. <sup>3</sup> All suspensions will carry over to the next athletic season in which the student participates or to the next school year as necessary.			

### G. Hazing and bullying

- a) In order to promote a safe learning environment for all students, the Richmond R-XVI School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to the building principal.
- b) In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy.
- c) Hazing, for purposes of this policy, is defined as any activity on or off school grounds that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or activities team including, but not limited to, a grade level, student organization or school-sponsored activity.
- d) Bullying for purposes of this policy, is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name calling, putdowns, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

### **STUDENT PLEDGE**

If I am selected to represent the Richmond R-XVI School District's Athletics Program, I will sincerely endeavor to contribute my best to the success of the program. I understand that I represent my family, school, and community. I understand that my participation in the Richmond R-XVI Athletics program is not a right, but a privilege. It is important that I present a positive image and serve as role models for others. Therefore, I agree to abide by the rules and regulations of the Richmond R-XVI School District's Athletic Handbook. I am also aware that if I do not live up to this agreement. I must accept the consequences for my behavior, which may include dismissal from the athletic program(s).

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I realize that if school policies are violated; the procedure and penalties of those policies will be enforced in addition to those described in the following rules of conduct for participants.

*(Pledge signatures required in the sports registration packet in order to receive a practice card)*

### **PARENT PLEDGE**

If my student is selected to represent the Richmond R-XVI School District's Athletics Program, I will sincerely endeavor to support my student, the coaches, the teams, the school and the school opponents we compete against. I pledge to practice good sportsmanship as a spectator and fan at all athletic events home and away. I understand that my student's participation in the Richmond R-XVI Athletics Program is not a right, but a privilege.

I understand what is expected of my student in regard to academics, sportsmanship, and staying drug / alcohol / tobacco free while enrolled in school and representing the Richmond R-XVI School District in athletics.

I understand that violations of these policies and guidelines will have consequences and affirm that he/she will be fully responsible for his/her own actions and will accept the consequences of his/her actions and choices.

I understand and have been advised that participation in athletics involves risk of injury. Having been so advised, I approve for my student to participate in sports and do so with full knowledge and understanding of the risk of injury.

*(Pledge signatures required in the sports registration packet in order to receive a practice card)*