

## **Clayton Municipal Schools Activities and Athletics Code of Conduct 2018-2019**

### **NOTE TO PARENTS:**

*It is the responsibility of parents and students to read and familiarize themselves with the terms and requirements of the Athletics/Activities Code. A student or his/her parent/guardian may obtain an explanation of any part of this Code from the Athletic Director.*

*The parent/guardian and student are required to sign the attached Contract form to acknowledge that the code has been read and is understood by the student and the parent/guardian, and that they agree to be bound by it.*

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

### **POLICY STATEMENT: Participation in Extracurricular Activities**

The Clayton Municipal Schools' Board of Education encourages its students to broaden their skills, knowledge and citizenship by participating in school-sponsored clubs, councils, interscholastic and intramural athletics, theatrical productions, and other extracurricular activities. However, participation in school-sponsored and school-supported athletic and extracurricular activities will be subject to the following:

#### **Participation**

In order to be eligible for participation in any school-sponsored or school-supported athletic or extracurricular activity, each student must maintain a passing grade in all courses per the eligibility policy. The student participant must also be in good disciplinary standing.

Any student who fails to meet the aforesaid requirement will be suspended from further participation in all school-sponsored and school-supported athletic and extracurricular activities as determined by the teacher, principal and coach/sponsor (Student Handbooks).

In addition, any student who fails to maintain a passing grade in all courses for a given grading period will be prohibited from participating in any school-sponsored or school-supported athletic and extracurricular activities for the following grading period. If a student should fail to meet the required 2.0 GPA during a grading period as stipulated in NMAA regulations (Appendix B & C), the semester GPA may be used instead, that is, second and fourth nine weeks.

Participation in school-sponsored or school-supported athletic or extracurricular activities may also be subject to additional eligibility requirements imposed by the New Mexico Activities Association.

School-sponsored and school-supported athletic and extracurricular activities include, but are not limited to:

- All activities sanctioned by the NMAA
- All events of a competitive nature between two or more schools.
- All events of a competitive nature within the school
- All school sponsored field trips

Dual participation in any activity would require the student to attend the highest level of competition if the events are scheduled on the same day. Students will choose participation in events scheduled at the same level on the same day.

#### **ACTIVITIES ARE A PRIVILEGE, NOT A RIGHT**

Extracurricular and Co-curricular activities are strictly a voluntary program. Those who participate must be willing to give additional time and effort. The student is given the privilege of participating in a disciplined program of personal interest for which the school provides coaches, sponsors, equipment, and facilities.

*Because school activities are voluntary and because those participating represent their school, we expect the behavior of individuals who participate to be of the highest order. This is particularly true of academic requirements, honesty, school citizenship, and sportsmanship. The dignity of the school is reflected in its athletic/activity program. Since it is a privilege and not a right\* to participate and represent the school, it is logical that the school has the authority to revoke the privilege for those who do not conduct themselves in a responsible manner. This sense of responsibility extends to the activity itself as well as to conduct inside and outside the school.*

While a student has a legal right to attend school, the courts and hence, the New Mexico Activities Association, have held that the same right does not extend to participating in athletics/activities. As a result, when a student elects to participate in a co-curricular activity, he/she is agreeing to abide by the standards of conduct established for that activity by the coach/sponsor and the administration. Therefore, it is vitally important for both the student and the student's parents to carefully review the expected standards of conduct established in an athletic code or any special rules established (bylaws and/or constitution) by the coach/sponsor for the given activity. And, if for whatever reason the student feels that he/she cannot abide by such, then the student should not elect to engage in the activity.

Above all else, it is important to remember that when a student-athlete chooses to violate an activity's rules, it is the athlete who has violated his/her own oath of participation. \*See Appendix Aa

### **GENERAL CONDITIONS OF PARTICIPATION**

- A. The development of character and proper conduct that is promoted by athletics and activities are central to the educational vision of the school.
- B. Students who are involved in Athletics/Activities are held to a higher standard of behavior because they are representative of their school, and serve as role models for others.
- C. Participation in all athletics and activities is a privilege offered to students, and may be withdrawn on the basis of a failure to adhere to high standards of personal conduct and ethical behavior.
- D. As it is impossible to have a regulation for every possible circumstance, professional judgment will be used by coaches, sponsors, and administrators in situations not covered by a specific written rule or guideline.
- E. In addition to the specific standards set forth in the Code, the student's membership and participation, including any disciplinary action, will be determined on the basis of the student's attitude, punctuality, and attendance, and on the basis of the welfare and best interest of the team or group, the school, and other school district.
- F. It is the responsibility of parents and students to familiarize themselves with the terms and requirements of the Athletics and Activities Code. A student or his/her parent/guardian may obtain an explanation of any part of this Code from the administration.
- G. All standards, rules, and requirements in this Clayton Municipal Schools Athletics and Activities Code are in addition to the applicable standards, rules, and requirements of the New Mexico Activities Association (NMAA). Parents or students who wish to review the NMAA code may request an opportunity to do so from the Athletic/Activities Director.

### **ACADEMIC ELIGIBILITY**

In order to be eligible to participate in any 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.

### **ELIGIBILITY POLICY**

- ✓ **Use of Semester Grades:** Scholastic eligibility will be determined by semester grades. Eligibility checks for those deemed unable to participate at semester will undergo checks each 9 week marking period. If they are passing at the end of the 9 week marking period, they are eligible for immediate participation that semester.
- ✓ **No F's:** A student must have a minimum GPA of 2.0 and No F's in order to be eligible to participate in activities/athletics.
- ✓ **Summer Courses:** Beginning in the summer 2018, students may make up multiple courses to attempt to gain eligibility. Any class eligible for replacement based on local district policy can be taken and have the grade replaced to

gain eligibility. **The replacement classes are required to be the exact course that was listed on the official transcript (i.e. AP English must be replaced with AP English, etc.)**

- ✓ **Cumulative Provision:** The cumulative provision may only be used at the beginning of the semester and must include all semester grades beginning with the 9<sup>th</sup> grade year. **This provision may be used if the student has no more than one grade of F at the semester.**

### **CMS Eligibility Checks**

- ✓ At Clayton Municipal Schools 7 - 12 deficiency reports will go out the Tuesday after the 3<sup>rd</sup>, 6<sup>th</sup> and 9<sup>th</sup> 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 could 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.

### **PARTICIPATION RULES**

Participation and training rules are in effect for athletics/activities for the entire calendar year (i.e. summer months as well). A student accused of a violation will be informed of the charge and given the opportunity to explain or respond.

For violations which occur at school or at school-sponsored events, a school administrator will be informed and will follow the normal school conduct code. With regard to the extra-curricular penalty, the administrator will inform the athletic/activities director, head coach/sponsor, and parents.

For reported violations which occur outside of school or in the summer, the athletic/activities director will investigate and inform the head coach/sponsor, student, and parents. The athletic activities director will meet with the student and render a decision regarding athletic/activities participation.

### **CODE OF CONDUCT DURING ACTIVITIES AND EVENTS**

The Student Activity Conduct guidelines designate expectations for the students who participate in extracurricular activities such as athletics, music ensembles, debate, speech, cheerleading, drama, field trips, and all other school sponsored performances and/or competitions. In addition to the behavioral expectations detailed in Board Policies, extracurricular activity participants are expected to follow specific behavioral and eligibility guidelines included within the student Activity Conduct guidelines. The student activity conduct expectations set out in this Code are applicable to and binding upon each student during the season a student is a member of an extracurricular activity or an athletic team.

Disciplinary actions under this Code shall be imposed on the basis of the best interests of the team or organization, and the best educational interests of the student to be disciplined.

### **PROHIBITED CONDUCT**

A student may be removed or suspended from any sport or activity for any of the following conduct, 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. Students charged with or suspected of any of the following conduct may be suspended from their sport or activity pending an investigation.

1. The use or possession of alcoholic beverages, illegal drugs, or tobacco in any form. The following procedure (from Student Handbook) will be used if a student who participates in athletics or activities is involved in an alcohol or drug-related situation.

## **CONTROLLED SUBSTANCE, POSSESSION, USE, SALE, OR DISTRIBUTION**

The possession, use, smell or knowledge of being in the proximity of illegal drugs, including alcohol, by an athletic/activity/organization participant will result in the immediate suspension from all sports/activities/organization in which the participant is involved during the season. If that sport/activity is yearlong, then the suspension is yearlong. This suspension will not result in the loss of academic credit.

## **SUBSTANCE USE OR POSSESSION**

Schools have a significant interest in discouraging the use of prohibited substances to provide a safe and healthy environment conducive to learning. It is considered a violation of the athletic and activity code if a student possesses, uses, distributes, or sells illegal drugs, look-a-like drugs, paraphernalia, controlled substances, or alcoholic beverages.

2. Fighting, trespassing, vandalism, theft, or other illegal or disorderly conduct, regardless of whether such conduct results in arrest, prosecution, or conviction. In addition, any student who has been arrested for any reason may be suspended from all sports and activities pending his or her exoneration from the charges.

## **CRIMINAL ACTION**

When the school has substantiated knowledge that a student has been charged with a criminal offense, he/she will immediately be temporarily suspended from participation in all extracurricular activities while the investigation ensues. The Clayton Municipal Schools' administration and Athletic/Activities Director will consider duration of the suspension and reinstatement of the student to a program based upon a review of the information.

3. Hazing, which, for purposes of this code, includes, but is not limited to engaging in any offensive physical contact or restraint of another student, or requiring or encouraging a student to perform any dangerous, offensive, or demeaning physical or verbal act for any purpose, including as a condition of membership or initiation into any team or group sponsored by, or permitted to operate under the auspices of a school district, provided that such contact, restraint, requirement, or encourage shall not be considered hazing when it is an officially recognized part of the particular sport or activity of the team or group.

## **HAZING/HARASSMENT/BULLYING**

Hazing/harassment/bullying in any athletic/activity program or outside the program is unacceptable. Building Administration will clarify in advance any practice or behavior. Student involvement in hazing/harassment/bullying may be suspended from athletic/activity contest/events or removed from team.

Except as otherwise provided herein, a student who quits or is dismissed from a team or activity will not be allowed to participate in 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.

## **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.

## **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.

*A student who quits a sport or is dismissed from a sport during the season will not be eligible to join another sport or team until the current sport season ends before joining the next season's sports team. 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 COCURRICULAR**

- ✓ 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.

#### **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.***

#### **ATTENDANCE**

1. Students participating in a contest/event will attend school the full day in order to participate. Exceptions can only be made by the principal/athletic director with advice from the head coach prior to the activity. It will not be the practice for participants to purposely miss part of the school day. Participation in evening activities or competitions should not affect school attendance the following day. When performing or competing during the school day, students are expected to return to classes immediately after the event.
2. Students placed on suspension will not be allowed to practice or compete in contests during the suspension period.
3. 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.
4. 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.
5. 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.

#### **CONDUCT ON TRIPS**

Student participants are regarded as representatives of the Clayton Municipal Schools and are expected to conduct themselves as ladies and gentlemen, and as the best examples of exemplary students, on and off campus. Students on trips for activities or athletics remain at all times subject to the rules and standards applicable under school and district codes and policies.

#### **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.

### **SCHOOL SUSPENSIONS**

During out-of-school suspensions, the student cannot participate in any practices or contests. In addition, the student may not participate in a practice or a contest that conflicts with an assigned school penalty.

### **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.

### **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.

### **ARRESTS**

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.

### **M.I.A.**

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.

### **SPORTSMANSHIP**

The NMAA and the Clayton Municipal Schools' Board of Education recognize and support positive sportsmanship. Any student/adult demonstrating unsportsmanship behavior will be asked to leave the event. Administration will enforce "**Compete with Class**" adopted by the Clayton Municipal Schools through the New Mexico Activities Association.

Good sportsmanship is vital to the conduct of every contest. Clearly, sporting contests are important to the participant but the importance should be not become so overriding that players lose sight of appropriate behavior. The playing field is not a venue for physical or verbal abuse for the players or spectators. In order to encourage proper conduct before, during, and after the

scheduled contest, officials, supervisors, and administrative personnel will make decisions on whether to warn, penalize, or eject players or teams for un-sportsmanship like conduct.

Participants and spectators who choose to follow un-sportsmanship like practices during a contest, whether directed toward an opponent, official, sponsor, coach, athlete, or their own child before, during, or after the contest, may be ejected from that contest. The ejection may be administered by a contest official, sponsor, or administrative staff. Examples of un-sportsmanship like conduct which will result in ejection include: swearing, vulgar or abusive language, unnecessary roughness, excessive technical fouls, and flagrant actions toward an opponent, flagrant action toward an official, and fighting or inciting a fight.

Any individual(s) ejected from a scheduled contest as result of un-sportsmanship like conduct is automatically suspended from all competition until official reinstatement. The coaching staff is responsible for the conduct and actions of any player of the team. The conduct of all players before and after the game is as important as the conduct during the game.

## **INTRAMURAL SPORTS**

### **Liability/Assumption of Risk Statement**

WARNING you may suffer physical and/or mental injury from participating in these activities. Participation in Intramurals is completely VOLUNTARY. Individuals participate at their own risk and assume responsibility for their own health and safety. The Clayton Municipal Schools are not liable for injuries sustained during participation in any Intramural Sport sponsored activity.

It is required that all participants CONSULT A PHYSICIAN and have a physical exam on file with the district prior to participation. The Clayton Municipal Schools does not provide accident/health insurance. Therefore, participants are required to secure and show proof of their own adequate health coverage.

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 Intramural Sports.

### **Appendix Aa**

New Mexico Activities Association

SECTION VI ELIGIBILITY

(BY-LAWS)

## **6.1 STUDENT PARTICIPATION**

Student participation in interscholastic activities plays a significant role in personal and educational development. It is used as a means of developing wholesome attitudes and well-rounded citizens, who are better prepared to face the challenges of adult life as a result of their interscholastic experiences. Participation is a privilege, not a right. Students earn the privilege to participate by adhering to high standards of personal conduct and academic performance. Personal conduct and attitude of Student participants must reflect high standards of respect, integrity and responsibility.

Note: Participant shall be defined as a Student who represents his/her school for any period of time. A participant is any Student who has an official role with an NMAA sanctioned program, including, but not limited to, managers, statisticians, team videographers, etc. Participating students are required to compete in the gender listed on their original or amended birth certificate.

Students participating in interscholastic activities represent the school, depict its character, and serve as role models to other Students. Accordingly, participants are subject to a standard of academic performance and to higher standards of conduct both in and out of the school setting. Continued participation in interscholastic activities is conditioned upon observing and maintaining such standards. It is the responsibility of the Local School District to ensure that necessary disciplinary measures are strictly enforced.

Note: The Student and his or her Parent(s) or Legal Guardian(s) are responsible for becoming familiar with the rules and regulations of the New Mexico Activities Association and the Student's respective school. If a Student, the Student's Parent(s) or Legal Guardian(s) falsify information to the school or the New Mexico Activities Association, the Student shall be declared ineligible for participation for a period of 180 school days/365 calendar days in all sports at all levels from the date of discovery that information has been falsely presented.

### **6.1.1 Purpose**

- A. Students who participate in interscholastic activities serve as representatives of the Association, their respective schools/districts, and their communities.
- B. Participants serve as role models and leaders among their peers.
- C. The NMAA's Sportsmanship Mission is: "To develop champions for the future by utilizing athletics and activities to learn and practice the character traits necessary to live a positive, productive and caring lifestyle."
- D. The NMAA defines Sportsmanship as: "The act of treating others in a respectful manner, taking personal responsibility for your actions and responding with integrity while engaged in competition."
- E. The NMAA defines it's "Compete with Class" sportsmanship initiative as "Competing in a manner where your attitudes, actions and reactions are synonymous with the ideals of good sportsmanship."
- F. Member schools must provide students with clear guidance regarding NMAA and school expectations and the consequences that can result from any violations of NMAA or school specified rules and regulations.

## **APPENDIX Bb**

### **SECTION VI-3... 6.2 SCHOLARSHIP**

#### **6.2.1 Extracurricular Activities – Student Participation**

##### **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 8<sup>th</sup> 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 9<sup>th</sup> grade establishes the beginning of the scholarship requirements for this student.

##### **B. Academic Eligibility**

- 1. A student shall have a 2.0 grade point average with no Fs, based on a 4.0 grading scale, or its equivalent, either cumulatively or for the six or nine week grading period immediately preceding participation.
  - 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
    - 1) The cumulative provision may be applied only at the beginning of a semester.
    - 2) Only semester grades can be used, and all semester grades starting with the 9<sup>th</sup> grade year must be utilized. (As cumulative grades start with the 9<sup>th</sup> grade year, the cumulative provision cannot be used for middle school/junior high students.)





## 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...which states:

### **ELIGIBILITY POLICY**

- **Use of Semester Grades:** Scholastic eligibility will be determined by semester grades. Eligibility checks for those deemed unable to participate at semester will undergo checks each 9 week marking period. If they are passing at the end of the 9 week marking period, they are eligible for immediate participation that semester.
- **No F's:** A student must have a minimum GPA of 2.0 and No F's in order to be eligible to participate in activities/athletics.
- **Summer Courses:** Beginning in the summer 2018, students may make up multiple courses to attempt to gain eligibility. Any class eligible for replacement based on local district policy can be taken and have the grade replaced to gain eligibility. **The replacement classes are required to be the exact course that was listed on the official transcript (i.e. AP English must be replaced with AP English, etc.)**
- **Cumulative Provision:** The cumulative provision may only be used at the beginning of the semester and must include all semester grades beginning with the 9<sup>th</sup> grade year. **This provision may be used if the student has no more than one grade of F at the semester.**

### **CMS ELIGIBILITY CHECKS**

- At Clayton Municipal Schools 7 - 12 deficiency reports will go out the Tuesday after the 3<sup>rd</sup>, 6<sup>th</sup> and 9<sup>th</sup> 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.**
- Coaches/sponsors are responsible to check the eligibility of their students. The use of an ineligible student is a violation of NMAA rules and could result in disciplinary action.
- 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 could result in disciplinary action.***
- 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.**

**NMSSA 22-12-2.1 (B)** ...No student shall be absent from 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.

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

ACTIVITIES	ATHLETICS
Cheer FFA – Agriculture Marching Band Science Fair Art Chorus	English Expo Concert Band Science Fair Science Olympiad Choir All Clubs
Football Basketball – B Track – B Baseball	Volleyball Basketball – G Track – G Softball

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
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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
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## 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 in sports.
- 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.

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Signature of Coach

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Date

## 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

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Student Signature

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Date

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Parent Signature

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Date

**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 indicates 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**