

Richmond Community Schools

STUDENT-ATHLETE CODE OF CONDUCT HANDBOOK

Board of Education Approved on **11-28-22**

Richmond Community Schools

35276 Division * Richmond, Michigan 48062 * (586) 727-3565 * www.richmond.k12.mi.us

2022-23
STUDENT-ATHLETE
CODE OF CONDUCT
HANDBOOK

Richmond Community Schools

Committed to Guaranteed Learning for All Students

For the **2022-23** School Year,
any and all references to the *Superintendent's Designee* in
the Student-Athlete Code of Conduct Handbook shall be
Preston Treend, Director of Athletics, Facilities, and School Safety.

Non-Discrimination Statement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, and Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Richmond Community School District that no person shall, on the basis of race, color, religion, military status, national origin or ancestry, sex (including sexual orientation), disability, age (except as authorized by law,) height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or employment. Inquiries related to any nondiscrimination policies should be directed to the Superintendent, 35276 Division Road, Richmond, MI 48062, (586) 727-3565.

STUDENT-ATHLETE CODE OF CONDUCT HANDBOOK

Board of Education Approved on [11-28-22](#)

The Richmond School District Student-Athlete Code of Conduct Handbook for Student-Athletes has been developed to provide a uniform set of rules and regulations to govern all district athletic participants regardless which team or school they represent. The Student-Athletic Code of Conduct Handbook combines rules and regulations of the Michigan High School Athletic Association (MHSAA), which have been adopted by Richmond Community Schools with specific district rules governing athletic participation. The Student-Athletic Code of Conduct Handbook will be in effect at all times and student-athletes are to comply with all aspects of the code if they desire to enjoy the privilege of continued eligibility for participation in athletics. Student-athlete expectations need to be adhered to twenty-four hours per day, seven days a week, three hundred sixty-five days a year.

In addition, student-athletes who incur school disciplinary action because of violations defined in the Richmond Community Schools' Student Code of Conduct Handbook are also subject to the disciplinary actions contained in the Student-Athlete Code of Conduct Handbook. Although a student-athlete may be academically ineligible to participate in contests and scrimmages, he/she may practice with the team so long as he/she is not suspended from school as outlined in the Richmond Community Schools' Student Code of Conduct Handbook. However, the student-athlete may forfeit the opportunity to receive an athletic award if loss of participation in contests prevents him/her from meeting the requirements for earning the award as outlined in the written supplemental team rules and regulations developed by the coach and distributed to each participant at the start of the sports season.

OBLIGATIONS-EXPECTATIONS

Anyone involved in our athletic program is expected to represent Richmond Community Schools and its schools and community in a first-class quality manner at all times. This includes both on and off the field of athletic competition and events.

Richmond Community Schools expects all of our student-athletes to focus on being the best they can be in the following three areas:

1. Be the best *Person* by the manner in which we act. Sportsmanship, work ethic and how we treat others is paramount in setting the right example for our young people in our community. Taking responsibility and representing our teams, school and community is very important in establishing the type of standards that we must constantly be striving for in the Richmond Community Schools. We must realize how destructive complaining, making excuses and blaming others can be in becoming successful teams and individuals. It is far more important to work at having a positive attitude, team loyalty, dedication, and placing the team ahead of individual accomplishments. These are the characteristics that will stand the test of time and result in having an athletic program with a solid foundation.
2. Be the best *Student* by stressing solid study habits and commitment in this area. We are in school to learn first and participating in athletics is a privilege. If a student chooses not to

STUDENT-ATHLETE CODE OF CONDUCT HANDBOOK

Board of Education Approved on [11-28-22](#)

maintain solid study habits he/she will be jeopardizing this privilege. To reach our potential as a student it must be emphasized and made a priority at all times. Academic achievement must be a goal we are willing to set with high standards that demonstrate good organization of time and solid efforts. All athletes must be willing to make sacrifices and pay the price of hard work in the classroom if they are real team players. Don't let your team down when it comes to this critical matter.

3. Be the best *Athlete* by taking care of being a solid person and student first. We don't have a chance at becoming a true student-athlete without the proper attitude as a person and student.

Actions in the classroom and community will definitely carry over to how well a student-athlete performs in athletics. Being a student-athlete does not result in special privileges. In fact, it is just the opposite. Student-athletes have more responsibility and far more to lose if they fail as a person or student. The genuine student-athlete is not afraid of the extra responsibility and work. The real student-athletes look at these obligations and expectations as challenges. They are not afraid to help others and do not go around thinking they are better than the rest of the student body. Real student-athletes appreciate the opportunity he/she has and does not take himself too seriously. Richmond Community Schools Expects our student-athletes to constantly realize there are small eyes upon them and watching what they say and do!

"Our Attitude determines our Actions and our Actions reveal our Character."

CODE OF CONDUCT

Student-athletes are subject to all MHSAA rules and regulations even though such rules may not be included specifically in this document. A copy may be reviewed at the Middle School Main Office, High School Main Office, and Board of Education and Administrative Office.

SECTION I: RULES OF ELIGIBILITY FOR PARTICIPATION

The following rules of eligibility must be observed in order to participate in the interscholastic athletic program at Richmond Community Schools:

A. ENROLLMENT (MHSAA Regulation - Section 1a)

The student-athlete must be enrolled in the school by Monday of the fourth week of the semester in which he/she competes. The student-athlete must reside in the school service area in which he/she attends school and must be enrolled in the school for which he/she competes.

B. AGE (MHSAA Regulation - Section 2a)

HIGH SCHOOL: A student-athlete in grades nine through twelve who participates in any interscholastic athletic contest must be under nineteen (19) years of age. When a student-

STUDENT-ATHLETE CODE OF CONDUCT HANDBOOK

Board of Education Approved on [11-28-22](#)

athletes' nineteenth birthday occurs on or after September 1 of a current school year, he/she is eligible for participation for the balance of that school year.

MIDDLE SCHOOL: A seventh or eighth grade student-athlete must be under fourteen (14) and fifteen (15) years of age, respectively. A student-athlete who reaches that age after September 1 is eligible for participation for the balance of that school year.

C. STUDENT-ATHLETE AND PARENT/GUARDIAN CONSENT:

Student-Athletes and their Parent/Guardian must submit the signed the Student-athlete and parent/Guardian Consent Form (Attachment #1) to the coach prior to participating in tryouts, practice sessions, or contests. The Student-Athlete and Parent/Guardian Consent Form includes the *Responsibility Statement*, *Statement of Risk*, and *Acknowledgement of Student-Athlete Code of Conduct Handbook*. Student-athletes and parent/guardians are to read the Student-Athletic Code of Conduct Handbook before signing the Student-Athlete and Parent/Guardian Consent form. The completed form will be kept on file in the Superintendent or his/her designee's office for subsequent sports session.

D. PARTICIPANT PHYSICAL EXAMINATION (MHSAA Regulation - Section 3a)

A student-athlete must have a Physical Examination Form (Attachment #2) completed by a physician certifying that the student is fully able to compete in athletics. The physical must take place after April 15 of the previous school year to be used for the current school year. The student-athlete must submit the completed physical form to the coach prior to participating in tryouts, practice sessions, or contests. The completed form will be kept on file in the Superintendent or his/her designee's office during subsequent sports seasons. The mandated Concussion Awareness Form (Attachment #3) must also be on file prior to participating in tryouts, practice sessions, or contests.

E. SEASONS OF COMPETITION (MHSAA Regulation - Section 4a)

A student-athlete, while enrolled in grades nine through twelve, shall be eligible to compete in no more than four (4) seasons in either first or second semester athletics. For example, a student may not compete in more than four (4) seasons of a particular sport: football, tennis, etc. Student-athletes enrolled in grade seven or eight are not limited in the number of seasons of competition. A student-athlete shall be limited to participation in only one sport session when that sport leading to a state championship is sponsored twice during the school year.

F. SEMESTER OF ELIGIBILITY (MHSAA Regulation - Section 5a)

A student-athlete shall not be eligible to compete in any branch of athletics that has been enrolled in grades nine through twelve for more than eight semesters. The seventh and eighth semesters must be consecutive. Enrollment in a school for a period of three weeks or more, or competing in one or more interscholastic athletic contests, shall be considered as enrollment for a semester

STUDENT-ATHLETE CODE OF CONDUCT HANDBOOK

Board of Education Approved on [11-28-22](#)

under this rule. Student-athletes in grades seven or eight are not limited in the number of semesters in which they may be eligible.

SECTION II: ATHLETIC ACADEMIC ELIGIBILITY (MHSAA Regulation - Section 7a)

The Richmond Community Schools will abide by the Michigan High School Athletic Association (MHSAA) regulation concerning eligibility.

While the MHSAA rules state that a student-athlete must have received passing grades in a minimum of 66% of classes (e.g. 4 classes) during the previous semester and must maintain passing grades in a minimum of 66% of classes (e.g. 4 classes) during the current semester to be eligible to participate in athletics, Richmond Community Schools requires student-athletes pass 100% of his or her classes with a 60% or higher to participate on an athletic team. If a student-athlete drops/withdraws from a class and it is deemed a drop/fail, the student becomes immediately academically ineligible. If a student-athlete receives a No Credit the student-athlete is immediately academically ineligible.

In no case shall Richmond Community Schools' regulations be less than those of the MHSAA.

- A. The previous semester grades will be used to determine eligibility for the start of the next semester. Student-athletes who fail a class or classes in the spring semester may be eligible to participate in a sport which begins before the start of the fall semester only after the successful completion of a class or classes which makes up for the class or classes failed or for which they received No Credit (e.g. summer school).

Student-athletes who are ineligible at the start of the fall semester may be eligible to participate in an interscholastic contest (game) after a satisfactory progress report is submitted after the third week of the semester. While the student-athlete is ineligible, he/she may practice with the team.

- B. Eligibility for maintaining passing grades shall begin on the first day of the fourth week of each semester. If a student-athlete receives a failing grade (e.g. one F or more), he/she will become immediately ineligible, per the Ineligible Notification form (Attachment #4). The academic check procedure will be repeated each week for the entire season. Eligibility will be reinstated at the point when the student-athlete's grade becomes passing or when teacher communication is apparent and the student is taking responsibility for the agreed upon academic plan of action (e.g. turning in all assignments, paying attention at all times in class, seeking extra help from the teacher, etc.). Academic eligibility checks will be done weekly. A student-athlete's eligibility status will be based on his/her grades in the current quarter. Appealed eligibility can be reinstated at the discretion of the Superintendent or his/her designee.

For the time period between a seniors last day of school and the end of the sport's season, which includes any post season tournaments, eligibility shall be the second semester final grades. If the second semester final grades are not available, then the 4th Marking Period grades shall be used.

STUDENT-ATHLETE CODE OF CONDUCT HANDBOOK

Board of Education Approved on **11-28-22**

If the 4th Marking Period grades are not available, then the student’s most current posted grades shall be used.

- C. The eligibility check will be done by the designee of the Superintendent.
- D. An academic ineligibility notification shall be issued to the student-athlete in writing by the designee of the Superintendent.
- E. A student-athlete’s academic record is based upon their originally scheduled class load. Therefore, no make-up or E2020 classes may be utilized toward semester eligibility, with the exemption of summer school. If a student-athlete drops/withdraws from a class and it is deemed a drop/fail, then the student-athlete becomes immediately academically ineligible.
- F. Students taking online courses (e.g., MiVirtual) shall be deemed academically ineligible if their actual grade is below 60%. The actual grade will be updated in PowerSchool by the Online Learning Coordinator each week.

SECTION III: AWARDS (MHSAA Regulation - Section 11)

- A) A student-athlete may not accept from any source anything for participation in athletics other than an emblematic award. An emblematic award would include, but not be limited to, any medal, ribbon, badge, plaque, cup, trophy, banner, picture, or regular letter award.
- B) No acceptable award shall exceed forty (\$40) dollars in the value with the exception of the regular letter award of the school. The cost of engraving a medal or similar award need not be included in the determining the value of the award.
- C) No one, such as parent, friend, or other person, may accept an award on behalf of a student-athlete at any time prior to graduation from high school.
- D) Acceptance of such items as cash, merchandise, memberships, privileges, services, athletic equipment, apparel, and watches would be a violation.
- E) Attendance at season banquet is required in order to receive your award, unless prior arrangements have been made with the coach or designee of the Superintendent.
- F) A student-athlete violating any area of this section would be ineligible for interscholastic athletic competition for a period of at least one semester from the date of the violation. If violation occurs after the Monday of the fourth week of a semester, a student-athlete is ineligible for the balance of that semester and the succeeding semester.

SECTION IV: MAINTAINING AMATEUR STATUS

- A) A student-athlete participating or planning to participate in interscholastic athletics may NOT (1) accept any money or other valuable consideration for participating in athletics, sports, or games, (2) receive any money or other valuable consideration for officiating at interscholastic athletic contests, or (3) sign a contract with a professional team.

STUDENT-ATHLETE CODE OF CONDUCT HANDBOOK

Board of Education Approved on **11-28-22**

- B) The rule in (A) above applies to the following sports: Baseball, Basketball, Cross Country, Football, Golf, Softball, Tennis, Track, Volleyball, or Wrestling.
- C) A student-athlete violating this rule is ineligible and may not apply for reinstatement until the equivalent of one full school year has elapsed from the date of the last violation. After that date the student-athlete may request reinstatement to the MHSAA. any request to the MHSAA for reinstatement shall be submitted on behalf of the student by Richmond Community Schools.

SECTION V: OUTSIDE OF SCHOOL ATHLETIC COMPETITION (MHSAA Regulation - Section 11)

- A. A student-athlete who has participated in any athletic contest as a member of a school team may not participate in the same sport in the same season in any athletic competition outside of and not sponsored by the school. The exception to this rule is the individual sport athlete who may participate in a maximum of two (2) individual sports meets or contests during that sport season while not representing his/her school. A student-athlete may not compete in any "all-star" contests at any time in any sport sponsored by the MHSAA during the school year.
- B. A student-athlete violating rules in this section will be ineligible to participate in athletic contests and scrimmages for a period from a minimum of the next three contests up to a maximum of one school year depending on the violation.

SECTION VI: STUDENT ATTENDANCE REQUIRED FOR ATHLETICS

- A. Student-athletes are to attend school during the total school day in order to participate in athletics contest or practice during the same day or evening. Should there be a situation whereby a student-athlete cannot attend school, who would normally receive a verified absence, the student-athlete will be allowed to participate in the contest with approval of the designee of the Superintendent
- B. A student-athlete with a non-verified absence from school may not participate in the athletic practice or contest scheduled for that day.

SECTION VII: ATTENDANCE AT ATHLETIC PRACTICE SESSIONS AND CONTESTS

Attendance at practice sessions is essential to prepare athletes physically and mentally for athletic contests. All student-athletes are required to be at all athletic practice sessions and contests at the times designated by the coach.

STUDENT-ATHLETES MAY BE EXCUSED FOR THE FOLLOWING:

Verified absences, school-sponsored events, and family emergencies are excusable absences. If interpretation is needed it will be done by the coach in conjunction with the designee of the Superintendent. Sunday practices, even if scheduled in advance will be considered optional. Any student-athlete suspended shall not participate in practice or contest during their suspension. Both parent and athlete must understand that any absences may affect an athlete's performance, playing time, and therefore his/her relative position on the team.

FAILURE TO COMPLY

STUDENT-ATHLETE CODE OF CONDUCT HANDBOOK

Board of Education Approved on [11-28-22](#)

Failure to attend regular scheduled practice sessions or contests without an excused absence may lead to disciplinary action by the coach. Any student-athlete who has three unexcused absences may be dismissed from the team and not allowed to participate in that or any other sport during that season.

SECTION VIII: TRAVELING TO AND FROM AWAY CONTESTS

All student-athletes must have on file in the designee of the Superintendent's office a completed *Travel Release Form* (Attachment #5).

Any student-athlete on a team traveling to an away athletic practice or contest on school owned or chartered transportation or other such approved vehicles shall return to the home school on the same vehicle after the practice or contest is over. The only exception is when prior written or verbal arrangements are made and the coach grants permission for the student-Athlete to leave the contest site with his/her parent or guardian. Student-athletes may not drive to games, whereas carpools must be arranged with parent drivers.

FAILURE TO COMPLY

Any student-athlete not returning from any away contest with a team without permission of the coach is ineligible to participate in athletic contests for one (1) calendar week from the date of the violation. Student-athlete may practice with the team. A second violation will result in immediate dismissal from the team for the remainder of that sport season.

SECTION IX: UNIFORMS AND EQUIPMENT

Student-athletes will be responsible for the care, security, and use of uniforms and equipment issued to them.

FAILURE TO COMPLY

Student-athletes shall be responsible to pay the replacement cost for uniform or equipment items that are abused or not returned. Student-Athletes shall not be allowed to participate in athletics in succeeding seasons until this obligation is met.

SECTION X: USE, POSSESSION, BUY, SELL, OR GIVE AWAY ANY DRUG (E.G. TOBACCO, ALCOHOL, MARIJUANA, ETC.), NARCOTIC, CONTROLLED SUBSTANCE (E.G. ANABOLIC STEROIDS), OR POSSESSION OF DRUG SPECIFIC PARAPHERNALIA

Richmond Community Schools expects student-athletes to conduct themselves in a way that positively reflects the district, community and student-body twenty-four hours per day, three hundred sixty-five days a year. At no time shall a student-athlete use, possession, buy, sell, or give away any drug (e.g. e-Cigarette/Vaping, Tobacco, Alcohol, Marijuana, etc.), narcotic, controlled substance (e.g. anabolic steroids), or possession of drug specific paraphernalia.

STUDENT-ATHLETE CODE OF CONDUCT HANDBOOK

Board of Education Approved on [11-28-22](#)

Whether a student-athlete self-discloses or not, student-athletes shall be subject to the following disciplinary actions for violation of Section X.

Consequences for:

FIRST OFFENSE – Forfeit 25% of the current season, rounded to the nearest whole contest (or 25% of the upcoming season if the violation occurs out of that student-athlete’s season). If the student-athlete cannot fulfill the consequence within the current season, consequence shall carry over to the next season in which they participate. The student-athlete must also show evidence of attending a program for drug abuse or awareness approved by the Superintendent or his/her designee. The student-athlete shall also submit to random drug and/or alcohol testing as determined by the superintendent or his/her designee. The student-athlete will also be required to fulfill ten (10) hours of community services, approved by and in conjunction with the superintendent or his/her designee.

SECOND OFFENSE – Forfeit 50% of the current season, rounded to the nearest whole contest (or 50% of the upcoming season if the violation occurs out of that student-athlete’s season). If the student-athlete cannot fulfill the consequence within the current season, consequence shall carry over to the next season in which they participate in. The student-athlete must also show evidence of attending a program for drug abuse or awareness approved by the Superintendent or his/her designee. The student-athlete shall also submit to random drug and/or alcohol testing as determined by the superintendent or his/her designee. The student-athlete will also be required to fulfill twenty (20) hours of community services, approved by and in conjunction with the superintendent or his/her designee.

THIRD OFFENSE – Immediate dismissal from the team and one (1) calendar year suspension of athletic participation from the date of the incident. The student-athlete must also show evidence of attending a program for drug and/or alcohol abuse or awareness approved by the superintendent or his/her designee. The student-athlete will also be required to fulfill forty (40) hours of community services * approved by and in conjunction with superintendent or his/her designee.

FOURTH OFFENSE – Permanent dismissal from all athletic programs at Richmond Community Schools.

* Community Service hours issued as a result of a violation of the *Student-Athlete Code of Conduct* shall not count toward the required community service hours for graduation.

The Director of Athletics, Facilities and School Safety and/or Superintendent shall review and consider all creditable information available regarding incident in question before make a decision. Creditable

STUDENT-ATHLETE CODE OF CONDUCT HANDBOOK

Board of Education Approved on **11-28-22**

information shall be defined as, but not limited to law enforcement reports and first-hand witness statements by staff or Board of Education members.

Penalties shall be cumulative beginning with and throughout the student-athlete's participation in the Richmond Community Schools' athletic program, Grade 7-12.

SECTION XI MISDEMEANOR OR FELONIES

Student-athletes charged with a misdemeanor or felony not covered in Section X are subject to a hearing by the Athletic Review Committee, as defined in Section XXII.—Consequences can range from game suspensions to removal based on severity.

SECTION XII: SUMMER AND OFF-SEASON PROGRAMS

A variety of sports camps, schools, clinics, and training programs are offered to student-athletes during the off-season and summer months by individual coaches and parks and recreation departments. These programs provide opportunities for aspiring student-athletes to improve their skills in a chosen sport. These summer and off-season programs are voluntary. Student-athletes shall not be required to enroll in these programs as a condition for membership or placement on an athletic team the succeeding season.

SECTION XIII: SCHOOL COMMUNITY CONDUCT

It is extremely important that our student-athletes represent Richmond Community Schools in a first class manner at all times. This is expected while the athlete is in school, on the athletic field and in the community. A student-athlete is eligible to participate in athletics if in the judgment of the Superintendent or his/her designee, school administration, teaching, and coaching staff, he/she is a representative of the schools in matters of citizenship, integrity, and sportsmanship. Participation in athletics is a privilege, not a right. Richmond High School will deal with misrepresentation in any form very severely when it deems necessary.

Student-athletes who are removed from an athletic contest for unsportsmanlike conduct will be suspended for the remainder of day's contest(s) and the next date of competition under MHSAA Regulations. If the conduct is deemed flagrant, the student-athlete may be suspended for more than one contest or removed from the team for the remainder of the season as determined by the Superintendent or his/her designee.

SECTION XIV: ATHLETIC TEAM PARTICIPATION

A student-athlete who signs up to for a team that has a try out period, and does not make the final cut, will be allowed to try out for another team (sport) upon mutual approval of the designee of the Superintendent and the coach involved, and if the roster for that team has not been finalized by the designee of the Superintendent. After the first official week of practice for any team, a student-athlete may not transfer from one team (sport) to another.

STUDENT-ATHLETE CODE OF CONDUCT HANDBOOK

Board of Education Approved on **11-28-22**

SECTION XV: PAY TO PARTICIPATE

A participation fee to compete in athletics is assessed yearly, after July 1st of each school year. Participation fees are non-refundable. More information on Pay to Participate is available on the district’s website, www.richmond.k12.mi.us

SECTION XVI: CITIZENSHIP AND CONDUCT DURING THE SCHOOL YEAR

When a student-athlete violates the Student Code of Conduct, the following consequences shall occur in addition to the consequences provided by the school principal or his/her designee:

FIRST Violation:

- A. Sport with ten or less game dates - 1 game date suspension
- B. Sport with more than ten game dates - 2 game date suspension (max 3 games)

SECOND Violation:

- A. Sport with ten or less game dates - 2 game date suspension
- B. Sport with more than ten game dates - 4 game date suspension (max 6 games)

THIRD Violation:

- A. Dismissal from the team for the remainder of the season.

*Post-season game dates would count the same as their regular season equivalents.

SECTION XVII: TARDIES

A student-athlete shall receive a one (1) game suspension for every six tardies (per season per class).

SECTION XVIII: AFTER AND OUT OF SCHOOL POLICY FOR ATHLETES

- A. Student-athletes are not to be in the locker room, gymnasium, athletic fields with school equipment, bus, or in the school building without a coach in the immediate area.
- B. The school building is off limits to the student-athlete after 3 P.M. on school days, non-school days, and weekends without a coach or authority from a building staff member.
- C. Anytime a building staff member directs or requests a student-athlete to vacate an area the student is to respond in a respectful and timely manner. A student-athlete is not to argue or debate any request by a building staff member. Any disrespect or insubordination on the part of a student-athlete may result in disciplinary action.
- D. It is important that students and coaches adhere to all policies. Try to create as safe of an environment as possible for everyone involved in our program.

SECTION XIX: DRESS CODE

Coaches may have a dress code for the entire season. The dress code shall be communicated to student-athletes by the coach at the beginning of the season.

STUDENT-ATHLETE CODE OF CONDUCT HANDBOOK

Board of Education Approved on **11-28-22**

SECTION XX: SUPPLEMENTAL RULES AND REGULATIONS

Supplemental rules/ regulations unique to a given sport may be implemented upon the approval of the designee of the Superintendent. These rules must be in writing and submitted to participants prior to the start of the season, except under special circumstances as approved by the Superintendent.

The designee of the Superintendent is the only party who may exclude a student from athletic participation. Exclusion is generally based on the recommendation of the coach and/or building administrator.

SECTION XXI: CARRY OVER OF PENALTIES

In the event that a suspension from athletics cannot be fully served during a season, it will carry over into the following season. The only exceptions to the above rule would be in the case of a senior, in which case the suspension would carry over into the next sport he/she participates in that year. In case of MHSAA infraction, the MHSAA rules of "Carry Over of Penalties" supersede the rules outlines in Section XXI.

SECTION XXII: APPEAL PROCEDURES

The consequences and/or disciplinary action that a student-athlete is subject to, under the guidelines of the Student-Athletic Code of Conduct Handbook, may or may not be appealed. The decision to grant the request for an appeal is at the discretion of the Superintendent.

The student-athlete and/or their parent/guardian must initiate a written request to the Superintendent to appeal the disciplinary action taken within three (3) school days of the date of disciplinary action. The written request to the Superintendent must include the following information:

- Student-athlete's first and last name, address, and telephone number.
- Parent/Guardian's first and last name, address and telephone number.
- Summary of the incident and discipline action taken. □ Reason and request for the appeal to be considered.
- Signature of the student-athlete and their parent/guardian.

Any documentation received by the student-athlete or parent/guardian regarding the discipline action taken must be attached to the written request for appeal to the Superintendent.

After reviewing the written request for appeal, the Superintendent may or may not forward the appeal to the Athlete Review Committee. The decision of the Superintendent shall be provided in writing to the student-athlete within five (5) school days of the receipt of the appeal request. The Superintendent's decision is final.

STUDENT-ATHLETE CODE OF CONDUCT HANDBOOK

Board of Education Approved on **11-28-22**

If the Superintendent’s decision is to forward the request for appeal to the Athletic Review Committee, the committee shall meet within ten (10) school days of the Superintendent’s decision. The five (5) member Athletic Review Committee shall consist of the Designee of the Superintendent (e.g. Athletic Director), two (2) athletic coaches, one (1) teacher and one (1) administrator.

The Superintendent shall present to the Athletic Review Committee the written request for appeal received and any documentation relevant to the incident. The student-athlete and parent/guardian shall have an opportunity to address the Athletic Review Committee. Other than the student-athlete, their parent/guardian, and committee members, No other individuals may be present during the appeal proceedings.

The decision of the Athletic Review Committee shall be communicated to the student-athlete and parent/guardian by the Superintendent within three (3) days of the committee hearing.

The Athletic Review Committee is final and not subject a Board of Education appeal.

FAILURE TO COMPLY

The sanctions set forth under each section are intended to illustrate sanctions for each particular offense. However, the district reserves the right to impose any of the sanctions listed for any violation of the Code of Conduct.

STUDENT-ATHLETE CODE OF CONDUCT HANDBOOK

Board of Education Approved on **11-28-22**

THE STUDENT-ATHLETE AND PARENT/GUARDIAN CONSENT FORM (ATTACHMENT #1)

Parent/Student Responsibility Statements

1. Each student-athlete and parent/guardian is responsible for his/her own insurance program. Richmond Community Schools is not responsible for any insurance (this includes use of an ambulance).
2. Richmond Community Schools will not pay medical expenses resulting from bodily injury to anyone who participates in athletic programs.
3. I understand the possibility that serious injury or death may result from participating in athletic activities.

Statement of Risk

1. Warning: Participation in supervised interscholastic athletics and activities may be one of the least hazardous activities in which any student will engage in or out of school.
2. Participation in interscholastic athletics still includes a risk of injury which may range in severity from minor to long term catastrophic.
3. Although serious injuries are not common in supervised athletic programs, it is impossible to eliminate this risk. Participants have the responsibility to help reduce the chance of injury.
4. Players must obey safety rules, report physical problems to their coaches, follow a proper conditioning program, and inspect equipment daily.
5. Before being allowed to try-out for an athletic team, each athlete must have an up-to-date physical on file in the designee of the Superintendent's office. This physical must be dated on or after April 15th of the previous year.
6. Each athlete must have an emergency form on file in the office of the designee of the Superintendent. Each athlete must pay the *Pay-to-Participate* amount designated by the Board of Education. These forms/fees must be on file in the designee of the Superintendent's office by the specified date, which is set by the Superintendent before he/she will be allowed to participate in any athletic activity.

Student-Athletic Code of Conduct Handbook

1. This application to compete in interscholastic athletics is entirely voluntary and is made with the understanding of the risks involved and that no violation of the Michigan High School Athletic Association and that the student-athlete will follow all rules and regulations set by Richmond Community Schools
2. As a representative of Richmond Community Schools, the student-athlete will conduct him or herself in an exemplary manner at all times. The student-athlete understands that violation of the previously mentioned rules and regulations or conduct unbecoming a team member may lead to the student athlete's dismissal from the team.
3. The student-athlete and parent/guardian understand and agree to abide by the Richmond Community Schools Student-Athletic Code of Conduct Handbook.

STUDENT-ATHLETE CODE OF CONDUCT HANDBOOK

Board of Education Approved on **11-28-22**

THE STUDENT-ATHLETE AND PARENT/GUARDIAN CONSENT FORM CONTINUED

Student-Athlete Information

Name: _____ Birthdate: _____ Age: _____
Home Address: _____ City: _____ Zip: _____
Home Telephone: _____ Cellular Telephone: _____

Parent/Guardian Information

Father's Name: _____ Home Telephone: _____
Cellular Telephone: _____

Mother's Name: _____
Home Telephone: _____ Cellular Telephone: _____

Emergency Information if Parent/Guardian cannot be Contacted/Notified

Name: _____ Relationship: _____
Home Telephone: _____ Cellular Telephone: _____

Family Doctor: _____ Telephone: _____

Preferred Hospital: _____

Insurance Company: _____ Contract Number: _____

Known Allergies: _____

Other Important Medical Information: _____

___ No ___ Yes. The Team physician and/or coach may apply first aid treatment until the family doctor can be contacted.

___ No ___ Yes. Consent is given for coaches, trainers, and team physicians to use their own judgment in securing medical aid and ambulance service in the event parents cannot be reached.

We have read and understand the *Parent/Student Responsibility Statements, Statement of Risk, and Student-Athlete Code of Conduct Handbook*, and by our signatures, indicate our willingness to abide by the Student-Athletes Code of Conduct Handbook.

Student-Athlete's Signature Date Parent/Guardian's Signature Date

Richmond Community Schools

STUDENT-ATHLETE CODE OF CONDUCT HANDBOOK

Board of Education Approved on **11-28-22**

PHYSICAL EXAMINATION FORM (ATTACHMENT #2)

See the *Director of Athletics, Facilities and School Safety* for this Form

Richmond Community Schools

Committed to Guaranteed Learning for All Students

Richmond Community Schools

STUDENT-ATHLETE CODE OF CONDUCT HANDBOOK

Board of Education Approved on **11-28-22**

CONCUSSION AWARENESS FORM (ATTACHMENT #3)

See the *Director of Athletics, Facilities and School Safety* for this Form

Richmond Community Schools

Committed to Guaranteed Learning for All Students

STUDENT-ATHLETE CODE OF CONDUCT HANDBOOK

Board of Education Approved on **11-28-22**

INELIGIBLE NOTIFICATION FORM (ATTACHMENT #4)

Student-Athlete: _____ Sport: _____ Date: _____

Upon review of PowerSchool, which is done weekly beginning the first day of the fourth week of each semester, you are currently failing one or more of the following classes:

Class	Teacher	Grade

In SECTION II of the Student-Athlete Code of Conduct handbook, it states:

The Richmond Community Schools will abide by the Michigan High School Athletic Association (MHSAA) regulation concerning eligibility.

While the MHSAA rules state that A student-athlete must have received passing grades in a minimum of 66% of classes (e.g. 4 classes) during the previous semester and must maintain passing grades in a minimum of 66% of classes (e.g. 4 classes) during the current semester to be eligible to participate in athletics, Richmond Community Schools requires student-athletes pass 100% of his or her classes with a 60% or higher to participate on an athletic team. If a student-athlete drops/withdraws from a class and it is deemed a drop/fail, the student becomes immediately academically ineligible.

In no case shall Richmond Community Schools’ regulations be less than those of the MHSAA.

Athletics is a privilege, not a right. You are a student-athlete, with student being the priority. As part of Richmond Athletics, you must strive for excellence, both on the competitive field and/or court and within the classroom.

You are responsibilities moving forward:

1. You must be passing every class in order to be eligible
2. You may continue to practice but cannot compete in games or contests.
3. Communicate with your teachers, coaches, and athletic department.
4. Work hard to increase your grade(s).
5. Have your teacher update your current grades, decide on status, and sign below.
6. Have your parent/guardian and coach sign below.
7. Return this notice to the Athletics Department within one week or before your next game in order to change status.

Class	Teacher	Current Grade	Status (Y or N)	Signature

Coach’s Signature _____

Date _____

Parent/Guardian’s
Signature _____

Date _____

STUDENT-ATHLETE CODE OF CONDUCT HANDBOOK

Board of Education Approved on **11-28-22**

TRAVEL RELEASE FORM (ATTACHMENT #5)

TRAVEL RELEASE

For dates that district bus transportation is not available for the team

I certify that I am the parent/guardian of:

_____ (Student-athlete's name)

_____ (Sport's Team)

and that he/she has my permission to utilize alternative means of transportation, other than a Richmond Community School district bus (to, from and both) to all away athletic practices, games, events or contests during the current school year when a bus is not available.

I further understand that my son/daughter will not be transported in a Richmond Community Schools district bus, but will be riding with either a coach or another parent.

Signature of Parent/Guardian

Date