

Clayton Municipal Schools
Athletic and Activity Code of Conduct
2019 - 2020

It is the responsibility of parents/guardians and students participating in athletics and/or activities sanctioned by the New Mexico Activities Association (NMAA) to read and familiarize themselves with the terms and requirements of the Clayton Municipal School (CMS) District's Athletic and Activity Code of Conduct. A student or his/her parent/guardian may obtain an explanation of any part of this code from the school athletic/activities director or principal.

The parent/guardian and student are required to sign the attached form to acknowledge this code has been read, is understood by the student and the parent/guardian and they each agree to abide by it.

Coaches/sponsors will not allow a student to practice, play or otherwise participate in the sport/activity until the student's signed acknowledgment form has been returned to the coach/sponsor.

ACADEMIC ELIGIBILITY

In order to be eligible to participate in any extra/co-curricular activities, students must be in good academic standing as prescribed by the Board of Education and The New Mexico Activities Association in compliance with state law. Coaches and sponsors will review eligibility standards at the beginning of each season and regularly throughout each grading period as well as when new members join the activity.

NMAA ELIGIBILITY POLICY

1. A Student shall have a 2.0 grade point average with no F's, based on a 4.0 grading scale, or its equivalent, for the semester grading period immediately preceding participation. For students not eligible at the semester, the next six or nine week grading period can be used to regain eligibility. Grades earned during a summer session must be placed on a student's transcript by the school registrar prior to the first day of the fall semester in order for the course to be utilized for eligibility purposes.
 - a. All class work counted for eligibility must be acceptable for graduation.
 - b. The GPA is based on a 4.0 scale with an allowance for consideration of honors points.
 - c. Cumulative provision
 - i. Only semester grades can be used, and all semester grades starting with the 9th grade year must be utilized. (As cumulative grades start with the 9th grade year, the cumulative provision cannot be used for middle school/junior high Students.)
 - ii. The cumulative provision may not be applied if a Student has more than one "F" in the semester grading period immediately preceding participation
 - iii. A student must have passed a minimum of 51% of coursework taken by a fulltime student in the semester grading period immediately preceding participation to take advantage of the cumulative provision option.
 - iv. *The cumulative provision may only be used at the beginning of the semester and must include all semester grades beginning with the 10th grade year. **This provision may be used if the student has no more than one grade of F at the semester.***
 - v. *The cumulative provision may be used only once in during grades 10th -12th.*
 - d. **Eighth (8th) grade students must be eligible at the end of the second semester of the 8th grade year in order to be eligible for high school sports.**
 - e. Stricter guidelines may be imposed by the school/district. (See CMS Eligibility Checks)
2. A Student must be enrolled in at least 51% of the member school's regular class schedule in courses that will be counted towards his/her graduation and in regular attendance during the current as well as the previous semester
3. Pursuant to State Statute 22-12-2.1.: Interscholastic extracurricular activities; student participation.
 - a. No student shall be absent from school for school-sponsored interscholastic extracurricular activities in excess of fifteen days per semester, and no class may be missed in excess of fifteen times per semester. Participation in state and national competitions is exempt.

4. Prior to participation in a state conference or competition, the activity/sponsor/coach must submit a completed and signed NMAA Verification of Eligibility form attached to a list of participating students to the NMAA office. This form may be found on the NMAA website at www.nmact.org.

CMS Eligibility Checks

- ✓ At Clayton Municipal Schools 7 - 12 deficiency reports will go out the Tuesday after the 3rd, 6th and 9th week of each nine week grading period and become effective the following Wednesday. If a student has a GPA below 2.0 and/or a grade below 65, he/she will not participate in any extra-curricular activity until the next deficiency notices are posted and their grade/s meet the eligibility requirements.
- ✓ Students participating in ITV classes, Home School or Charter School will be held to the same standard.
- ✓ Incompletes not rectified within two weeks of the end of the grading period will become an "F" and result in ineligibility.
- ✓ NMAA Rule will supersede weekly deficiencies at semester.
- ✓ ***Coaches/sponsors are responsible to check the eligibility of their students. The use of an ineligible student is a violation of NMAA rules and may result in disciplinary action.***

Special Education Eligibility

- ✓ The IEP committee will establish and follow criteria and guidelines for eligibility as identified by laws and policies set for Special Education students.

ATTENDANCE STANDARDS FOR PARTICIPATION

Students are expected to attend a full day of school day to be minimally eligible to participate in a practice, competition, activity or performance scheduled on the same date. Exceptions can only be made by the principal and activity/athletic director with advice from the head coach prior to the activity.

Participation in evening activities or competitions shall not affect school attendance on the following day. When performing or competing during the school day, students are expected to return to classes immediately after the event.

Students are not allowed to participate while assigned to the Behavior Intervention Program (BIP), serving a school suspension, in or out of school. A student placed in BIP or a suspended student shall be removed from all team/group related activities for the length of the suspension and may resume team/group participation the day the student is permitted to return to class.

Athletes who are medically excused from regular physical education classes may not participate in school activities, practices, or games without a doctor's release or a release from the school nurse. However, participation in athletics for such students may be limited by the school based on the safety judgment of the athletic director after consultation with the coach.

Participation in regular preseason practices is important for the safety and health of students. Absence from such practices for vacations will be considered by the coach in restricting participation. However, absences due to illness will be considered in a different light and will be subject to individual review by the Athletic/Activity Director in perspective of what is best for the student participant and the school.

Vacation absences during an activity or team season can result in being penalized or released from the activity/team. See the individual coach/sponsor at the start of the sport/activity for details about absences.

DISMISSAL PROCEDURES; EXTRACURRICULAR/COCURRICULAR

A student shall be suspended from participation in any extracurricular activity due to infractions relating to academic, disciplinary, and/or contractual violations. The student and the parent/guardian will be notified by the sponsor/advisor and a staff witness that such dismissal is occurring. The principal will be informed in MEMO format by the

coach/sponsor of any dismissal. A formal meeting between the coach/sponsor and the parent/guardian is strongly recommended.

APPEAL

Since athletic/activity participation is a privilege and not a right*, it is not protected by due process procedures applicable to regular public education. A participant may appeal the declaration of the ineligibility to the building principal/athletic director. The appeal must be submitted within 48 hours of the declaration; a parent must attend the appeal. The penalty remains in force during the appeal. ***The site principal is the last level to appeal and the decision is final.***

GENERAL CONDITIONS OF PARTICIPATION

The development of character and proper conduct promoted by athletics and activities is central to the educational mission of the school. Students involved in athletics/activities are held to a higher standard of conduct as they are representatives of their school and school district and serve as role models for others.

Participation in all athletics and activities is a privilege offered to students and may be withdrawn based on the failure to adhere to the highest standards of personal conduct and ethical behavior. Continued membership and participation in extra-curricular activities may also be determined by a student's attitude, punctuality, and attendance.

All standards, rules, and requirements in the CMS Athletic and Activity Code of Conduct are in addition to the standards, rules and requirements set forth by the sport/activity, the school, the Clayton Municipal School District, and the New Mexico Activities Association.

Except as otherwise provided herein, a student who quits or is dismissed from a team or activity will not be allowed to begin any sport or activity until the end of the season of that sport or the term of the activity in which he or she was participating prior to resignation or dismissal. Students in year round activities will be considered on a case by case basis.

A. Open Enrollment Choice

- I. An eighth grade student competing in interscholastic sports at the high school level has used his/her open enrollment choice. The student may compete without reference to his/her immediate or previous scholastic record. The end of the 1st grading period in 8th grade establishes the beginning of the scholarship requirements for this student. Eighth grade students at Clayton Schools may only have the option of competing in spring high school sports. In order to compete in a high school sanctioned NMAA sport, eighth grade candidates must receive approval in the following order:
 1. Coach requests approval from Junior High Administration
 2. If acquired, Coach requests approval from High School Administration
 3. If acquired, Coach requests approval from Head Coach of the Junior High sport (if applicable)
 4. If acquired, Coach requests approval from Head Coach of the High School Sport
 5. If acquired coach requests approval from the parent - Parental Permission forms may be picked up at the High School office.
 6. Coach approaches athlete. All of the above steps must be followed prior to athlete being asked.
- II. A ninth grade student who has not previously competed in interscholastic sports at the high school level has his/her open enrollment choice. The student may compete without reference to his/her immediate or previous scholastic record in eighth grade (last grading period and/or semester, whichever is applicable). The end of the 1st grading period in 9th grade establishes the beginning of the scholarship requirements for this student.

GENERAL CONDUCT GUIDELINES

The CMS Athletic and Activity Code of Conduct guidelines designate expectations for students participating in extra-curricular activities such as athletics, band, FFA, cheer, and other school sponsored performances and/or competitions. Participants in athletics and activities are regarded as representatives of the Clayton Municipal Schools

and are expected to conduct themselves as exemplary examples of CMS students at all competitions and events. Disciplinary actions under this code shall be imposed based on the best interests of the team/group and school and the best educational interests of the student being disciplined. The conduct expectations set out in this code apply to each student and are in effect throughout the school year a student is a member of an athletic team or an extra/co-curricular activity.

A student shall be removed and/or suspended from a sport or activity for violations of team/group rules, school rules, and/or school district rules as specified in the CMS Student Handbook. Disciplinary action may be taken for conduct deemed inappropriate regardless of whether such conduct takes place on or off campus and regardless of whether such conduct takes place during school hours or at any other time. A student charged with or suspected of inappropriate conduct may be suspended from their sport or activity pending an investigation. Inappropriate conduct includes but is not limited to:

- The use or possession of alcoholic beverages, illegal drugs or supplements, tobacco in any form and/or performance enhancing drugs or attendance at a party or other gathering at which any of the foregoing substances are present and/or being used as referenced in the CMS Student Handbook.
- Participation in bullying and/or hazing activities as a part of a team/group initiation or rite of passage. Programs or individuals engaging in bullying and/or hazing activities may be placed on probation, suspension or other consequences administered by school administration.
- Use of social media deemed unacceptable, inappropriate or causes a disruption to the educational process.
- Should a student be arrested while participating in any extracurricular activity, the student will be surrendered to law enforcement as soon as the arresting officer's credentials are verified per Board Policy. The parents/guardians will be notified by the coach/sponsor informing them of the arrest. Once the student is in custody, the school district will assume no responsibility of bail or await release; that responsibility is solely of the parents/guardians.

HEALTH AND SAFETY

1. All athletes will have on file a current physical exam certificate in order to practice or participate.
2. All high school athletes must complete the NFHS concussion in sports course and turn in the certificate of completion to the site principal.
3. If the athletic/activity director has reasonable cause to believe a student's health condition may pose a risk to the student or others in the athletics/activity, he may require a more current certification of fitness to participate from a physician.
4. The Coach/Sponsor during all school sponsored activities/trips will carry at all times the student medical release form and physical form of all participants. Should any medical emergencies arise, this information will be vital.
5. The participants expressly understand and agree to hold the Clayton Municipal Schools (its employees, agents, representatives, etc.) harmless from and against any and all claims, liabilities, costs, expenses, injuries and/or deaths, which arise from, or caused by, the use of facilities, or from participation in activities provided within the areas of athletics.

INJURIES

The sponsor/coach must report any and all injuries, no matter how minor they may seem, on the "School Accident Report" form and submit to their site principal within 12 hours.

OTHER GUIDELINES

Coaches/sponsors may establish team/group rules that exceed the CMS Athletic and Activity Code of Conduct conditions and guidelines upon prior approval by the athletic/activities director. Students who violate team/group rules and standards or whose conduct is detrimental to the team/group cohesiveness or success shall be subject to disciplinary action that may include, but is not limited to, curtailment of playing time/participation, suspension from games or events and suspension or dismissal from teams/groups.

Parents/guardians of students participating in athletics will review the CMS Parent/Guardian Code of Expectations for Athletics and will adhere to and uphold all obligations. In the event a parent/guardian fails to adhere to and uphold these obligations, school administration and the school district reserves the right to impose sanctions against the parent/guardian including disciplinary action that may include, but is not limited to, temporary and/or permanent removal from the activity and expulsion from all future events.

PROCEDURE FOR JOINING EXTRACURRICULAR/COCURRICULAR

Joining a sport/organization offers many rewards including getting the chance to compete or participate in a sport/activity; getting involved and making friends that have similar interests; and gaining opportunities for leadership, and increasing your level of physical fitness. Students interested in joining a sport/organization realize that they are expected to make a total commitment to the program including attendance at all meetings, practices, etc. Students must be academically and behaviorally eligible. Typically, the following takes place:

- The coach/sponsor will announce through the school's address system the meeting date & time to discuss the following:
 - ✓ criteria for eligibility;
 - ✓ pertinent information to the particular sport/organization including citizenship,
 - ✓ membership expectations, etc.
- Students interested must acquire approval from the sponsor, submit an approved physical examination by their physician if required, and the student should have medical insurance coverage.
 - Students participating in athletics must be enrolled in 7th hour conditioning class.

PROCEDURE WHEN LEAVING EXTRACURRICULAR

Changing/Quitting Sports

- ✓ Athletes will be allowed to transfer from one sport to another during a given season only upon mutual agreement of both coaches and with the approval of the Athletic Director.
- ✓ A student who is quitting a sport must meet with the head coach to explain the reason for quitting the team; and turn in all school gear the same day.

Students may not join another sport until all equipment from the prior sport is turned in. Seasonal coaches will make one another aware of missing equipment.

PROCEDURE WHEN LEAVING CO-CURRICULAR

- ✓ Student must meet with the sponsor and the site principal.
- ✓ Students may leave curricular activities at the end of a semester unless otherwise determined by the site principal

RETURNING FROM OUT-OF-TOWN CONTESTS AND EVENTS

To promote team unity, student participants will return from all out-of-town contests with their squads by school transportation.

1. A parent or guardian seeking an exception from this rule must seek the permission of the coach, for the student-athlete to be transported home by the parent or guardian. Other than those who have received such permission, student participants will not be permitted to ride home with parents or guardians, and student participants who do so despite the lack of permission shall be subject to disciplinary action, including not being allowed to participate for a determined number of days or dismissal.
2. Student participants are not permitted under any circumstances to return from an out of town contest other than by school transportation, with their squads or with a parent or guardian upon the advance permission of the coach/sponsor and/or principal. **The bus driver may not sign students out, only the sponsor.** A participant who returns home with any other person shall be subject to discipline.
3. **The activity bus driver and/or sponsor/coach, will not deviate from or alter the predetermined itinerary for such reasons as delivering students outside of the designated route, pick up or drop off students along the way, and/or surrender the student to any individual(s) unless approved by the school**

administration prior to such act. Such approval must be an official, written, and signed documentation by both parties describing in detail the nature of deviation; subject to applicable policies.

4. If a student participant should become "missing" during an activity; the coach/sponsor will notify the parent/guardian immediately. After reasonable search, the coach/sponsor may necessitate the assistance of law enforcement and therefore, submit the search activity to the authorities. In such event, an Incident Report will be completed by the coach/sponsor.

Appendix A

DRUG USE IN SCHOOL ACTIVITIES

(Random Drug and Alcohol Testing)

Board Policy J-4461/JJIE-R

Consent Form - Each student who participates in an activity as defined in Policy JJIE and the student's parent or guardian are required to sign and return the "Consent Form" prior to the student's participation in any activity. The "Consent Form" will include a copy of the random drug and alcohol testing policy. A student who fails to sign and return the "Consent Form" will not be allowed to practice or participate in any activity.

All students desiring to participate in an activity will be subject to random drug testing at the beginning and during the respective activity season for drugs and alcohol. Any student who refuses to submit to random drug testing will not be allowed to practice or participate in an activity.

Before random drug testing begins, an orientation session will be held by the activity's coach or sponsor to inform students of the testing procedures, privacy arrangements, and other information to assist students in understanding the process.

Non-Punitive Nature of Policy

No student will be penalized academically, suspended or expelled from school as a result of any verified "positive" test conducted in accordance with this policy; however, a student may lose the privilege of participating in an activity. Records regarding random drug testing results will not be disclosed to criminal or juvenile authorities except to comply with a judicial order or lawfully issued subpoena. The District will make a reasonable effort to notify the parent or the eligible student before making a disclosure under this provision unless directed otherwise by a court of competent jurisdiction.

Testing Procedures

Any random testing will be conducted by a certified testing laboratory chosen by the District. The laboratory selected must follow the standards set by the Department of Health and Human Services and must be certified in accordance with the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

The selection of participants to be tested will be done randomly. A minimum of ten percent (10%) of students shall be tested during the period of the respective activity season for drugs and alcohol. Random testing selection shall be as follows:

- Students are to be placed in and remain in the activity pool for random selection.
- A valid random selection procedure will be used.
- Tests will be given at least once each activity season.
- Dates of testing will not be announced.

The certifying scientist or medical review officer may use quantitative results to determine if positive results on repeat tests indicate recent use of drugs or the natural decline of levels of drugs from the body. If the certifying scientist feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

An initial positive test result will be subject to a qualitative result subject to confirmation by a second testing of the same sample. To determine the qualitative result the certified testing laboratory will use twenty (20) as the cutoff. The second test will use quantitative results to determine if the positive test result indicates recent drug use or the

natural decline of levels of drugs from the body. A sample shall not be reported positive unless the second test is positive for the presence of drugs or alcohol as defined in Policy JJIE.

Chain of Custody

The certified testing laboratory will set up the collection environment, supervise the chain of custody and provide training and instructions to those who supervise the random drug testing program. The certified testing laboratory is responsible for seeing that samples are transported to the laboratory.

The certified laboratory is required to use scientifically validated toxicological testing methods, including but not limited to using proper laboratory control and scientific testing, and have detailed written specifications to ensure an accurate chain of custody. All aspects of the random drug testing program will be conducted in a manner that is designed to minimize the nature of intrusiveness during collection of the sample while insuring an accurate chain of custody.

If any tampering or cheating has occurred at any time during the collection process, then the student's parents will be notified and the student may be removed from the school-sponsored activities for the remainder of the school year in accordance to Policy JKDA - Removal of Students From School-Sponsored Activities.

Confidentiality and Statistical Reporting

The test results will be kept in confidential files separate from the student's educational records and will be released to District employees on a need-to-know basis. District employees who may have knowledge of the results of a random drug test will not release the results of the test to anyone, unless directed otherwise by a court of competent jurisdiction or lawfully issued subpoena. The District will make a reasonable effort to notify the parent or the eligible student before making a disclosure under this provision unless directed otherwise by a court of competent jurisdiction.

To maintain confidentiality, the container which contains the collected sample will not have the name of the student on the container. A random identification number will be assigned to the student and be attached to the container. The test result sheet will be mailed to the principal identifying students by random number and not by name. Names of students tested will not be kept in open files or on any computer. The test result sheet will be locked and secured in a location that is only accessible to the principal.

The certified testing laboratory may not release any statistical information about the number of positive drug tests to any person, research agency, organization, news publication or media without expressed written consent of the Board. Any request to the Board to release statistical information shall be done by following the procedures in Policy LC - Relations with Education Research Agencies. The lab will provide the principal with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found.

Collection Process

Unless the certified testing laboratory provides an alternative collection process, the collection process shall be as follows:

- the monitor shall escort selected students to the collection site. Students will not be allowed to go to the student's locker. The monitor should not bring all of the students to the collection site simultaneously, but may call a few students at a time.
- the monitor is to be the same sex as the student, and shall accompany the student to a restroom or other private facility behind a closed stall.
- before the sample is collected; students must fill out, sign and date any forms which may be required by the certified testing laboratory. The student is required to disclose all prescription or over-the-counter medication taken within the last thirty (30) days. If the student has taken any medication, then the student is required to submit to the principal a letter from the prescribing physician that lists the medications taken by the student within five (5) working days of the date of the drug test. Failure to provide such requested information may result in the test result being considered positive by default. The disclosed medication shall be submitted to the

certified testing laboratory by the principal, with the student's random identification number in a sealed and confidential envelope.

- the drug testing custody and control form will be completed by the student and monitor in the presence of lab personnel.
- Students will be instructed to remove all extra coats, vests, jackets, sweaters and personal items before entering the collection area. No purses, bags or containers may be taken into the collection area with the student. Students will then be instructed to wash their hands with soap and water, and dry them in the presence of the monitor prior to entering the restroom. If the sink and the toilet are in the same stall, then the faucet will be shut off and sealed.
- the monitor shall add a bluing agent (food coloring) to the water in the urinal or toilet before the student enters.
- a sanitized kit containing a collection bottle will be given to the student prior to entering the stall. The student will be instructed to urinate directly into the provided container and should provide a sufficient amount of urine (45 ml) in one (1) attempt. The student will also be instructed that the bottle will remain in the student's possession until a seal is placed upon the bottle. All students will remain under supervision of the monitor until they have produced an adequate urine sample.
- the door of the stall will be closed so the student is alone. The monitor will wait outside the stall. Although the monitor will not be directly observing the student while urinating, the monitor will be listening for the normal sounds of urination in order to guard against tampering of the sample and to ensure an accurate chain of custody.
- with the student watching, the collector will recap the sample bottles tightly. The monitor will take the properly signed and initialed bottle seals and place them over the caps and sides of the bottles. The student will then sign a statement that the sample has been sealed. The seal may be broken only by the lab testing the sample.
- a temperature sticker will be attached on the sides of the collection bottles. The monitor shall verify the normal warmth and appearance of the sample. The monitor shall check the volume, record the temperature within four (4) minutes of collection and look for evidence of tampering. All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid.
- The sealed bottles will be placed inside the transport bag along with the certified laboratory's drug testing chain of custody form and the top sealed with the top portion of the form visible to the outside. While the student watches, this transport bag will be sealed and taken to a secured storage area. The student will be given a copy of the form with the random identification number assigned to the student.
- immediately after the sample is taken to the secured storage area, the student may return to the activity or class. If the student returns to class, then the student shall be given a signed return to class pass noting the time that the student left the collection site.
- the monitor will distribute any remaining copies of the forms as may be required and be responsible for getting the appropriate copy of the form to the certified testing laboratory in a timely manner.
- after it has been sealed, the sample will be transported to the testing laboratory by lab personnel.
- if the student is unable to produce a sample, the student will be given a minimum of twenty-four (24) fluid ounces of water. If the student is still unable to produce a sample within two (2) hours, the uncollected sample will be considered a refusal to test and the principal will be notified. The student's parents will be notified and the Superintendent will follow Policy JKDA before removing the student from the activity or position.
- if at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the sample, the monitor may request a second sample or stop the procedure and the principal will be notified. The student's parents will be notified and the Superintendent will follow Policy JKDA before removing the student from the activity or position.
- if the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the sample is invalid. The monitor may request a second sample. The student will remain eligible for an activity subsequent to a retest.

Certified Testing Laboratory Responsibilities

- The certified laboratory will ensure that a certifying scientist reviews all drug testing results. Any sample testing positive for illicit or banned substances will be handled in the following manner:

- The certifying scientist will review the collection procedures to determine if any discrepancies have occurred in the chain of custody.
- The certifying scientist will forward a positive test to a medical review officer for review and possible substance identification. A positive test may be ruled negative upon receipt of a letter from the student's treating physician verifying the use was by prescription.
- The certifying scientist or medical review officer, based on the information given, will certify the positive or negative test results and report the result to the principal by telephone and mail.
- The certifying scientist will complete the final review on the testing custody and control form and return the appropriate copy to the principal in a confidential manner.

Test Results

The District will rely on the opinion of the certified testing laboratory to determine if the positive test was a result of using drugs. An initial positive test result will be subject to confirmation by a second and different test on the same sample. A sample shall not be reported as a verified "positive," unless the second test is positive for the presence of drugs. The unused portion of a sample that tested positive shall be preserved by the laboratory for a period of six (6) months or until the end of the school year, whichever is shorter.

- The principal will be notified of a student testing "positive." The principal will notify the student and the student's parent or guardian.
- If the test is verified "positive" the principal will meet with the student and the student's parent or guardian at the school office. The student and the student's parent may be given names of counseling and assistance agencies that the family may choose to contact for help.
- Any student involved in an activity whose test is verified "positive" will be removed from an activity or position for the remainder of the school year or eighty-eight (88) school days, whichever is longer. Removal from an activity or position is not considered a disciplinary action or imply a violation of the student discipline policies and/or regulations. The Superintendent will follow Policy JKDA before removing a student from an activity or position.

Financial Responsibility

The District will pay for all initial drug testing, random or reasonable suspicion. If a student has a verified "positive" test result, then any subsequent testing shall be paid for by the student or the student's parent or guardian.

Counseling and treatment by non-school counseling or assistance agencies are elective and shall be paid for by the student or student's parent or guardian.

**DRUG USE IN SCHOOL ACTIVITIES
(Random Drug and Alcohol Testing)
CONSENT FORM**

I acknowledge that I have received and have read a copy of the District's Random Drug and Alcohol Testing policy and regulations.

I request that _____ be allowed to participate in the school-sponsored extracurricular activity subject to the District's Random Drug and Alcohol Testing policy and regulations. I agree that the above-mentioned student be subject to the District's Random Drug and Alcohol Testing program for the duration of the activity.

I accept the methods of the collection process, testing procedures, and sample analysis, and all other aspects of the District's Random Drug and Alcohol Testing program.

I agree that to remain eligible to participate in a school-sponsored extracurricular activity the above-named student is subject to retesting during the duration of the activity.

I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all state and federal privacy statutes, and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

The parent must sign this request if the student is under eighteen (18) years of age. Only the student need sign if eighteen (18) years of age or over.

Parent/Guardian Signature

Date

Student Signature

Date

I have decided not to allow, _____, to participate in any school-sponsored extracurricular activity sponsored by the District for the remainder of this school year.

I understand that participation in the school-sponsored extracurricular activity at a later date will require submission to the District's Random Drug and Alcohol Testing policy and regulations.

The parent must sign this request if the student is under eighteen (18) years of age. Only the student need sign if eighteen (18) years of age or over.

Parent/Guardian Signature

Date

Student Signature

Date

STUDENT EXTRA-CURRICULAR/CO-CURRICULAR PARTICIPATION CONTRACT

I, _____, while participating in Clayton Municipal School's Athletic/Activities program agree to:

- Attend all practices and/or meetings faithfully.
- Contact a coach/sponsor personally before the practice or meeting if I must miss it.
- Faithfully attend all competitions in uniform or proper dress.
- Maintain my eligibility and academic standing, by meeting the standards in the Clayton Municipal Schools' student handbook. Replace any equipment or uniform issued to me, either by payment or the equivalent of the lost article.
- Turn in before the first **ATHLETIC** practice, a physical and completed insurance questionnaire.
- Have a **pre-arranged, pre-signed school permission slip** to ride home with my parents from competitions, etc.
- Will be in attendance the day of a competition or full day before a Saturday competition (unless excused for a doctor's appointment). I will not be late to school the day of/after a competition.
- Will attend the last practice prior to any competition (unless excused by the coach/sponsor).
- Will arrange transportation home within **THIRTY (30)** minutes of arrival at the school. The coach/sponsor should not have to wait any longer.
- Our school is committed to "*Pursuing Victory with Honor*" at all times and to fulfill compliance with the **New Mexico Activities Association's Handbook**, understanding that our failure in adherence may result in sanctions that may impact our athletic programs.
- Abide by the Clayton Municipal School's ***Athletic and Activity Code of Conduct***.
- Follow the rules set by the coach/sponsor and signed by the student and parent.
- *Participation in student activities is a privilege and not a right. A single serious breach of good conduct or honorable citizenship either in or out of school may be sufficient cause for declaring a student ineligible to participate in a school activity.*
- **The administration has the right to determine the level of severity of any violation which is not addressed in this policy.**

Student's Signature

Activities Director Signature

Parent Signature

Principal's Signature

**CLAYTON MUNICIPAL SCHOOLS
ACTIVITY AND ATHLETIC CODE OF CONDUCT ACKNOWLEDGEMENT**

The undersigned parent/guardian and student state that:

- We have read the Clayton Municipal Schools Activity and Athletic Code and understand its terms, conditions and standards.
- We agree to abide by the terms, conditions and standards of the CMS Athletic and Activity Code of Conduct.
- further understand that participation in extracurricular activities is a privilege not a right.
- We understand it is our responsibility to be aware of and adhere to additional standards, rules, and requirements set forth by each sport/activity the student participates in, the Clayton Municipal Schools and the New Mexico Activities Association.
- We understand that it is our responsibility to keep this document and refer to it throughout the year when specific issues or questions arise.

Sports participating in (check all that apply)

- Baseball
- Basketball – Boys
- Basketball – Girls
- Cheer
- Football
- Softball
- Track – Boys
- Track – Girls
- Volleyball

Activities participating in (check all that apply)

- Art
- Band
- Buzz
- Choir
- Chorus
- Club: _____
- English Expo
- FFA
- Marching Band
- NHS
- One Act Production
- Science Fair
- Science Olympiad
- Student Council

I, _____ have read and understand the Student Code of Conduct. I am fully aware of my responsibilities as a student of the Clayton Municipal Schools. I understand that I am subject to disciplinary actions for violation(s) of these school policies.

Student Signature

Date

I, _____ have read and understand the Student Code of Conduct. I am fully aware of my child's responsibilities as a student of the Clayton Municipal Schools. I understand that he/she will be subject to disciplinary actions for violation(s) of these school policies.

Parent Signature

Date

CMS Parent / Guardian's Code of Conduct

Parents/Supporters have a great influence on children's enjoyment and success in athletic competition. It is important to remember that however good an athlete becomes at their sport within our school, it is equally important to reinforce the message to parents/supporters that positive encouragement will directly and indirectly contribute to their success.

- I will not force my child to participate in sports.
- I will remember that children participate to have fun and that the game is for youth, not adults.
- I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
- I will learn the rules of the game and the policies of the league.
- I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, and spectators, at every game, practice or other sporting event.
- I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent such as booing and taunting, refusing to shake hands, or using profane language or gestures.
- I will not encourage any behaviors or practices that would endanger the health and wellbeing of the athletes.
- I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will demand that my child treat other players, coaches, officials, and spectators with respect regardless of race, creed, color, sex, or ability.
- I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
- I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
- I will emphasize skill development and practices and how they benefit my child.
- **I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.**
- I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
- I will refrain from coaching my child or other players during games and practices unless I am one of the official coaches of the team.
- I will teach my child to respect the decisions of administrators, coaches and officials and will positively model this same behavior.
- I will reinforce the school district's substance abuse policies with my child and refrain from any use of alcohol and other drugs before or during contests.

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by official, head coach, and/or head of league organization
- Written warning
- Parental game suspension with written documentation of incident kept on file by the Athletic Director
- Parental season suspension

Student Signature

Date

Parent Signature

Date

CMS COACHES CODE OF CONDUCT

- ***Coaches are the key to the establishment of ethics in athletics. Their concept of ethics and their attitude directly affects the behavior of players under their supervision.***
- ***Coaches are, therefore expected to pay particular care to the moral aspect of their conduct and be aware that almost ALL of their everyday decisions and choices of actions have ethical implications.***
- ***It is natural that winning constitutes a basic concern for coaches. This is not intended to conflict with that. However, the code calls for coaches to disassociate themselves from “win at all costs!” attitude.***

I understand that my responsibilities as a youth coach are of great importance and that my actions have the potential to significantly influence the youth athletes I coach. Therefore, I promise to uphold the following rights of young athletes to the best of my ability.

- Right to participate at a level commensurate with each child’s maturity and ability.
 - Right to have qualified adult leadership.
 - Right to participate in safe and healthy environments.
 - Right to proper preparation for participation in sports.
 - Right to be treated with dignity.
-
- I also promise to conduct myself in accordance with the Code of Ethics for Coaches as follows:
 - I will treat each athlete, opposing coach, league official, parent, and administrator with respect and dignity.
 - I will do my best to learn and teach the fundamental skills, teaching, and evaluation techniques and strategies of my sport.
 - I will become thoroughly familiar with the rules of my sport.
 - I will become familiar with the objectives of the sport program with which I am affiliated. I will strive to achieve these objectives and communicate them to my athletes and their parents.
 - I will uphold the authority of league officials who are assigned to the contests in which I coach and I will assist them in every way to conduct fair and impartial competitive contests.
 - I will learn the strengths and weaknesses of my athletes so that I might place them in situations where they have a maximum opportunity to achieve success.
 - I will conduct my practices and games so that all athletes have an opportunity to improve their skill level through active participation.
 - I will communicate to my athletes and their parents the rights and responsibilities of individuals on our team.
 - I will cooperate with the administration of our organization in the enforcement of rules and regulations.
 - I will not tolerate any form of abuse of children, be it physical, emotional, ethical or sexual and will immediately report any such abuse to the proper authorities.
 - I will ensure that the players and spectators follow all building rules and regulations.
 - I will ensure that fans of his/her team conduct themselves with sportsmanship and maturity at all times while in attendance at game sites.
 - I will respect the coaches and players of the opposing team both during the play of the game and at its conclusion, win or lose.
 - I will instruct assistant coaches, scorekeepers, and timekeepers in the responsibilities in accordance with the rules and procedures.
 - I will promote the positive aspects of the sport (Fair Play) and never condone violations of the Laws of the Game, behavior contrary to the spirit of the game, or relevant rules and regulations or the use of prohibited substances or techniques.
 - I will adhere to guidelines laid down by the New Mexico Activities association.

Signature of Coach

Date