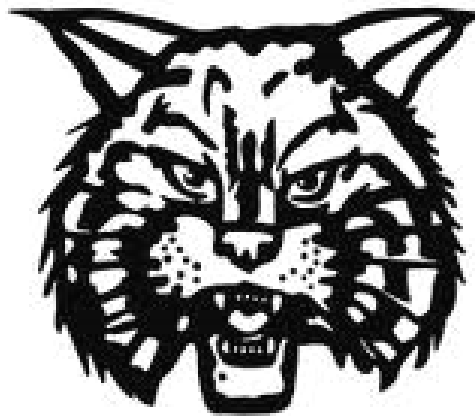


Radford City Schools

Standards of Conduct Policy Extra and Co-Curricular Activities

For Students, Parents, and Coaches



BOBCATS

***Version 1.17
Effective 8/1/2017***

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Website address for Radford High School Extra and Co-Curricular Activities Handbook:

www.rcps.org

Introduction

It is a privilege for our students to participate in VHSL and RADFORD CITY SCHOOLS sponsored extra and co-curricular activities. Therefore, the following is a “Standards of Conduct Policy” which has been approved by the Radford City Schools Board of Education for anyone, including students, family members and or legal guardians, participating in these sponsored activities. The purpose of these guidelines is to assist students and spectators in avoiding improper conduct that is a violation of Radford City Schools Policies, to include Federal, State, and / or Local Law. Any Violation of the Standards in this Policy Handbook may result in Suspension and/or Dismissal from all VHSL and RADFORD CITY SCHOOLS sponsored events. Furthermore, any Violation of these RADFORD CITY SCHOOLS Standards of Conduct Policies on school property, including Events as a visiting participant, is a Violation of the “Standards of Conduct Policy.”

Mission Statement

“Excellence in education, every student, every day,” is the mission statement of the Radford City Public Schools community. Students and parents, whose children are participating in extra/co-curricular activities, understand that the mission statement not only applies to academics, but also to any other activities sponsored by Radford City Public Schools. The purpose of this policy is to promote proper conduct during any and all extra/co-curricular activities that will emphasize good sportsmanship and support the Radford City Public Schools mission statement.

Signature Page Requirements

Students who hold class or club offices, represent the school in competitive athletic activities, non-athletic activities or hold high profile positions in the eyes of the student body and general public (newspaper, yearbook, drama), are expected to conduct themselves both in and out of school according to high ethical and behavioral standards and to be models of propriety to other students and the community.

Prior to participation in a VHSL or RADFORD CITY SCHOOLS extra and/or co-curricular activity, each student and his/her parent/legal guardian must sign and return the Signature Page to his/her coach, athletic director or extra and co-curricular advisor. This must be done within seven days from the date this handbook is issued to the student. Failure to return the signature page within seven days will make the student ineligible to participate in practice or games/competitions until the signed page is returned.

Honoring State Champions

The school system will honor each state champion team/individual once in a public setting on a date that will allow maximum community and school involvement. Also, the school board will honor each team/individual at a called board meeting.

VHSL Athletics, Extra And CO-Curricular Activities

Athletics

Fall: Cross Country, Cheer, Golf, Football, Volleyball
Winter: Basketball, Swimming, Indoor Track, Wrestling
Spring: Baseball, Outdoor Track, Soccer, Softball, Tennis

Activities

Creative Writing, Theatre, Newspaper, VHSL Writing / Photo/ Design Contest,

Forensics, Magazines, Scholastic Bowl, Yearbook, Media and Film

RCPS Extra/Co-curricular Activities

Clubs, SCA Officers, Class Officers, MACC, Leadership Groups and Skills USA or other CTE competitions.

Student Athlete Responsibilities

- To obey all school, athletic, and school organization rules and policies, as well as all local, state and federal laws.
- To maintain academic eligibility by passing at least 5 classes for credit each semester.
- To attend class and be on time.
- To know, follow and be accountable for VHSL rules when applicable.
- To display good sportsmanship and good citizenship both on and off campus.
- To support our team members and coaches and not degrade others.
- To protect their health.
- To refrain from the use and possession of alcohol and tobacco products, and/or the misuse/distribution of medications.
- To refrain from hazing.

Investigation and Penalty

Penalties may include but are not limited to the following.

Investigation Phase: First Incident

The coach / sponsor will investigate and discuss with the student the reason(s) for suspecting violations of this policy. The student in question will have an opportunity to present his evidence and or explanation of the event(s). The coach / sponsor will also contact the parent(s) or guardian, the athletic director (if the suspected violation involves a VHSL activity), and the proper administrator. If the student admits to, or is found in violation of this policy an administrator will schedule a meeting immediately with the student and his/her parents/guardian, at which time the student and the parents/guardian will have an opportunity to present any additional evidence and information if relevant to the situation. If the administrator determines that it is reasonable to impose a suspension from VHSL and RADFORD HIGH SCHOOL extra and co-curricular participation, the following procedure will be used:

First Offense:

- The student-athlete will be required to attend all practices and scrimmages unless Out of School Suspension (OSS) is imposed and may be required to miss 30% of the contests. Should the 30% include a fraction of a game; any fraction will count as a full game, i.e. 3 1/4 games would equal 4 full games. The suspension from contests will carry over to other seasons if the suspension occurs at the conclusion of a season or out-of-season. The student-athlete will be allowed to try-out for another sport team during his/her suspension unless out of school suspension is imposed. If the suspension occurs with less than 30% of the season remaining, the remaining portion of the suspension will be served during the athlete's next season of participation.
- Traveling with the team, sitting on the bench, or being on the sideline during the suspension will be expected unless OSS is imposed or if coach/athletic director determine otherwise.
- Students serving OSS are not allowed to try-out, practice, participate, or attend school sponsored activities.

Investigation Phase: Second Incident

The Investigation phase will be conducted in the same manner as detailed in the first incident.

Second Offense:

- The student will be ineligible for all VHSL and extra and co-curricular activities for one calendar year. Should the student's suspension be completed subsequent to the start of a sport season, the student will not be allowed to try-out or participate until the next sport season. Radford High School would strongly recommend the enrollment of the student in an appropriate intervention program.

Extra and Co-Curricular Activities

Investigation Phase: *First Incident*

The coach / sponsor will investigate and discuss with the student the reason(s) for suspecting violations of this policy. The student in question will have an opportunity to present his evidence and or explanation of the event(s). The coach / sponsor will also contact the parent(s) or guardian, the athletic director (if the suspected violation involves a VHSL activity), and the proper administrator. If the student admits to, or is found in violation of this policy an administrator will schedule a meeting immediately with the student and his/her parents/guardian, at which time the student and the parents/guardian will have an opportunity to present any additional evidence and information if relevant to the situation. If the administrator determines that it is reasonable to impose a suspension from VHSL and RADFORD HIGH SCHOOL extra and co-curricular participation, the following procedure will be used:

First Offense:

- Any such student who violates these standards by an incident of academic dishonesty, out-of-school suspension, or arrest and conviction by the legal authorities, may be subject to forfeiture of his/her office, team membership, or other position for one full year, or until the beginning of the same season (in the case of competitive activities) the following school year.

Investigation Phase: *Second Incident*

The investigation will be conducted in the same manner as detailed under the first incident.

Second Offense:

- The student will be ineligible for all VHSL and extra and co-curricular activities for one calendar year. Should the student's suspension be completed subsequent to the start of activity, the student will not be allowed to try-out or participate until the next activity. Radford High School would strongly recommend the enrollment of the student in an appropriate intervention program.

Eligibility

- Players must have a Virginia High School League physical.
- Players must have passed 5 credit courses for the previous semester and must be taking at least 5 courses for credit during the current semester.
- Coaches must turn in a list of names as soon as team has been selected.
- It is the coach's responsibility to check the eligibility form, as prepared by the athletic director, to ensure that all names are correct and that no individual(s) have been omitted.
- The coach will inform the athletic director immediately of any mistakes. The coach will sign the eligibility form and return it to the athletic director.
- Medical release forms may be picked up in the athletic director's office. The coach should keep these forms with him/her at all times in case of medical emergency.
- RADFORD HIGH SCHOOL policy is that students must meet ALL VHSL eligibility requirements to tryout, practice or play.
- **No Physical means No Tryout**

Tryouts

- Tryouts may begin only on dates designated by the VHSL. The VHSL does not allow practices, team meetings, viewing films with players, etc. on Sundays.
- There should be a minimum of two days of tryouts before team selections occur.
- Tryouts for the season should be announced to the public no less than two weeks prior to the start of the season. Every effort should be made by the coaching staff to inform prospective candidates of tryout dates so as to avoid conflicts with vacations, etc.
- The entire coaching staff (Varsity and JV) should be involved in the selection process.
- Prior to tryout, coaches will meet with prospective team members to discuss criteria for team selection. Consideration for extenuating circumstances in selection of team members may take place at the discretion of the coach and Athletic Director; e.g. injury to returning lettermen prior to or during tryouts. In certain sports, e.g. golf or tennis, head-to-head competition can determine team selection.
- Care should be taken in what coaches say to athletes in regard to team selection. Do not make comparisons with other candidates. Do not discuss reasons for team selections outside of the coaching staff.
- Prospective candidates should be informed that being a member of the high school team in previous years or belonging to a club team (e.g. club volleyball or travel soccer) does not guarantee them of selection to an athletic team.
- If a student tries-out for a sport and is cut, he/she may try-out for another team that season at the discretion of the coach and the AD. If a student tries-out for a sport but quits that sport prior to team selections, he/she may not try out for another team in that same season.
- RADFORD HIGH SCHOOL policy does allow an athlete to participate in more than one VHSL sport per season. Also quitting one team in order to join another team during your season or to try out for a team that plays in the next season is not allowed.
- Players are permitted to try out after their season has concluded. Under no circumstances should an athlete participating on a team be trying out and/or practicing for another team unless the AD and all coaches are in agreement with the tryout.

- Sports in season will take precedence over all other activities. Out-of-season programs must be conducted in accordance with VHSL rules and be supervised by a contracted coach. If attendance at out-of-season weight/conditioning programs is part of your program, make sure that prospective candidates are aware of this policy.
- The VHSL recommends and the Athletic Department requests that the coach meet with parents and athletes after team selections.

Team and School Rules

Coaches should make sure the athletes understand all rules. The VHSL recommends that the coach meet with parents and athletes after team selections. It is also recommended that players and parents sign and return a copy of the team rules. The following items should be included in team rules:

- Players must attend three full periods of the school day to play or practice, unless excused by the AD or an administrator in the AD's absence. Lunch does not count as a class period. ***Athletes are to be in school, and should only miss classes when it is an emergency.***
- Athletes that are not dismissed prior to the end of the school day may not leave school grounds. This will be treated as skipping, in accordance with the RADFORD HIGH SCHOOL Student Code of Conduct.
- If an athlete must serve OSS, he/she may not practice or play on the day(s) of the suspension, and possibly would not play in the next contest. Scrimmages do not count as a game but are considered a practice for the purpose of this rule.
- **In School Supervision (ISS):**
 - During a sport season for the first ISS offense, the athletic director and coach will be notified of the offense. The coach will meet with the athlete and discuss the offense. If consequences are warranted, the coach will implement as he/she deems appropriate (e.g. additional fitness, not starting, reduced playing time, suspension from the next contest).
 - Chronic ISS could lead to different penalties including dismissal from the team.
- Coaches should stress sportsmanship and conduct to players and coaching staff. If a player or a coach is ejected from a game, he/she is subject to an automatic suspension from the next contest, including playoffs, by the VHSL. The ejection for fighting or instigating a fight is an automatic two game suspension. Fines also may be levied by the VHSL. The athlete/coach also would be subject to disciplinary action by the RADFORD HIGH SCHOOL administration, which may include additional suspensions from a game to possible removal from the team.
- **Notify the AD immediately of any sportsmanship violation by a player or coach.**
- Sportsmanship violations of any nature will not be tolerated.
- The VHSL does not allow practices, team meetings, viewing films with players, etc. on Sunday.
- **Senior Court, hazing, and any other form of initiation is not allowed. It is against the law in the state of Virginia. The hazing policy will be included in the team rules and is also in the RADFORD HIGH SCHOOL Student Agenda.**
- The AD should be notified if an athlete is suspended from a team. A meeting with the AD should take place before an athlete is dismissed from a team. The coach should notify parents of any problems with an athlete.
- Coaches should review bus rules with the team. E.g. nothing should be thrown out the window; buses should be cleaned after you return, etc.

- If a student tries-out for a sport and is cut, he/she may try-out for another team that season at the discretion of the coach and the AD. If a student tries-out for a sport but quits that sport prior to team selections, he/she may not try out for another team in that same season unless the coach of the sport the athlete quits and AD agree that they can try out for another team in that season. RADFORD HIGH SCHOOL policy does allow an athlete to participate in more than one VHSL sport per season. Also quitting one team in order to join another team during your season or to try out for a team that plays in the next season is not allowed. Players will not be permitted to try out, attend open gyms, and/or practice for another sport until that sport season has concluded. Players are permitted to try out after their season has concluded. Under no circumstances should an athlete participating on a team be trying out and/or practicing for another unless they are members of that team also.
- Head Coaches:
 - Please discuss the independent team rule with your staff. This rule allows athletes to participate in recreational or club activities (providing they do not conflict with your practices or games).
 - Missing a practice or game due to attending a recreational or club activity is considered an unexcused absence, and will be handled accordingly by the coaching staff and/or the AD. The scheduling or rescheduling of high school athletic events will not be affected by recreational or club sporting events.
- Make sure your staff is aware of all rules.
- Review responsibilities and limitations for all coaches, especially volunteer coaches; volunteer coaches must be under direct supervision of a contracted coach. All head coaches must turn in a list of any volunteer coaches to the AD.
- Cursing by the coaching staff or team members will not be tolerated.
- Tobacco use by the coaching staff is not allowed.
- Practices are not allowed during the day on Teacher Workdays or Staff Development days unless the principal gives prior permission. (This does not apply to coaches who are not employed by the school division).

Training Room

- If athletes are not being treated by the trainer, they should not be in the training room.
- Coaches must be in the training room if no trainer is available.
- Ice, cups, & tape are expensive. Please do not waste them.
- Use the scoop when filling coolers and ice chests from the ice machine.
- Return clean coolers to the training room after each trip.
- Please see the trainer concerning kits for your practices / games.
- Please make arrangements with the trainer to be present when your team has to be dismissed early from school for a contest.

Concussion Policy

STUDENT-ATHLETE CONCUSSIONS DURING EXTRACURRICULAR ACTIVITIES

The Radford City School Division desires the safe return to activity for all student-athletes participating in extracurricular physical activities following an injury, but particularly after a concussion. The goal of this policy is to ensure (i) that coaches, school staff, volunteers, student-athletes, and their parents or guardian are aware of the short-term and long term effects of concussions; (ii) that concussed student-athletes are identified, removed from play immediately, and referred appropriately; and (iii) that concussed student-athletes are returned to play only after receiving appropriate medical care, given adequate time to heal, and are symptom free.

Definitions

Concussion: *a brain injury that is characterized by an onset of impairment of cognitive and/or physical functioning, and is caused by a blow to the head, face or neck, or a blow to the body that causes a sudden jarring of the head (i.e., a helmet to the head, being knocked to the ground). A concussion can occur with or without a loss of consciousness, and proper management is essential to the immediate safety and long-term future of the injured individual.*

Licensed Health Care Provider: *a physician, physician assistant, osteopath or athletic trainer licensed by the Virginia Board of Medicine; a neuropsychologist licensed by the Board of Psychology; or a nurse practitioner licensed by the Virginia State Board of Nursing.*

Return to Play: *to participate in a non-medically supervised practice, game, or athletic competition.*

I. Radford City Schools Concussion Management Team

- a. The Radford City Schools] Concussion Management Team (“CMT”) shall be appointed by the Superintendent of Schools and shall consist of a school administrator, an athletic administrator, a licensed health care provider, a coach, a parent or guardian of a student-athlete, a student athlete, and any such other person the Superintendent determines will assist the CMT in its actions.
- b. The CMT shall develop concussion training materials for school personnel, volunteers, student-athletes, and parents of student-athletes. The CMT shall also develop concussion reporting, management, and review protocols for the school division. The CMT shall maintain a record of all incidents where a student-athlete has been removed from a game, competition, or practice because he or she has been suspected of sustaining a concussion.
- c. The CMT shall meet at least once per semester and shall evaluate the division’s training materials, concussion reporting, management, and review protocols annually.

II. Required Concussion Training for School Personnel and Volunteers:

- a. Every Coach, Assistant Coach, School Staff, Adult Volunteer, or other person serving in a coaching or advisory role over student-athletes during games, competitions, or practices shall receive training in the signs and symptoms of sports-related concussions, strategies to reduce the risk of concussions, how to seek proper medical treatment for concussions, and the process by which a concussed student-athlete may safely return to practice or competition. Each school and the CMT shall maintain a written record of the names and dates of completion for all persons completing the school's concussion training.
- b. Each school shall ensure that no person is allowed to coach or advise a student-athlete in any practice, game, or competition who has not completed the school's concussion training within the previous twelve months.

III. Distribution of Training Materials to Student-Athletes and Parent/Guardian:

- a. Prior to participating in any extracurricular physical activity, each student-athlete and the student-athlete's parent or guardian shall review concussion training materials developed by the CMT and sign a statement acknowledging receipt of such information. The concussion training materials shall describe the short-and long-term health effects of concussions.
- b. The signed statements acknowledging the receipt of concussion training materials shall be valid for one calendar year and will satisfy the concussion training requirements for all of a student-athlete's extracurricular physical activities for a calendar year.

IV. Removal from Extracurricular Physical Activities

- a. A student-athlete suspected by a student-athlete's coach, athletic trainer, or team physician of sustaining a concussion or brain injury in a practice, game, or competition shall be removed from the activity immediately, evaluated, and if necessary referred for further treatment. A student-athlete who has been removed from play, evaluated, and suspected to have sustained a concussion shall not return to play that same day.
- b. In determining whether a student-athlete removed from play is suspected of having sustained a concussion, an appropriate licensed health care provider or other properly trained individual, shall evaluate the student-athlete at the time of removal utilizing a standardized concussion sideline assessment instrument (e.g., Sideline Concussion Assessment Tool (SCAT-II), the Standardized Assessment of Concussion (SAC), or the Balance Error Scoring System (BESS)).
- c. The determination of whether a student-athlete removed from play is suspected of having sustained a concussion shall be the sole determination of the licensed health care provider or other properly trained individual conducting the concussion sideline assessment. Such determination is final and may not be overruled by another licensed health care provider or other properly trained individual, coach, assistant coach, school staff, or other person serving in a coaching or advisory role, the student-athlete, or the parent or guardian of the student-athlete.

- d. The coach of a student-athlete may elect not to return the student-athlete to play, even if after the concussion sideline assessment it is determined that the student-athlete is no longer suspected of having sustained a concussion.

V. Return To Play Protocol

- a. No student-athlete shall be allowed to return to extracurricular physical activities, which includes the student-athlete's practices, games, or competitions, until the student presents a written medical release from the student-athlete's licensed health care provider. The written medical release shall certify that (i) the provider is aware of the current medical guidance on concussion evaluation and management; (ii) the student-athlete no longer exhibits signs symptoms or behaviors consistent with a concussion at rest or with exertion; and (iii) that the student-athlete has successfully completed a progressive return to sports participation program. The length of progressive return to sports participation program shall be determined by the student-athlete's licensed health care provider but shall last a minimum of five calendar days.
- b. The coach of a student-athlete may elect not to allow a student-athlete to return to extracurricular physical activities, even after the production of written medical release from the student-athlete's licensed health care provider, if the coach observes signs and symptoms of sports-related concussions. If the student-athlete's coach makes such a decision, the coach shall communicate the observations and concerns to the student-athlete's parent or guardian within one day of the decision not to allow such student-athlete to return to extracurricular physical activities.

VI. Helmet Replacement and Reconditioning

- a. All helmets used in school physical activities must conform to the National Operations Committee on Standards for Athletic Equipment (NOCSAE) and certified as conforming by the manufacturer at the time of purchase.
- b. Reconditioned helmets that have been purchased must be recertified as conforming to the NOCSAE by the reconditioner.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-271.5.

Regulation...

JJAC concussion policy

In the Radford City Schools, only a physician or physician's assistant may provide the release for a concussed student-athlete to return to practice or full participation. The physician's/physician assistant's release must be provided in writing. As stated in the policy, (1) the provider is aware of the current medical guidance on concussion evaluation and management; (2) the student-athlete no longer exhibits symptoms or behaviors consistent with a concussion at rest or exertion; and the student-athlete has successfully completed a progressive return to sports participation program.

The student-athlete's coach may still make the final decision to "not" return the student to participation at that time. The coach will provide a written explanation to the student athlete explaining the reasons for non-participation.

Please note that student athletes are required to immediately report to their coach, athletic trainer, or athletic director if they sustain a concussion outside of the school day.

This policy will also be followed by all physical education teachers in the Radford City School Division.

The Radford City Schools' Concussion Management Team (CMT) will be selected by the Student Health Advisory Board (SHAB).

Lockers and Equipment

- Students are responsible for keeping up with all equipment.
- Lockers will be issued based on available space and location.

Teampacks

- Students are not required to purchase "team packs" which are offered in order to help reduce the cost of equipment or apparel.
- Students will not be penalized for choosing not to purchase a team pack.
- Examples:
 - Football- Shorts, cleats, tee shirts, etc.
 - Basketball- Tee shirts, shoes, etc.
 - Track- Sweat pants, pull-over, etc

Transportation Policy

- Students who meet as a group or team at RADFORD HIGH SCHOOL are required to ride transportation approved by the school when leaving school grounds. Students who return to RADFORD HIGH SCHOOL from home cannot meet or change into equipment and then drive themselves to practice, games or events.

- Students who are traveling from home may meet at the place of practice or the event when approved by the coach. Examples include teams meeting at McHarg, Belle Heth, Riverview, Dedmon Center, Veterans Field, and the River Course.
- Coaches should not transport players to any practice that is held off school grounds. (Examples are the recreation center, Radford University, etc.)
- A student may ride home with his / her parents after an event and with the permission of the coach. At no time are students allowed to leave with other students.

Self Evaluation

- At the start of your season, coaches should fill out the top portion of the coach's evaluation form. Please list at least one objective, sign it, and return it to the AD.
- At the conclusion of your season, coaches will complete the self-evaluation portion of the form. When you come to discuss the evaluation with the AD, please bring with you the following:
 - Overall Won - Lost Record and District Record.
 - All District / Region 1W / State Selections.
 - Wish list for your sport.
 - Uniform and equipment inventory.
 - Completed Self-Evaluation Form.

Eighth Grade Participation

- Any eighth grader desiring to compete at Radford High School in a sub-varsity sport must be in good standing as a student at Dalton Intermediate School as determined by academics, behavior, and attendance records. The student-athlete must also meet all RADFORD HIGH SCHOOL and athletic department rules and regulations.
- Eighth grade students wishing to participate on a sub-varsity level sports team in a sport that is also offered at DIS must contact the RADFORD HIGH SCHOOL athletic director.

Parent and or Guardian Responsibilities

- To obey all school, city, athletic, and school organization rules and policies.
- To display good sportsmanship and good citizenship.
- To support our teams and coaches and not degrade others

**Radford City School
Standards of Conduct Policy for
Extra and Co-Curricular Activities**

Signature Page

We have received and read the ***Radford High School Standards of Conduct Policy for Extra and Co-Curricular Activities***. Our signature indicates that we are aware of and will abide by the explanation and consequences associated with this policy and the concussion policy for extra-curricular activities.

Student's Name Printed

Student Signature

Date

Parent Signature

Date

Activity/Activities Director Signature

Date

Student's Name- Printed

Extra and Co-Curricular Activities Sponsors

Radford City Schools would like to thank the following for their support of our Extra and Co-Curricular Activities, Coaches, Students and our school system in general. Without your support our teams, coaches and students would not be as successful as they are today.

- **Davis, Davis, Davis – Attorneys at Law**
- **Radford Booster Club**
- **Radford City Police**
- **Radford Fire Department**
- **Radford Recreational Department**
- **City of Radford**
- **Radford Foundation**