

# **Raymond High School**

**2018 – 2019**



## **Athletic and Extracurricular Eligibility Handbook**

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## **ATHLETIC & EXTRACURRICULAR ELIGIBILITY GUIDELINES**

Raymond High School is committed to providing students with a well-rounded and rigorous academic education. Participation in athletic and extracurricular activities is an important part of that process. However, there are occasions when involvement in athletics and extracurricular activities can be detrimental to an individual's academic success. For that reason, the following guidelines have been established.

Extracurricular activities include all New Hampshire Interscholastic Athletic Association (NHIAA)/intramural sports, school clubs and organizations. Eligibility rules apply to both boys and girls in all activities. An ineligible student shall not be allowed to be a member of any extracurricular organization.

To be eligible for any extracurricular activities, all students must meet the standards of eligibility as outlined in this policy in order to try out for an athletic team or participate in an extracurricular activity:

- No pupil who has failed to pass five (5) credit bearing classes during the school's previous grading period shall be permitted to try out for an athletic team.
- A minimum of five (5) credit bearing classes per grading period is required for participation in interscholastic athletics or extracurricular activity.
- Seniors, who are only enrolled in four (4) classes, will be held to the NHIAA standard for participation.
- No student, who is enrolled in only four (4) classes, and failed to pass four (4) credit bearing classes during the school's previous grading period shall be permitted to try out for an athletic team or participate in an extracurricular activity.

At progress reports (mid-quarter), a student who is not passing all of their classes will be placed on "academic probation" and be required to report for after school assistance every day for 10 consecutive days.

- After school assistance will be scheduled for the ten consecutive school days after progress reports from 2.10 pm to 3.00 pm in the Media Center.
- Students on "academic probation" will be allowed to participate in all activities after 3.00 pm, at the discretion of the coach. Attendance in the after school assistance will supersede any non-academic experience.
- If a student fails to report to the after school assistance, they will be suspended from activities for the remainder of the quarter.
- A student is only excused from after school assistance if there is a game/match/meet or meeting on that day or if the student has an excused absence from school (in accordance with school policy). If a student misses after school assistance for any of these reasons, they will make up the missed after school assistance requirement on the following school day.

- Students must be present on the day of the team or club activity, in order to participate. If the activity is on the weekend, the student must be in school on the preceding school day. If absent, absence must be excused.
- Students are not exempt from detentions because of extracurricular activities, including sports.
- It is the responsibility of the student to inform coaches and advisors of their attendance at the 10 day after school assistance program.

Students are expected to arrive at school on time and attend all scheduled classes. In the event of a student being absent from school they may not participate in any athletic contest, practice or extracurricular activity during that day. For contest dates falling on non-school days the student is expected to attend all classes on the previous school day. Students who are tardy and unexcused and who arrive after attendance is taken will be considered absent from school and may not participate in the day's athletic or extracurricular activities without permission from Administration. Parents and Students are expected to arrange appointments after school hours. Please review the Academic Assistance Student Contract at the back of this handbook.

A student may not participate in an extracurricular activity while suspended from school.

Students will also be expected to follow any guidelines set forth by the coach or advisors. Students must abide by RSD Policy [IOF – Athletic Programs](#), [JJA – Student Activities and Organizations](#), [JJA-R – CoCurricular Participation](#), [IOF-R – Athletic Program Regulations](#), [JJIB – Interscholastic Athletics](#), [JLCA – Physical Examination of Students](#) and [JLCG – Wellness Policy](#). Policies can be found on the [SAU 33](#) website.

## **ATHLETICS & EXTRACURRICULAR HONOR CODE OF CONDUCT**

Students are expected to behave appropriately at all student activities and athletic events. All school rules will be in effect at these events whether they are held at Raymond High School or at another site. Students who misbehave or demonstrate unsportsmanlike behavior will be asked to leave the event and will receive consequences in accordance with the school's code of conduct. Students must have and maintain a record of acceptable and appropriate citizenships, character and personal conduct both inside and outside the school environment.

Students participating in athletic and extracurricular activities do so voluntarily and as representatives of their community, their school, their families, and themselves. Standards for such participation are high yet attainable by all. Students are on their honor to act appropriately and to seek attainment of those standards 365 days a year on or off the field. The district is committed to promoting a healthy lifestyle for

our students. Certain behaviors are counter to those standards and are considered dangerous, illegal and contrary to the mission of our school.

These behaviors include: 1. Physical violence, threats, offensive language, abusive behavior towards teachers, coaches, officials, other teammates, opposing teammates, spectators, or other school personnel. 2. Use of alcohol, and/or possession of same, in any form. 3. Use of illegal drugs, and/or possession of same, in any form. 4. Being knowingly present where illegal alcohol and drug use is taking place. 5. Purchasing, attempting to purchase, possessing or using any tobacco product. 6. Any identifiable image, photo, or video which implicates a student to have been in possession of or in the presence of alcohol and/or drugs, or portrays actual use or a crime, shall be confirmation of a violation of the code of conduct.

The student must meet with the Principal, Assistant Principal and/or Athletic Director. If, after due process, there is found to be an infraction of school policy, the following protocol will be used in implementing consequences. Consequences are **cumulative** over the course of a student's career at Raymond High School (and apply to extracurricular activities as well) and are as follows:

#### **First Offense:**

1. Parent will be notified.
2. Student will be suspended from team scheduled events for a minimum of two weeks.
3. Student will be reinstated after 2 weeks, if he/she follows through with:
  - a. Writing a reinstatement plan to include a reflective narrative (once approved the athlete may practice).
  - b. Meeting with a substance abuse counselor / Student Assistance Counselor (if offense warrants it).
  - c. Performing 10 hours of community service pertinent to the offense, and not inclusive of any other school community service requirement.
  - d. Educational activity: Minimum 5 page research paper on the effects, dangers and consequences of alcohol, illegal drugs or tobacco consumption, OR attend the Boomerang Program for 8 hours, OR participate in 8 hours of Anger Management Counseling. (Once any 3 steps have been completed, the athlete may play)

#### **Second Offense:**

1. Parent will be notified.
2. Student will be suspended from team for a minimum of the remainder of the season.
3. Student will be ineligible to participate in another sport season unless he/she agrees to and follows through with:

- a. Writing a rehabilitation plan, to include a reflective narrative
  - b. Attending, with parents, a meeting with a substance abuse counselor / Student Assistance Counselor.
  - c. Performing community service pertinent to the offense, and not inclusive of any other school community service requirement
  - d. Educational activity: Minimum 5 page research paper on the effects, dangers and consequences of alcohol, illegal drugs or tobacco consumption, OR attend the Boomerang Program for 8 hours, OR participate in 8 hours of Anger Management Counseling.
4. Failure to comply will result in removal from sports for student's high school career.

**Third Offense (and subsequent offenses):**

1. Parent will be notified
2. Student will be suspended from sports for 365 days
3. Student may be reinstated after 365 days by:
  - a. Writing a rehabilitation plan, to include a reflective narrative.
  - b. Attending, with parents, a meeting with a substance abuse counselor / Student Assistance Counselor.
  - c. Performing a community service pertinent to the offense, and not inclusive of any other school community service requirement.
  - d. Educational activity: Minimum 5 page research paper on the effects, dangers and consequences of alcohol, illegal drugs or tobacco consumption, OR attend the Boomerang Program for 8 hours, OR participate in 8 hours of Anger Management Counseling.
4. Failure to comply will result in removal from sports or activities for the student's high school career.

**Self-Referral for Assistance and Support:** If a student were to self-refer to a staff member or private counselor prior to being involved in an incident, there would be no sanction imposed on the student at that time. Continued participation in athletics would be based on an evaluation/recommendation submitted to the Athletic Director and building Principal by the Substance Abuse Counselor. The School District is committed to doing all it can to assist students who have self-referred. Self-referral is defined as a student approaching a counselor or staff member independently without provocation and confiding in them the substances with which they are having a problem.

**Captains or Leadership Position:** Any student involved in a violation of the code of conduct, discipline that results in a suspension from school, or found guilty of crimes outside of school, will lose the ability to serve as a leader or as captain of an athletic team and be ineligible to serve for a period of one calendar

year. Note: Consequences for any other inappropriate behaviors will be determined by the administrator and athletic director.

### **PHYSICALLY FIT**

Only those students who wish to participate in scholastic (competitive team) sports will need an annual physical exam at the high school level. This enables more students the opportunity to participate in intramural sports and not be omitted from participation due to lack of necessary physical. A student with a prolonged illness or injury must have written permission from the parent and physician to participate in extracurricular activities.

### **ADDITIONAL ATHLETIC INFORMATION**

#### **CONCUSSION POLICY**

The School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in “contact” or “collisions” sports. However, in order to ensure the safety of all district student-athletes, this policy will apply to all competitive athletic activities as identified by the administration.

Consistent with the National Federation of High School (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury. Annually, the District will distribute a head injury and concussion information sheet to all parents/guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

All coaches, including volunteers, will complete training as recommended and/or provided by NHIAA, New Hampshire Department of Education and/or other pertinent organizations. Additionally, all coaches of competitive sport activities will comply with NHIAA recommended procedures for the management of head injuries and concussions. Please see RSD Policy [JLCJ – Concussions and Head Injuries](#) for additional information.

## **Athletic Director or Administrator in Charge of Athletic Duties**

**Updating:** Each spring, the athletic director or designee shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA or the District's on-call physician, if applicable. If there are any updated procedures, they will be adopted and used for the upcoming school year.

**All Sports:** Identified sports include all NHIAA-sanctioned activities, including cheer/dance squads, and any other district-sponsored sports or activities as determined by the District. **IMPACT Testing:** IMPACT Neurocognitive baseline tests will be completed every two years for all athletes by the high school. Access Sports Medicine provides these baseline tests to Raymond High School free of charge. When compared to a baseline score or normative data, these tests can help determine if an injured student is back to his or her normal cognitive function. IMPACT testing should be used as a piece in the return to play decision following a concussion, but is not the sole determiner of clearance.

**Coach Training:** All coaches shall undergo training in head injury and concussion management by completing the NFHS (National Federation of State High School Associations) Concussion Course (free of charge). This course is located on the NFHS website and must be taken prior to any coaching.

**Parent Information Sheet:** On a yearly basis, a concussion and head injury information sheet shall be distributed to the student-athlete and the athlete's parent/guardian prior to the student-athlete's initial practice or competition. This information sheet may be incorporated into the parent permission sheet that allows students to participate in extracurricular athletics.

**Coach's Responsibility:** A student-athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be immediately removed from play.

**Administrative Responsibilities:** The Superintendent or his/her designee will keep abreast of changes in standards regarding concussion, explore staff professional development programs relative to concussions, and will explore other areas of education, training and programs.

The NH Senate has adopted SB 402 effective August 17, 2012. This law is relative to the adoption of policies for the management of concussion and head injuries in student sports. The Raymond School District uses the definitions as outlined by the law:

- Health care provider means a person who licensed, certified or otherwise statutorily authorized by the state to provide medical treatment and is trained in the evaluation and management of concussions.

- School Property means school property as defined in RSA 193- D:1, V.
- Student athlete means a student in grades 9-12 involved in student sports.
- Student sports means athletic programs for students in grades 9-12.

**Return to Play (RTP):** The Raymond School District contracts with an outside organization, Access Sports Medicine & Orthopedics, for Athletic Trainer services. A student athlete must be immediately removed from practice or a game if he/she is suspected of having sustained a concussion or head injury. The following individuals are authorized to render the decision to remove the student from play or practice: coaches, officials, athletic trainer or health care providers as defined above.

Raymond uses the following guidelines for the return to play of student athletes. The Raymond School District utilizes the NHIAA Return to Play Protocol. Return to Play is a process and not an immediate return to game activity. In order to start the Return to Play process the following must occur:

- A student athlete who has been removed from play shall not return to play on the same day or until he or she has been evaluated by a healthcare provider and receives medical clearance and written authorization from that health care provider to return to play. The student athlete shall also present written permission and authorization to return to play from a parent or guardian.
- The student athlete must be asymptomatic for 24 Hours and if used IMPACT testing returned to baseline or normative data.
- IMPACT neurocognitive testing is currently known as the best practice in order to ensure cognitive function has return to normal after a head injury. Raymond High School highly encourages its use in clearing students with concussion.
- Raymond High School reserves the right to request a secondary medical opinion by a physician specializing in concussions prior to full clearance if they feel like typical best practices care for concussions as outlined in this document are not met.
- Once the above criteria are fulfilled the RTP protocol may be started.

NHIAA Medical Clearance RTP Protocol:

1. No exertional activity until asymptomatic.
2. When the athlete appears clear, begin low impact activity such as walking, stationary bike, etc.
3. Initiate aerobic activity fundamental to specific sport such as skating or running, and may also begin progressive strength training activities.
4. Begin non-contact skill drills specific to sport such as dribbling, fielding, batting, etc.
5. Full contact in practice setting.
6. If athlete remains asymptomatic, he or she may return to game/play.

At any time during the protocol, if the student athlete experiences any signs or symptoms of concussion, the process is stopped and the cycle will revert back to the last step that was asymptomatic. The process



does not begin again until the individual is asymptomatic for 24 hours. For the safety of the student, steps may not be skipped or progressed any faster than 24 hours per step.

## **ATHLETIC RULES**

1. All injuries, however slight, should be reported to the coach who will then contact the Athletic Trainer of that sport immediately. An accident report should be completed and given to the school nurse within 24 hours. The coach is responsible for submitting the accident report to the Athletic Director.
2. The athlete is responsible for all equipment and uniforms assigned to him or her. They will be expected to pay in full for any lost or damaged items. All equipment (including uniforms) must be returned directly at the end of each sport's season. Failure to accomplish this within one week of the final contest may result in no letter award and will cause the student to be ineligible to participate in the next sports season.
3. Athletes are expected to follow all curfews.
4. Athletes are expected to complete the season with their team.
5. Students will have to obtain permission from both of the head coaches and Athletic Director in order to change teams or sports during the season.
6. Priority must be given at all times to the high school team, its practices, and its contests unless a waiver has been granted by the Principal and Athletic Director.
7. A student can join a team after tryouts only if no cuts were made and he or she joins prior to the first contest regular season event.

## **TRAVEL**

Athletes are expected to travel to and from an athletic event with the team. The coach can make exceptions for emergencies, only with written permission from the athlete's parent or guardian and only under circumstances where that parent or guardian would be transporting their own child to or from the event. If the request by the parent/guardian is to transport their son or daughter home from an activity when the student has been transported to the activity by the School District, the parent/guardian must present them to the coach/advisor and sign the permission to Transport Form prior to taking the student home. The coach/advisor shall have in his/her possession a signed Permission to Transport Form. RSD Policy EEAE - Special Use of School Buses.

## **ATHLETIC DRESS**

On the day of a game, all team members must wear clothing which adheres to the school's dress code. An acceptable portion of team uniform may be worn.

Teams not traveling in uniforms must use this dress code while on the bus and until they are directed to change into their uniform at the site of the away game or until directed to change for the home game. Students failing to comply with these expectations of student appearance will be given one warning. If the offense is repeated, they will be unable to participate in the game on the day of the infraction.

## **AWARDS**

1. Letter Awards will be granted based on the following criteria:
  - a. The athlete must finish the season in good standing;
  - b. The athlete must be someone who has contributed in a positive way to the success of the team;
  - c. A manager must be one who has contributed to the success of the team.
2. For teams winning state championships, the coach is encouraged to conduct a fundraiser to provide an adequate award. This is the only award that the Athletic Department recommends. It is felt that the letter award and certificate presented at the awards banquets fulfill this need. We urge parents to support the coach in this endeavor.
3. Organized Booster Clubs, which conduct fundraising activities for athletics, shall be allowed to allocate their contributions as determined by their Board of Directors and the coach of the sport, subject to approval of the Principal and Athletic Director. All apparel (jackets, sweatshirts, t-shirts, etc.) should reflect the appropriate school colors (green and white) and, if necessary, for a third color, black.

Raymond High School Athletics is governed by the New Hampshire Interscholastic Athletic Association (NHIAA) and will abide by their rules.

## **NHIAA RULES**

The Raymond High School Athletic Association is governed by the New Hampshire Interscholastic Athletic Association (NHIAA) and will abide by their rules. For further details contact the NHIAA or the Athletic Director.

## **BILL OF RIGHTS FOR YOUNG ATHLETES**

Right to participate in sports

Right to participate at a level commensurate with each child's maturity and ability

Right to have qualified adult leadership

Right to play as a child and not as an adult

Right of children to share in the leadership and decision making of their sport participation

Right to participate in safe and healthy environments

Right to proper preparation for participation in sports

Right to an equal opportunity to strive for success

Right to be treated with dignity

Right to have fun in sports

# ACADEMIC ASSISTANCE STUDENT CONTRACT

## PURPOSE OF ACADEMIC ASSISTANCE

The purpose of academic assistance is to provide academic assistance to students involved with extracurricular activities or athletics, whose grades have fallen below the required level for participation in extracurricular activities. Academic assistance offers the opportunity for students to retain their extracurricular membership, while ensuring good learning habits.

## EXPECTATIONS

1. ALL STUDENTS MUST be seated and ready to work when the bell rings or you will be marked as absent. You may not wander around the room.
2. HAVE ALL your books, notebooks, reading books, and writing utensils available and ready. You will not be allowed to leave after academic assistance begins.
3. ALL STUDENTS MUST bring work to academic assistance. If student fails to bring work to academic assistance, or if they are not actively working, they will be marked absent.
4. Academic assistance will be a quiet, working environment. Students will be provided the opportunity to work with specific teachers or student tutors if help is needed.
5. Cell phones may not be used during the duration of the academic assistance. Students are expected to plan any necessary arrangements for transportation before academic assistance begins.
6. If a student is marked absent for any reason from academic assistance and if the absence is not excused (please see handbook for clarification of excused absences) the student will be suspended from extracurricular activities for the duration of the quarter.

By signing this handout, you acknowledge that both you and your child have read the information above and understand the expectations and consequences for academic assistance.

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Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent /Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_