

Jal Public Schools

Activity Program Policies

The extracurricular activity program policies for the Jal Public Schools were originally adopted by the Jal Board of Education April 6, 1965. This policy manual includes changes that have been adopted since then. It is impossible to develop a policy that will cover every situation that may arise. It is expected that every staff member who is assigned an activity sponsorship will become familiar with this policy and exercise sound judgement in carrying out the activity assignment.

The Board of Education emphasizes a strong and comprehensive extracurricular activity program to complement the regular instructional program. The school staff is expected to maintain the activity program in its proper perspective as related to the overall school program. All students should be encouraged but not required to participate. The only requirements for participation should be interest and desire.

Section I

The Activity Program

1.1 Activities Coordinator

The activities coordinator is responsible for providing leadership to the coaching staff. The coordinator is directly responsible to the superintendent. The activities coordinator shall provide leadership of the coaching staff and sponsors of extracurricular activities and coordinate and develop annual sports and activity schedules. He or she shall request travel arrangements, make recommendations for coaching and activity assignments to the superintendent, and evaluate the performance of the coaches and the activity sponsors. The activities coordinator is responsible for maintaining the eligibility rules and regulations of interscholastic activities.

1.2 Procedure References

Each activity sponsor is to follow all procedures as authorized in the Jal Schools publication, **Activities Policies**. Regulations prescribed by the Legislature, the State Department of Education and the New Mexico Activities Association shall be followed. The superintendent is responsible for the program and should administer and supervise the program or delegate such authority.

1.3 Scheduling Activities

Students participating in extracurricular activities (such as athletic contests, band contests, etc., student organization activities, etc.) shall miss as little classroom time as possible. Faculty members are encouraged to schedule activities on weekends and after school on Fridays. Every attempt will be made by the school staff to conserve and protect school time. No activity of any nature shall interfere with semester examinations. All activities occurring outside the normal school day shall be cleared by the superintendent's office.

1.4 Sponsors

A school appointed sponsor must be in charge of each activity and is responsible to the principal for the supervision of the activity. Assignment of sponsors must be well distributed among the members of the staff, and at no time shall a teacher's responsibility for the activity program overshadow or supersede regular classroom work. Caution in receiving gratuities shall be exercised by all sponsors.

1.5 Coaches

Qualifications. A coach must be an employee of the Jal Public Schools. The activities coordinator, superintendent, and school board must approve any exception to this policy. A coach has to be licensed as a coach in the state of New Mexico.

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Coaching Licensure Standards. To receive an initial Level 1 license, a coach must complete either a State Board of Education approved coaches training program or complete 24 semester hours of credit in physical education. The initial Level 1 license is valid for three (3) years.

A Level 2 license is valid for nine (9) years and is received at the expiration of the Level 1 license if the following standards are met: (a) a valid Level 1 license (b) verification by the superintendent that the coach has satisfactorily demonstrated the coaching competencies as approved by the New Mexico Board of Education and has satisfactorily completed one (1) Rules Clinic during the three-year Level 1 licensure period.

To renew a Level 2 license, the following standards must be met: (a) verification by the superintendent that the coach has satisfactorily demonstrated the competencies as approved by the New Mexico Board of Education and has satisfactorily completed three (3) Rules Clinics sponsored by the NMAA during the nine (9) year Level 2 licensure period.

Assignments. Coaching assignments are made by the activities coordinator annually and must be approved by the superintendent.

Duties and Responsibilities. A coach is expected to drive a team bus to and from contests. He or she must qualify for a Commercial Drivers License (CDL) and receive an annual physical examination. The Jal Schools will pay for the required license. Physical examination charges should be filed on personal insurance forms.

A coach is expected to perform additional duties such as scouting, keeping score, video recording, etc. The activities coordinator and head varsity coach will assign these duties.

The coach should supervise team practices at all times. A coach should notify the school no later than noon of the day of practice if he or she cannot be present. A coach should have a written set of rules and expectations for the team members including the requirements for earning a letter.

A coach is responsible for checking the eligibility of students participating in his or her sport. A list of students going on trips and the time of departure should be submitted to the principal's office the day before the scheduled trip.

Head Coach. There shall be a head coach for each sport who will be responsible for supplying leadership and implementing the sport for which they are responsible. The head coach is responsible to the activities coordinator and superintendent.

Coaching School and Clinics. Continued self-improvement and evaluation must be the goal of every person involved in public school coaching and the education profession. With this goal in mind, all staff members of the Jal Public Schools are urged to belong to their respective professional organizations on local, state, and national levels. Attendance and participation in the activities of these organizations are encouraged.

The annual New Mexico Coaches School and Clinic is held each August in Albuquerque or Las Cruces. This clinic is recognized as one of the best in the state. To achieve the goal of self-improvement, each member of the Jal coaching staff is encouraged to attend this clinic at least every other year. The school system will assist in defraying expenses to attend the New Mexico Coaches School and Clinic to the extent that seems economically feasible. Members of the coaching staff may attend other clinics and conferences on a selective basis.

Scouting. Financial consideration shall be exercised in determining the number of times an opponent is scouted and the number of scouts making each trip. The activities coordinator will submit a scouting schedule to the superintendent for approval.

1.6 Behavior and Sportsmanship

Student participants and student spectators at school activities are representatives of the Jal Public Schools and should display good sportsmanship and behavior both at home and away.

1.7 Funding for Extracurricular Activities

School activities will be financed from admission charges, concessions and advertising, and the budget. Advertising will be limited to the school yearbook and the athletic program. Sales of candy and other items of merchandise are to be closely controlled by the principals and activities coordinator. All proceeds from these sales are to be deposited according to school accounting procedures. Sponsors must submit all orders according to regular purchasing procedures.

Ticket Sales. Admission prices for activities are set by the Board of Education and administration.

Expenditures. By state statute, regular school operational budgeted funds cannot be spent for activity program food or lodging. Activity transportation, equipment, and sponsor expenses may be paid from tax revenue, but all other activity group expenses must be met with activity account funds. Therefore, it is imperative that each activity organization be prepared to work to finance its own operation.

Students are encouraged to excel in as many school and school-related areas as possible. It may not be possible to provide meals, transportation, or faculty sponsors for each activity. Travel on special occasions that is not clearly a part of existing student organizations will be approved by the administration and/or the Board of Education on a trip-by-trip basis.

1.8 Title IX Coordinator

The Title IX coordinator will be the Superintendent of Schools. He/she will oversee compliance of Title IX issues. All students and employees must be notified of the name, office address, and telephone number of the Title IX coordinator. The coordinator will oversee compliance by departments, programs, and employees and investigates complaints of violations of Title IX.

1.9 Facilities

The sponsor and building principal shall notify maintenance and custodial staffs in advance of all needs. The sponsor is responsible for the proper use and final condition of the facility. When practical, a custodian will be on duty to open and close a school facility when it is used after school hours.

1.10 Concessions

Concessions shall be under the control and management of the principal of the school concerned. However, there must be close coordination between various people for the proper operation of concessions. School groups will have first opportunity to operate concessions, but if school groups show no interest, then interested and worthwhile school supporting community groups such as band and sports booster clubs and civic organizations will be considered. It is not the intent of this policy to allow a single group, whether it is school or community, to dominate concession operations at the expense of other groups and organizations.

1.11 Community Support Groups

Principals, sponsors, and coaches are expected to attend school-community support group meetings (Band and Sports Booster Clubs, etc.), pertaining to their school and/or assignment to contribute leadership and information clarifying school programs, policies, and procedures.

1.12 Reporting Accidents

Every accident regardless of the extent of injury will be reported on the proper form. To prevent accidents and injury, every supervisor in charge of an activity must maintain safe equipment and facilities. The sponsor must use sound judgement in dealing with an injury to a student.

Evaluate an injury or situation and, if necessary, summon an ambulance or doctor or take the injured person to the hospital or to the doctor. An adult must remain in charge of the remaining group and an adult must go with the injured person. Inform parents of injury as soon as possible if it requires any treatment from the doctor or hospital. Stay with the injured person until the parent arrives. Never send an injured person to the doctor or hospital alone. Never leave the person alone at the doctor or hospital.

Report the accident on the proper forms in order to protect yourself and the school system. Initiate the proper insurance claims.

1.13 Student Absence on Day of Extracurricular Activity

If a student is absent and unexcused on the day of a school-sponsored extracurricular activity (band, athletic contest, etc.), he or she cannot participate in that activity. If the student is absent the day of an activity because of illness, he or she must have a doctor's release in order to participate in the activity. If he or she is absent and unexcused on the day after an activity, he or she cannot participate in the next activity.

1.14 School-Sponsored Trips

Student Release. Students on activity trips must remain with their group at all times, including the return trip to Jal. Exceptions to this must be requested of the principal and sponsor by the parent prior to leaving Jal. When so requested, students may be released to proceed with completion of the activity to enable the student to proceed with an activity other than returning to Jal. Students will not be released on activity trips to anyone except on the request of his or her parents. The only time a request for the release of a student to any one other than a parent will be honored is to enable the student to participate in more than one school activity in the same day. An example would be a band concert in Portales in the morning and a volleyball tournament in Roswell that afternoon.

If the parents or guardians are unable to attend the activity and it is important for the student to be released to someone other than the parent or guardian, the parent or guardian must come in person to the principal's office before the day of the activity to request that the student be released. The parent or guardian must state in writing the person to whom the student is to be released, the reason the student needs to be released, and the date of the activity. The principal or superintendent will grant or deny the request and will inform the sponsor of the activity about the release of the student.

Overnight Trips. Overnight trips are discouraged by the Board of Education. Sponsors will make every attempt to schedule activities in such a manner that no overnight trips are necessary. Overnight stay will be judged on an individual basis.

Private Vehicles. Private vehicles will be used only in exceptional circumstances for school transportation. Each use shall have the specific approval of the superintendent.

Delays and Breakdowns. Either school transportation or school-approved transportation will always be provided and in the event of a breakdown or mechanical failure on one of these vehicles, the sponsor or coach is to see that the group remains with the vehicle. The principal and the closest law enforcement agency should be contacted. Common sense should be used in protecting the student from danger or harm. Students should not be arbitrarily placed in individual, unsupervised vehicles. If necessary, a game should be forfeited or an activity postponed in order to comply with the above procedure.

Seat Belts. By action of the Jal Board of Education any school employee or student is required to use seat belts when traveling in any vehicle with the belts available.

Passengers. Only drivers, coaches, adult sponsors, and student members of the team or organization will be allowed to ride school vehicles to and from student activities.

Rest Stops. Stops shall be made for purposes of giving students a break at two (2) hour intervals.

1.15 STUDENT DRUG/ALCOHOL/TOBACCO POLICY

RATIONALE AND NEED STATEMENT

The staff, administration, and parent council have proposed the implementation of a student drug/alcohol/tobacco policy for the students involved in extracurricular activities due to a three-fold set of reasons:

Reason 1: The promotion of a safe and drug free learning environment for all students.

Reason 2: The belief that students can ward off the peer pressure of trying/using drugs/alcohol/tobacco if they have a tool to enable them to refuse.

Reason 3: The preparation of students to enter into today's workforce where drug/alcohol testing is required with severe consequences.

According to the Jal Police Department, a large percentage of thefts, burglaries, and assaults among teens in Jal are centered around drug/alcohol use. The reason for this is to procure funds for or settle disputes over drugs and alcohol, or to settle problems caused by the lack of inhibition or judgment when the frontal lobe of the brain is affected. These problems, though outside the realm of the school, are brought into the school environment due to the close proximity of the students. This threatens the learning environment of all students. Students have also reported suspicious behavior in the restrooms and parking areas of the school. Though the staff has closely monitored these areas, there has been no evidence ascertained. There has also been searches made of lockers, and occasionally of one's person, but no evidence has been found. Due to the fact that the reports came from students, the reliability of the suspicion is great. The trained educators who work with the students daily have become aware of several signs of apparent drug/alcohol abuse among the students, i.e. aggressive behavior, drop in grades, attendance problems, academic performance problems, etc. Parents and students who admit to student problems and are seeking help have also confronted the administration and staff members. Therefore, the staff and parent council believes that the safe and drug free learning environment is being compromised.

Tobacco use is a health, as well as a legal, issue. Tobacco use in the form of cigarettes is not only a danger to the one using the product, but to those in the general vicinity. The long term effects of all types of tobacco use are extremely dangerous. Due to

the fact that students are not allowed to possess or use tobacco products while involved in school activities or on school premises, tobacco use has been included in this policy and the infractions are outlined in other sections of this policy.

As the staff and parent council began devising the policy, the first objective became to enable students to ward off peer pressure. It was apparent that the students need to be provided an “excuse” to say NO. This policy can provide that excuse. It is imperative that the policy be consistent at protecting the welfare of the students. This policy is in **no way** a punitive measure, but is presented as a positive recourse for the majority of students at Jal Junior/Senior High School where approximately 80% of the students participate in extracurricular activities. By enacting this tool, it is believed that students can be put on the right track and many risk behaviors associated with drug/alcohol/tobacco use will also be in decline, e.g. teen pregnancies, academic performance issues, school safety issues, etc.

The school is in the forefront of school-to-work transition. As the students are prepared to enter the workplace, drug/alcohol testing for employment will be a reality. Tobacco-free workplaces have been written into law. Many employers will not hire employees who smoke. Schools have been ruled as tobacco/alcohol free zones. Currently, 65% of the staff at the junior/senior high school is subject to a random drug/alcohol test. The workers of tomorrow are going to be faced with this from now on. Just as the students are taught to develop resumes and portfolios, perform for interviews, and fill out job applications, drug testing also needs preparatory work. The consequences and ramifications will be much easier to handle in a help-driven situation than in a loss of livelihood down the line.

There is an adage that says, “What you don’t stop today will never be stopped.” It is necessary for the school to lead the fight to stop the negative choices the students are making. The earlier a young person receives help, the more likely it is that success can be reached. The staff, administration, and parent council believe it is necessary to aid the students by providing 1) a safe and drug/alcohol/tobacco free learning environment, 2) an excuse to ward off peer pressure, and 3) a school-to-work transition lesson. This policy is the tool by which to accomplish these issues. It is also hoped that the testing procedures will never find a student out of compliance. If this is the case, the policy will still be successful.

JAL PUBLIC SCHOOLS
JAL, NEW MEXICO
STUDENT DRUG/ALCOHOL/TOBACCO POLICY

The Jal Public School Board of Education, in an effort to protect the health and safety of its students involved in extra-curricular activities from illegal drugs/alcohol/tobacco and/or performance-enhancing drug use and abuse, thereby setting an example for all other students adopts the following Policy for drug testing and alcohol and tobacco use of students involved in extra-curricular activities. (Policy adopted 6/8/04 and revised yearly)

1. STATEMENT OF PURPOSE AND INTENT

It is the desire of the Board of Education, administration, and staff that every student in the Jal Public School District refrains from using or possessing illegal drugs/alcohol/tobacco. Notwithstanding this desire, the administration and Board of Education realize that their power to restrict the possession or use of illegal drugs/alcohol is limited. Therefore, the sanctions of the Policy relate solely to limiting the opportunity of any students determined to be in violation of the Policy to participate in extra-curricular activities. This Policy is intended to supplement and complement all other policies and regulations of the Jal Public School District and the New Mexico State Board of Education regarding possession or use of illegal drugs/alcohol/tobacco.

Participation in school sponsored extra-curricular activities is a privilege. Students who participate in these activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students involved in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible example of conduct, which includes avoiding the use or possession of illegal drugs/alcohol/tobacco.

The purpose of this Policy is to prevent drug/alcohol use, to educate students as to the serious physical, mental, and emotional harm caused by illegal drug/alcohol/tobacco use, to alert students with possible substance abuse problems to the potential harm of illegal drug/alcohol/tobacco use, to prevent injury, illness and harm as a result of illegal drug/alcohol/tobacco use, and to strive for an environment free of illegal drug/alcohol/tobacco use and abuse.

This policy is not intended to be disciplinary or punitive in nature. The sanctions of the Policy relate solely to limiting the opportunity for any student found to be in violation of the Policy to participate in extra-curricular activities. There will be no academic sanction for violation of this Policy.

Illegal drug/alcohol/tobacco use of any kind is incompatible with participation in extra-curricular activities on behalf of the Jal Public School

District. For the safety and well being of the students involved in extra-curricular activities, the Jal Board of Education has adopted this policy for use by all students involved in extra-curricular activities. Therefore, consent to the drug/alcohol/tobacco policy is a **mandatory prerequisite** for all students to participate in any extra-curricular activity.

2. DEFINITIONS

“Extra-curricular activities” are defined to include the following activities: New Mexico Activities Association Activities and events, such as: Student Council, National Honor Society, Cheerleading, and all school sponsored activities. (See Exhibit A for a complete list). The activity is not necessarily directly related to instruction of the essential knowledge and skills but may have an indirect relation to some areas of the curriculum. In addition, an activity shall be subject to the provisions for an extra-curricular activity if any one of the following criteria apply:

- a. the activity is competitive;
- b. the general public is invited; or
- c. admission is charged;
- d. the activity is the result of being elected or appointed to a position of honor.

“Drug test” means a scientifically substantiated method to test for the presence of illegal drugs/alcohol or performance-enhancing drugs or the metabolites thereof in a person’s urine and/or saliva.

“Alcohol test” means a scientifically substantiated method to test for the presence of alcohol in a person’s breath and/or saliva.

“Random selection basis” means a mechanism for selecting students for drug/alcohol testing. The District will use a random selection process to select and request a student to be tested. A random number generator to calculate which students are to be tested will be utilized to ensure students will have an equal chance of being selected on an unannounced basis for the testing. Students who are selected to be tested during one test period will be eligible for future tests, and if selected, may be tested in consecutive tests.

“Illegal drugs/alcohol” means any substance that an individual may not sell, possess, use, distribute, or purchase under either Federal or New Mexico law. “Illegal drugs/alcohol” includes, but is not limited to, marijuana, cocaine, opiates, amphetamines, methaqualone, benzodiazepines, phenocyclidine (PCP), methadone, barbiturates, and propoxyphene. “Illegal drugs/alcohol” includes, but is not limited to, all prescription drugs obtained without authorization; and over-the-counter drugs upon reasonable suspicion that they are being used in an abusive manner, and all alcohol.

“Performance-enhancing drugs” includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term “performance-enhancing drug” does not

include dietary or nutrition supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.

“Positive” when referring to a drug/alcohol test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal drug/alcohol or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug/alcohol use test.

“Diluted sample”, when referring to a drug/alcohol test administered under this policy, means a toxicological test result with a Creatinine concentration level less than 20mg/dL. A diluted urine sample is most likely due to increased water intake. It can be a result of short-term water loading (flushing) in an attempt to dilute any drug below testing cutoff concentrations.

“Adulteration” or “tampering” is any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the urine, or purposefully over hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances. A Creatinine concentration level less than 5mg/dL usually indicates that the specimen is not consistent with human urine.

“School year” is interpreted as the first day of football or volleyball practice through the last day of school.

3. PROCEDURES

All students in grades 7-12 who wish to participate in the school extra-curricular program must declare the intention at the time of their registration for school each year. They will then be subject to the random testing program and the terms of the drug/alcohol/tobacco policy for the entire school year or for as long as they participate in the program. Students who are currently participating in extra-curricular, or plan to participate, in extra-curricular activities during the current school year will be subject to random drug testing or they must discontinue that participation in extra-curricular activities. Students who request to declare their intentions to participate in extra-curricular activities after their enrollment in school must have an acceptable reason for not doing so at the appropriate time and agree to the following: Students who declare late must prove themselves drug/alcohol/tobacco free with an initial test. Then, they will be added to the pool of participants and be subject to the random testing for as long as they participate in the program.

There will be a meeting scheduled whose purpose is to inform students and parents about the Drug/Alcohol/Tobacco Testing Program. This meeting will require the attendance of all students grades 7-12 who wish to participate in the school extra-curricular programs and at least one parent/custodial guardian.

Failure to attend this meeting will prevent the student from participation in extra-curricular activities.

Each student shall be provided with a copy of the Student Drug/Alcohol/Tobacco Testing Policy” and “Student Drug/Alcohol/Tobacco Consent” which shall be read, signed, and dated by the student and parent/custodial guardian before that student shall be eligible to practice or participate in any extra-curricular activities. The consent shall be to provide a urine/saliva sample: (a) as chosen by the random selection basis; (b) upon reasonable suspicion, based on specific observations by a Jal School coach/sponsor, faculty member, parent, or administrator, concerning the appearance, speech, or behavior of the student that indicates the effects of drug/alcohol/tobacco use; (c) upon personal observation of a substance use violation by a Jal School coach/sponsor, faculty member, or administrator during the school year; (d) a personal confession by a student of substance use or a violation reported to the parent/custodial guardian of the student (will be ruled a self-referral); (e) a citation issued by the police for an MIP (minor in possession) or DUI (driving under the influence). MIP/DUI verifications will be made by the administration contacting the police department on Monday mornings.

Students found to be in possession of drugs/alcohol/tobacco will be subject to sanctions of violations. Students will be required to follow the sanctions outlined if: (a) are observed in possession or in use by a Jal School coach/sponsor, faculty member, or administrator during the school year; (b) a personal confession by the student of a violation reported to the parent/custodial guardian of the student (will be ruled a self-referral); (c) a **citation issued** by the police for a MIP (minor in possession) or DUI (driving under the influence). MIP/DUI verifications will be made by the administration contacting the police department on Monday mornings.

Selection for testing.

- (a) On the first day of each month, one number between 1 and 31 will be randomly sorted for the date of the unannounced testing for that month. If the number falls on a day which is a school day, that will be the testing day for that month. If the date falls on a weekend or during a school holiday, another number will be drawn. There may be other dates selected during the year which will mean that there may be more than one test per month.
- (b) At least (20) twenty students in the pool (extra-curricular activity participants) shall be randomly selected to be tested. The number will be randomly selected on the first day of the month.

- (c) Students not included in the extra-curricular pool and whose parents volunteer and request that the student participate in the testing program will be placed in the pool and subject to the random selection process to be tested as a student extra-curricular participant. These tests will be paid for by the parent.
- (d) A random selection process will select students on the testing dates. A random number generator to calculate which students are to be tested will be utilized to ensure students will have an equal chance of being selected on an unannounced basis for the testing. Students who are selected to be tested during one test period will be eligible for future tests, and if selected, may be tested in consecutive tests.

4. SAMPLE COLLECTION AND TESTING PROCEDURES

Students who are selected to be tested for drug/alcohol use will be required to provide a urine sample within 60 minutes of the time they are requested to do so.

Prior to the sample being produced, the student will remove personal items from pockets and leave jackets, purses, backpacks, etc. in a designated area.

All aspects of the drug use testing program will be conducted in a manner that will safeguard the personal and privacy rights of the students to the maximum degree possible.

The administration shall designate a faculty/staff member of the same sex as the student to accompany the student to a restroom or other private area where the urine sample is to be produced under the supervision of a designated health care professional. The monitor/s **shall not** observe the student while the sample is being produced but shall remain within hearing distance in order to guard against tampered samples and to ensure an accurate chain of custody of the sample.

A refusal to provide a sample or providing a tampered/adulterated sample will be treated as a resignation from all extra-curricular activities for the remainder of the current school year and the next school year.

If at any time during the sampling procedure a monitor has reason to believe that a student is tampering with the sample, the monitor may inform the administration that will then determine if a new sample should be obtained.

The monitor shall give each student a form on which the student may list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs/alcohol or performance-enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope.

All urine samples will be identified with a student number that is verified to be solely unique to that student, sealed, and submitted to a professional laboratory for testing. Any laboratory chosen by the school district to conduct the testing shall be required to have detailed written procedures to assure proper chain of custody of the samples, proper laboratory control, and scientifically validated testing methods.

The laboratory will immediately contact the administration by telephone if the result of the drug use tests for any extra-curricular student indicates any reasonable suspicion that the drug or alcohol test is positive. The administration will immediately contact the student and the student's parents/custodial guardians and schedule a conference at which time the student or parents may offer any explanation of the positive result. Parents/custodian guardians may provide any doctor's prescriptions of any drugs that the student was taking that might have affected the outcome of the drug use or alcohol test and may request that another test be conducted on the remaining portion of the urine sample. Any such re-test shall be at the expense of the parent/custodial guardian.

In the event the test results conclude that a sample is diluted, the student will be required to submit a new sample immediately.

No student shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of the drug tests will not be disclosed to criminal or juvenile authorities, absent legal compulsion by valid and binding subpoena, or other legal process, which the District shall not solicit. In the event of service of any such subpoena or legal process, the student's parent/custodial guardian will be notified in writing in a language that they understand at least 72 hours before response is made by the District.

5. SUBSTANCE VIOLATIONS

All offenses are cumulative for the student's enrollment in grades 7-8 and in grades 9-12 in Jal Public Schools. Ninth grade students will be given a "clean slate". Sanctions may continue from one school year to the next.

Self-referral (Cannot submit a self-referral on random test day or after having a non-negative test.)

An administrator/parent conference will be required when a student initiates a self-referral.

In the event that a student self-reports a substance violation, the suspension may be reduced to 10 consecutive days and the student will be required to fulfill the remainder of the requirements for a first violation.

****A student may self-refer only one time during their school career****

First Violation

An administrator/parent conference will be required when a student commits a first violation.

The student will be suspended from participating for 20 consecutive school days beginning from the date and time of administration verification of involvement in the first violation. In the event that a student self-reports a substance violation, the suspension may be reduced to 10 consecutive days and the student will be required to fulfill the remainder of the requirements for a first violation.

The student shall be required to attend extracurricular activities scheduled at home sitting with the extracurricular group. The student will not be allowed to travel to out of town events. This allows the students to provide continued representation and support of their school and activity.

The student will be required to continue to practice if the student is an athlete in an in-season sport and desires to continue that sport.

There will be a mandatory drug education program (minimum of an 8 hour program). The counseling or drug education will be the responsibility of the parents/custodial guardians at their own expense. As a condition of continued participation in extra-curricular activities, students are required to submit verification within ten (10) days that treatment is in process. Treatment must be completed within 10 weeks or continued participation is forfeited until completion.

There will be a minimum mandatory drug screen or lab test monthly for the remainder of the school year and the student must test negative on each one. The student will sign a statement acknowledging the consequences of a second offense.

Second offense:

The student will be suspended for participating in all activities of the extra-curricular programs for 40 consecutive school days beginning from the date and time of administration verification of involvement in the second offense. The student shall be required to attend extracurricular activities scheduled at home. The student will sit with his/her group but not in uniform. The student will not attend out of town activities. This allows students to provide continued representation and support of their school.

Should a student test positive during the first suspension, the second suspension will run consecutively beginning on the first school day after the first suspension.

The student will be required to continue to practice in any sport/s he/she desires to continue to participate in.

There will be a mandatory drug education program (minimum of an 8 hour program). The counseling or drug education program will be the responsibility of the parents/custodial guardians at their own expense. As a condition of continued participation in extra-curricular activities, students are required to submit verification within ten (10) days that treatment is in process. Treatment must be completed within 10 weeks or continued participation is forfeited until completion.

There will be a minimum mandatory drug screen or lab test monthly for the remainder of the school year and the student must test negative on each one. The student will sign a statement of acknowledging the consequences of a second offense.

The suspension from activity will carryover if it occurs at the end of the school year.

Third and subsequent offense

The student will be suspended from all activities of the extra-curricular program for one year from the date of the offense.

There will be a mandatory drug education program (minimum of an 8 hour program). The counseling or drug education will be the responsibility of the parents/custodial guardians at their own expense. As a condition of continued participation in extra-curricular activities, students are required to submit verification within ten (10) days that treatment is in process. Treatment must be completed within 10 weeks or continued participation is forfeited until completion.

The student will be subject to monthly drug use tests during the period of suspension and must test negative on each one.

6. APPEALS PROCESS

A student may appeal a suspension under this policy by contacting the superintendent of the Jal Public School District.

7. YEARLY REVIEW PROCESS

A committee composed of parents, teacher representative, school board representative, student representative, and administration will review this policy

yearly. The committee will recommend changes to the Jal Public Schools Board of Education. The Board of Education will then review the policy.

8. TEST DAY PROCEDURES

If for some reason the principal/athletic director is not present to oversee the testing, the testing will be rescheduled. The testing will be conducted in the high school cafeteria. School staff members will escort the students from the classrooms to the cafeteria. Students **will not** be allowed to leave the cafeteria once they have been escorted into the venue. If the venue is exited, it will be considered a refusal and the parents will be contacted. School staff will fill out the required paperwork with the students. Once the paperwork has been completed, the testing will begin. If there are no volunteers to test, the staff will randomly draw from the paperwork that has been completed. Students will have the allotted time to draw a sample. If they do not draw a sample in the allotted time frame, the administration will contact their parents and inform them that the student has not drawn a sample and if it is not drawn, a refusal will be written. Students will not be allowed to enter samples from outside agencies. Students are to leave the testing area immediately after they have completed their test.

Section II

The Athletic Program

The athletic program shall be broad in scope and include as many sports as possible in order to interest and benefit as many students as possible. It shall include football, basketball, track, golf, baseball, volleyball, softball, and any other sport in which the interest is sufficient to justify the establishment of a program. All students should have an opportunity to participate and each coach has a responsibility, within reason, to give each participant attention, encouragement, and training. As a matter of policy, no participant will be arbitrarily “cut” from a sports activity.

2.1 Basic Eligibility Standards

Student eligibility standards are based upon the rules of the New Mexico Activities Association. These standards are as follows:

- Parents must sign a consent form stating there are no objections to their child participating in an athletic contest.
- The student must file a form with the school indicating that he or she has passed a current physical examination, has health, accident, and injury insurance and has catastrophic insurance.
- The student must be regularly enrolled in the 9th, 10th, 11th, or 12th grade.
- The student must have attended high school, grades 9-12, less than eight semesters.
- The student cannot become nineteen (19) years of age before September 1.
- The student cannot have participated in more than four (4) seasons, including the current season, in any sport during grades 9-12.
- The student must have passed four (4) subjects the last semester, not failed more than one (1), and have a 2.0 GPA or better during the previous grading period.
- The student must be passing four (4) subjects the present semester.
- The student must be an amateur. That is, never received directly or indirectly pay or financial benefit for participating in any athletic contest, never signed a contract, or competed under a false name.
- The student must not have transferred to or from a private, parochial or boarding school within one semester. Students should check with the principal before transferring to determine whether it will affect his/her eligibility.

2.2 Intramural Sports

An intramural program that encourages 100 percent participation in athletic and recreational events must be an integral part of the program in both the senior and junior high schools.

2.3 Elementary Sports

Elementary athletics should have their beginning in the upper elementary grades where playing of various sports will be according to time limitations and standards found to be desirable for young children.

2.4 Sports Seasons

Seasons for each of the team sports shall coincide with the seasons defined by the New Mexico Activities Association and/or in accordance with agreements reached with conference opponents.

2.5 *Student Medical Records and Insurance*

Each student shall have on file in the principal's office a **parental release form** prior to participation in interscholastic athletics.

Each student participating in any sport shall show **evidence of accident insurance** before he or she begins practice. This may be insurance available through the school or a family policy.

Each student will pass a **physical examination by a medical doctor** before being allowed to participate in any athletic activity.

2.6 *Game and Team Management*

Since the host school is responsible for the welfare and behavior of spectators, players and students, the principal and the coaches of the school concerned are responsible for allowing only members of the team, their coaches, school officials, and others to whom official passes have been issued, access to the player's bench, playing field and/or court, and dressing rooms. Closed practice sessions may be held when deemed advisable. The conduct and appearance of players and coaches representing the Jal Public Schools will at all times be above reproach.

2.7 *Athletic Funds and Equipment*

Athletic funds shall be subject to all accounting and auditing regulations as set out by law and the Jal Board of Education. Equipment shall be purchased in accordance with school purchasing regulations. The coach responsible for a particular sport shall initiate the request for equipment purchased to be submitted to the superintendent through the activities coordinator.

Inventory. A complete inventory shall be submitted to the activities coordinator immediately at the conclusion of each sport season by the coach responsible for that sport. No equipment purchase for the following season shall be made until the sports inventory is complete.

2.8 *Payment of Meals and Lodging*

It shall be the responsibility of the sponsor to secure the most economical rates possible consistent with accepted levels of cleanliness and sanitation. When possible, lodging and meals will be charged. Signed purchase orders and receipts should be returned to the principal. If cash is required, a requisition for cash should be presented to the principal at least five (5) days before departure. Receipts must be obtained and submitted to support any expenditure.

Jal Public Schools will pay the cost of approximately fifty percent (50%) of the meals for athletics on out-of-town trips when a team normally eats a pre-game or post-game meal. The athletes will be responsible for the remaining fifty percent (50%) of the meals. The coach working closely with the principal will determine which meals the school will furnish.

2.9 *Unauthorized Possession of Athletic Equipment*

Any Jal High School or Junior High School athletic equipment found in the possession of a student that has not been issued to that student will result in immediate disciplinary action. This may consist of corporal punishment or in extreme cases, possible suspension from school. The Jal School Board of Education adopted this policy, February 7, 1975.

2.10 *Summer Camps*

No student is required to attend a summer camp in order to participate in extracurricular activities at Jal High School. If a student desires to attend a camp, it will be at his or her expense. No fundraisers

connected with the school may be conducted to raise money for summer camps or to pay for trips that are offered to students as a result of their performance in a sport or sports. School sponsors may accompany the student to camp, but are not required to do so and must pay their own expenses. School vehicles are not to be used for groups or individuals attending summer camps. School vehicles may be approved through the administration for team summer camp use. A CDL licensed school employee must accompany the students and serve as the driver to camps. A maximum of five (5) days of transportation will be allowed per activity.

2.11 Junior High Athletic Program

The purpose of the junior high athletic program is to promote, approve, develop and direct all interscholastic activities that will contribute to, or be a part of, a well-rounded and meaningful educational experience at the junior high school level. The program is operated in accordance with and under the auspices of the New Mexico Activities Association. Seventh and eighth grade teams will play a limited number of interscholastic games with other junior -high schools.

Administrative Guidelines. Interschool athletics are an integral part of the total educational program. To ensure the operation of the junior high athletic program, the following considerations should be met:

- ❖ The welfare of participants receives first consideration without undue emphasis on winning.
- ❖ A continuous public relations program to help parents and others appreciate and understand the importance of a sound program free from community pressure.
- ❖ School authorities control financial support of this program.
- ❖ School authorities must obtain a written parent's permission for students to participate.
- ❖ A medical doctor based upon a physical examination must approve each individual participant.
- ❖ A student is not permitted to return to participation following illness or injury except on recommendation by a medical doctor.
- ❖ Medical attention is available at all interschool contests and practice sessions where serious injury is likely to occur.
- ❖ Special equipment for participants is provided as needed.

Eighth Grade Student Participation High School Sports. Eighth grade students may, in accordance with NMAA and locally adopted guidelines and with the permission of the activities coordinator participate in high school sports.

To be eligible to participate in a high school sport, the eighth grade student must first participate in and complete the eighth grade sport offered that season. Eighth grade students who fulfill the above requirement will be allowed to participate in junior varsity football, volleyball, and basketball, and in varsity track, golf, and softball. They may not participate in varsity football, volleyball, and basketball. The student must have the permission of the athletic director and the varsity coach of the sport concerned to participate in any high school sport.

Participation in a sport is defined as suiting up for any contest, playing in any contest, or traveling with the team to any contest. Eighth grade students may practice with the high school team before the end of the eighth grade season but may not participate in the high school sport until the end of the eighth grade season.

Eighth grade students must complete eighth grade practices **before** they will be released to attend high school practices. Eighth grade student will not be required to attend practices until the eighth grade season is over.

2.12 High School Athletic Program

Student Dual Participation. In order for a student to participate in two sports simultaneously, permission must be secured from the two coaches involved. The athlete must choose one of the two sports to be the primary sport, and this choice will bind him/her to a complete dedication to the sport chosen. The athlete

must be responsible to report to all workouts of the primary sport, to first make the game or meets of the primary sport, and must not let a secondary sport interfere with his or her performance in the primary sport. It is suggested that the athlete should be an asset to both teams before this type of participation be used.

An athlete should not expect all the privileges in a secondary sport that would be expected in a primary sport such as a starting position, running on major relay teams, or being captain of both teams.

Declaration of Participation. A student must declare and become an active participant in a sport no later than the first regularly scheduled contest of that sport. Medical, academic, transfer, and play-off delayed cases will be handled individually, but must declare and participate within these guidelines once cleared for participation. Coaches have the option of establishing earlier declaration and participation guidelines, but none later than the first regularly scheduled event.

Injured Players. Players who are injured or sick and are unable to suit out for an athletic contest will not be allowed to ride the bus to the game unless they are **needed** as a manager or trainer.

2.13 Athletic Awards

Athletic letter award recipients must fulfill the requirements set forth by the coaching staff, which will include training rules, sportsmanship, attitude, and academic standing. Any coach may withhold a letter if an athlete does not meet the necessary requirements. All athletes are required to participate in the chosen sport for the duration of the season in order to be eligible for a letter. A student who meets these requirements but is injured, thus removing him/her from active participation may still be considered for a letter.

Any athlete who completes the season under the supervision of the coach and fulfills the requirements for a letter must be given a letter. All letters must be awarded during the school year in which they are earned. No provisional letter may be given.

All recommendations for letter awards in any sport must be presented to the high school principal for approval. This recommendation is to be made no later than one week after the end of the regular season.

Football. In order for a player to be eligible for a varsity football letter, he must have played in 16 of the quarters of the regularly scheduled games or be a member of the team through all state play-off games that the team plays.

Basketball (Boys and Girls). In order to be eligible for a varsity basketball letter, he or she must have played in one-fourth of all regularly scheduled games or he/she must have been a member of the team through all state play-off games that the team played.

Baseball and Softball. To be eligible for a varsity baseball or softball letter, he or she must play in one-fourth of all regularly scheduled games or be a member of the team through all state play-off games that the team plays.

Track (Boys and Girls). In order for a student to be eligible for a varsity track letter, he or she must have earned one or more points in any regular season or district track meet. This will include any eighth grade or high school student. This will also include any student participating in another sport while a member of the Jal High School Track Team.

Golf (Boys and Girls). In order for a student to be eligible for varsity golf letter, he or she must have participated in two of the regular scheduled meets.

Volleyball. Any girl may receive a varsity letter in volleyball if she is carried as a member of the varsity squad and meets the awards requirements.

2.14 Cheerleading

It is the function of Jal Cheerleaders to boost all student activities throughout the school year. Cheerleaders should provide leadership and encouragement for all students in any endeavor with particular emphasis on athletics.

Grade Requirements. Each candidate must have a 2.0 grade point average and must not have failed more than one subject for the period immediately preceding “try-outs.” Successful candidates must continue to maintain a 2.0 grade point average.

Rules and Expectations. Before try-outs parents and cheerleading team members must sign an acknowledgment form in acceptance of the rules and expectations as presented by the sponsor.

Cheerleading Season. Cheerleading season will be through the spring sports. Drill team season will be during basketball, which will allow the drill team members to also participate in volleyball and cheerleading. Basketball participation will be at home games and approved away games. Travel must be approved by the sponsor and the principal.

Transportation. The school shall provide transportation with a sponsor for varsity cheerleaders. Parents of junior varsity and junior high cheerleaders will be responsible for a sponsor and transportation to out-of-town games.

Use of Drugs-Tobacco-Alcohol. Cheerleaders will not use or have in their possession alcohol, drugs, or tobacco (See Section 1.3, page 1).

2.15 Minimum Number of Participants

Jal High School offers a full range of extra-curricular activities. Every effort is maintained to offer all activities on a continuous basis; however, each activity must have enough participants to field a team to be offered. If there are insufficient members to make a full team, that activity will be suspended for the year. It will not be offered for students to compete on an individual basis.

Section III
Coaches and Buses

Coaches will generally be required to drive a bus to and from activities. Coaches will be required to meet all standards required of bus drivers including alcohol and drug testing.

See the transportation section of the manual for specific requirements.