

Estancia Athletic Handbook

Estancia School District Board of Education
Vision Statement

The Estancia Municipal School District believes in educating ALL students to become productive and successful citizens. Instructional programs must challenge all students to reach their potential. All other programs are in support of this.

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Students selected to an Estancia Municipal School District athletic team must recognize this distinction as an honor and privilege and must be held accountable to a greater standard than that of the general school population. The student athlete is a recognized representative of the individual school as well as the district and as such must demonstrate the highest levels of character and behavior.

It is the responsibility of the Athletic Director and each coach to insure this Secondary level of expectation. Coaches must monitor the character and behavior of team members **during the season, in and out of uniform, and on and off campus**. The inordinate amount of time coaches spend in various curricular and co-curricular activities provides a unique opportunity to observe, assist, and intercede to help the student athlete make good decisions.

Estancia Municipal School District recognizes and participates in the following sports: Football, Volleyball, Cross-Country, Cheerleading, Basketball, Softball, Baseball and Track and Field. Estancia Municipal School District recognizes and participates in the following activities: BPA, FFA, Student Council, NHS, Ski Club, Youth and Government, and Teen Need Teens. The provided list is not all inclusive and is not limited to the listed sports and activities as others may be added. The sports and activities provided to our students to participate in are governed by the Estancia Municipal School District and the NMAA. This handbook encompasses rules, policies and regulations for every athletic, activity, extra-curricular and/or co-curricular opportunity provided by Estancia Municipal School District.

Estancia Municipal School Board Policies Specific to Athletics/Activities

The purpose of establishing and supporting athletics and activity programs, extra-curricular and/or co-curricular, is to provide opportunities beyond the academic programs for students to develop their talents, interests and skills in a supportive learning environment that fosters the development of respect, fairness, trustworthiness, citizenship, caring and responsibility. These six pillars of character are the basis for allowing students to test themselves with and against their peers, thus giving them ample opportunity to ultimately find their place in society where they can excel as responsible citizens, leaders, team players, parents, and community members. Towards that end, the ideals of sportsmanship, competition, effort, pride and responsibility in being a member of a team or organization, are the pillars of the foundation for a successful adult life.

Participation is a privilege offered to students, and is not an inherent right. With participation comes the responsibility of making a commitment to fully engage all aspects of a program from practice, to game or competition events, and to abide by all rules and behavior standards expected of a member in good standing. In support of providing many opportunities for a student to choose to participate in, it is recognized that there will be times when scheduling conflicts will occur between various activities and athletic seasons and competitions. It is the responsibility of the student to inform the coaches and sponsors involved of their total intended commitment and potential conflicts at the beginning of the season. The student with support of their parent(s) or guardian(s) will determine which event takes precedence, have it documented and fully understood, signed by all involved persons, and maintained on file in the Coordinator's office. Coaches/sponsors will have the final determination on the student's participation in specific events, based upon readiness to participate and fairness to other members of the team or activity; but, in no instance shall a student be punished for selecting one event over another. It is also demanded that the coaches and sponsors will actively embrace these principles so that student's feel supported to make their school years as broad and enriching an experience as possible.

Students, school personnel, parents and community members are representatives of our school and community. Rules of conduct and good sportsmanship are expected of all, at all times. Student athletes and members of student activity groups must abide by School District Policies, the Athletic and Activity Code of Conduct, and team or club rules. Failure to abide by these principles may result in loss of privilege to participate.

306.1 Estancia Secondary Schools Athletic and Activity Code

The official school colors of Estancia Municipal Schools will be Red and White. Royal Blue may be used as a trim or Highlight color, so long as the colors are predominantly Red and White. The design and colors of all athletics/activity uniforms will require the approval of the Principal prior to their purchase. Non-conforming uniforms existing at the time of adoption of this policy shall remain in use until their scheduled replacement when they shall be replaced with uniforms which meet policy. The official Mascot of Estancia Secondary School and Estancia Middle School will be the Bear, and the official Mascot of Estancia Elementary Schools will be the Cub.

306.1.1 Estancia Secondary Schools Philosophy of Activities

The philosophy of the Estancia Secondary Schools interscholastic and student activities program is that all students be provided with a wide range of opportunities for development with and beyond the academic program. We believe that activities are an integral part of the educational process, offering many opportunities for mental, social, and physical growth.

Participation in activities is a **privilege** offered to students; it is not an inherent right. Participation in any of these programs demands a major commitment, not just during practice or competition, but at all times in order to be prepared mentally and physically to do their best.

Students, school personnel, and community-school assistants are representatives of their school and community. Their conduct is expected to comply with the Athletic and Activity Code of Conduct at all times.

306.1.2 Goals of the Estancia Secondary Schools Athletic/Activity Program

It shall be the goal of Estancia Secondary Schools to provide and to teach each participant the following:

1. A feeling of positive self-worth and the attitude of self-discipline.
2. An opportunity to develop the participant's full physical, mental, and emotional potential.
3. An opportunity to compete with and against others in preparation for a competitive society.
4. A sense of responsibility towards the organization, school, and community.
5. A standard of values and ethics which demonstrate sportsmanship and positive representation of school and community.

306.1.3 Athletic/Activity Code of Conduct

1. A student is subject to the general laws of the community and regulations of the Secondary Schools.
2. A participant, by participating in an activities program, agrees to abide by and be subject to the activities regulations of Estancia Secondary Schools and the Articles and Regulations of the New Mexico Activities Association (NMAA).
3. It is the responsibility of each participant to understand and comply with all Secondary Schools regulations.
4. It is understood that it is impossible to have a regulation for every possible circumstance. Therefore, Coaches/sponsors and administrators may take disciplinary action against any student who commits an act which endangers the health or safety of students, school personnel or others for whose safety the School District is responsible, or for conduct which reasonably appears to threaten such dangers if not restrained, regardless of whether an established rule of conduct has been violated.

306.1.4 Eligibility and Participation

1. Any student who is in good academic standing, who meets the requirements of the NMAA, and whose conduct conforms to general school policies may participate in athletics / competitive activities.

2. Realizing that academics is the prime reason for public education, the following eligibility requirements are set:

- a. Student must be passing all classes.
- b. A student must have a grade point average of 2.0 or better.
- c. Ineligible students must follow NMAA guidelines.

d. It is the policy of the Board of Education not to allow participation of 8th graders in High School competitive sports. The Superintendent may override this policy on an emergency basis if the need is based upon extreme hardship conditions as determined by the Superintendent. If a coach recommends that an 8th grade student be allowed to compete at the high school level based upon extreme hardship, the coach must obtain the approval of the Athletic Coordinator/Principal and the Superintendent prior to student athlete participating in any event. Failure to comply with this policy on the part of a coach will result in immediate suspension of duties.

3. Before a student may be issued athletic equipment or can begin practice, the student must provide proof of the following:

- a. Acknowledgment of Injury form signed by the parent / guardian and student. Also, acknowledgment that both parents and student understand the regulations of the sport involved in.
- b. Proper insurance coverage.
- c. Positive physical examination report from a medical doctor.
- d. Any additional paperwork or forms required by the NMAA

4. Students are required to attend all scheduled practices for participation. If circumstances should arise whereby a student cannot attend practice, the student must notify the coach / sponsor prior to the practice through personal contact or arrange for notification by his / her parents / guardians through a written statement or telephone call. The coach / sponsor must determine the validity of any missed practice. All sports will issue a season long practice schedule prior to the start of their official practices. No practices will be permitted until the season-long schedule has been distributed by coaches. Once issued, no additional practices may be added. Practices may be cancelled or removed as necessary. This schedule will contain the District's practice policy as well as the program specific "practice conditioning" that will be carried out in the event of a missed practice. A missed practice is any event listed on the season-long practice schedule and may include weight training sessions, film sessions and sport specific practices.

All athletes will be required to attend all practices in order to travel, dress out or otherwise participate in any capacity on the day of a game.

If an athlete misses a practice, the following will occur:

- Athlete's must perform the requisite number of "Practice Conditionings" before being allowed to dress, travel or otherwise participate in any game day activity.
- Any athlete with outstanding "practice conditionings" will not be allowed to participate.
- Missing a practice and having to complete Practice Conditionings will be progressive; missing one practice is a pass, but thereafter Practice Conditionings will be accrued in the following manner:

1st Practice - 0
2nd practice - 1
3rd practice - 2
4th practice - 3
5th practice - 4
And so on.

Practice Conditionings may only be completed in a time period not to exceed 30 minutes after any regularly scheduled practice under the direct supervision of a coach. No special time accommodations may be made.

5. In order for students to participate in athletics / activities contests, he / she must attend all classes that day up to the departure time set by the coach / sponsor. Unusual circumstances (i.e., medical or dental emergency) will be handled on an individual basis with the Athletic Coordinator/ Principal.

6. In order to participate in an "all-day" event, the student must attend classes the school day prior to the event. Unusual circumstances and emergencies will be handled on an individual basis.

7. Students may participate in only one seasonal athletic sport / activity at a time unless approved by both coaches / sponsors involved. Students wishing to participate in school and non-school sports / activities during the same season must have the school principal's approval for participation in school competition.

8. A student dropping an athletic sport / activity shall use the proper procedure. First the student must discuss the departure with the coach / sponsor. Second, he / she must return all equipment and clear all financial responsibility with the athletic department / sponsor. When a student quits a sport / activity after the first contest or game / etc., he / she may not go out for another sport / activity until the sport / activity he / she quit is concluded for the season or he / she has received permission from both coaches / sponsors involved and the Athletic Coordinator/ Principal.

9. An injured athlete / participant shall report to practice sessions and meetings unless excused by the coach / sponsor. An injured athlete / participant can continue to observe and help the team / club / etc. as much as his / her condition will allow. If a student is under a physician's care, he / she must have a signed "Return to Participation" form from the physician before participating after the injury or illness.

306.1.5 Travel

1. Students must travel with their athletic / activity team in school-sponsored transportation to and from out-of-town events from the campus.
2. For exceptions to this policy, the Athletic Coordinator/ Principal may, at their discretion, and upon written request from a parent or legal guardian, at least 24 hours in advance of the stated departing time, approve an exception to the policy. Should the request be granted, the parent / legal guardian must report with the student(s) to the event to be checked in or released, unless otherwise prearranged with the Athletic Coordinator/ Principal.
3. In no instance shall permission be granted for a student to travel to or from an event in the absence of an approved adult.

306.1.6 General Appearance and Conduct

1. Student participation must adhere to the School District's policies on personal appearance and dress code at all times. Hair must be groomed and arranged so as not to create a health or safety hazard.
2. Good sportsmanship is a major objective during practices and activity contests.
 - a. Participants will treat opponents with respect.
 - b. Athletes / activity participants must not argue or make unsportsmanlike gestures towards officials, opponents, spectators or each other.
 - c. Participants will follow other specific rules set up by the coach / sponsor of a particular sport / organization.
 - d. Student participants will show self-discipline on and off the athletic field / organization event.
 - e. Students will be expected to act in a mature manner. (Loud talk, boasting, vulgarity, profanity, and immature behavior and horseplay are not appropriate to Estancia Secondary Schools representatives and will not be tolerated.)
3. On trips, Estancia Secondary Schools students and representatives must remain with the group unless the coach or sponsor has given express permission and knows their destination and whereabouts at all times.
 - a. On out-of-town trips, students will not be allowed in rooms with members of the opposite sex unless accompanied by an adult advisor. Students must abide by a curfew as designed by the coach or the adult sponsor.
 - b. All Estancia Secondary Schools students will be in their assigned rooms, without visitors, by curfew.
 - c. Students committing serious violations of the Athletics and Activities Code of Conduct will be sent home. Parents / Guardians will be contacted and arrangements will be made to send the student home under supervision of an adult staff member or will be picked up by the parent / guardian.
4. Students committing minor violations may be removed from participation in the activity or event.
 - a. The discretion of the coach / sponsor will be used to determine the consequences of student violations of the regulations.
5. In order to ensure safety, privacy, and security for all students, staff, and drivers, please be informed that students will not be permitted to change on the bus during transportation. Changing into uniforms will need to be done prior to loading or after arriving at their destination

306.1.7 Use of Prohibited Substances

This does not take the place of the student discipline matrix in School District policy to which all students must adhere.

1. Tobacco: The use of tobacco in any form is prohibited on all school grounds and at all school-related activities and events. Any activity participant observed* by a member of the school staff will be:

a. First Offense turned over to the head coach, advisor and sponsor of any school activity program(s) in which they participate for disciplinary action.

b. Second Offense, suspended from participation in all school activities for twenty school days. There will be no carryover from school year to school year.

2. Drug and Alcohol: The use of or possession of **alcoholic beverages or non-prescription drugs** (including the smelling thereof) is prohibited on all school grounds and at all school-related activities and events. Any participant observed in possession or use of alcoholic beverages or non-prescription drugs by a member of the school staff at any time will be suspended from all school activities for one semester or for duration of season for sports related activities.* A student recommended for suspension from participation in athletics or activities for a semester or longer will be entitled to School District's long-term suspension procedures, including a hearing before the Hearing Authority and review by the Review Authority. Students suspended from participation in athletics or activities for less than a semester may be appealed to the Superintendent.

*Violations that are not school or activity related will be handled at the discretion of the coach, advisor and sponsor of any school activity to which they belong.

306.1.8 Punishment and Discipline

Students are subject to disciplinary action as deemed appropriate by the coach/sponsor and the administration. Coaches/sponsors and the administration shall take into consideration the totality of the circumstances for each particular incident. However, coaches/sponsors and the administration shall administer disciplinary action in a fair and consistent manner. Students involved in similar acts of misconduct should be disciplined in a similar manner. This applies to all students attending Estancia Secondary Schools. It should be noted that the violation of other school rules and regulations could also jeopardize a student's athletic / activity participation.

1. For first violations of Rule 306.1.5 (Travel) and Rule 306.1.6 (General Appearance and Conduct), the student athlete / activity participant may be removed from a game / activity and / or be disciplined at the discretion of the coach / sponsor. Violations of these rules or other school rules and regulations may also result in suspension from the team / activity.

2. A student athlete / activity participant violating Rules a second time will be suspended from all sports programs / activities for a period of seven (7) calendar days. The athlete / activity participant may lose letter award privileges for the sport / activity in which he / she is participating.

3. A student athlete / activity participant violating Rules a third time during the student's Secondary Schools career will be declared ineligible to participate in interscholastic sports / activities for one semester. During the period of suspension, the athlete / activity participant will lose letter award privileges and will not be allowed to attend the All-Sports Banquet / Club Banquet as a team member.

4. Any suspension will be effective from the date of discovery of the violation.

5. A student recommended for suspension from participation in athletics or activities for a semester or longer will be entitled to School District's long-term suspension procedures, including a hearing before the Hearing Authority and review by the Review Authority. Students suspended from participation in athletics or activities for less than a semester may be appealed to the Superintendent.

306.1.9 Lettering

Individual coaches / sponsors will set forth requirements for lettering in their respective activities.

306.1. 10 Equipment and Facilities

1. An athletic participant is responsible for all personal equipment (including uniforms) issued at the beginning of the season and must return it at the end of the season. Students must pay for equipment which has been lost, stolen, misused, or damaged beyond normal usage.
2. All equipment must be returned before a participant is eligible to letter and / or to participate in any other sport, graduate, receive report cards, or transcripts.

306.1. 11 Responsibilities

It is the responsibility of the participants and their parents / guardians to be sure that students involved in activities / athletics abide by all regulations and procedures set forth herein.

It is the responsibility of the Athletic Coordinator / Building Principal to administer the overall sports / activity program and supervise the coaches / sponsors in the performance of their duties.

Secondary Schools administrators will issue disciplinary actions concerned with removal from a team / organization or suspension from school.

It is the responsibility of the coach / sponsor to distribute and explain these regulations and answer questions concerning this document. In addition, the coach / sponsor is the first line of enforcement for these regulations.

306.1. 12 Appeals

Appeals from the decisions of the coaches, activity sponsor or the Athletic Coordinator may be made to the Building Administrator. A student recommended for suspension from participation in athletics or activities for a semester or longer will be entitled to School District's long-term suspension procedures, including a hearing before the Hearing Authority and review by the Review Authority. Students suspended from participation in athletics or activities for less than a semester may be appealed to the Superintendent.

306.3 Student Organizations

306.3. 1 Supervision

All student organizations using the name of the school and / or using school facilities shall be under the supervision of school authorities. All activities shall be coordinated and approved by the building administrator.

306.3. 2 Eligibility in Extra-Curricular Activities

The requirements for a student to be eligible for participation in extra- curricular activities are to:

1. Meet the New Mexico Activities Association scholastic requirements, and
2. Meet the local Estancia School District policy (2.0 or better with no "F's")

No student shall be absent for school sponsored extra-curricular activities in excess of fifteen (15) days per semester and no class may be missed in excess of fifteen (15) times per semester. Students with serious illnesses may appeal this provision to the Athletic Coordinator for consideration with appropriate documentation from the student's medical health provider.

306.4 Handbooks

The Student Handbooks from Elementary, Middle and High School will be adopted at the annual August or September Board meeting. These handbooks, along with the District Procedure Manual and Staff Handbooks will serve as the official rules and regulations for the District.

Hiring of Coaches

The Athletic Coordinator/Director will make head coaching recommendations to the Principal. The Principal will make all coaching recommendations to the Superintendent who has the final say on hiring.

Head Coaches will recommend assistants and volunteers to the Athletic Coordinator/Director. The Athletic Coordinator/Director will recommend to the Principal. The Principal will recommend assistants and volunteers to the Superintendent who has the final say.

No hiring will be complete without criminal and employment background checks and proper licensing. This is the responsibility of coaches/volunteers through Estancia Municipal Schools Central Office. NO volunteer or assistant coaches will be on the field, track or court without approval of the Superintendent.

Every effort will be made to hire head coaches from within the faculty of the school.

The coaching contract is an “at-will” contract with no expectation of continued employment.

Only approved coaches are allowed on the sidelines and bench during a game. EMT’s and trainer can also be present on the sidelines at football game. Coaches are required to inform parents that they are to remain in the stands/bleachers during the games.

Equal Opportunity Statement

Estancia Schools is an equal opportunity educational entity that does not discriminate on the basis of race, color, national origin, sex, disability, religion or any other legally protected classification in compliance with federal and state law.

Title IX Federal Regulations

The district will comply with this amendment and rules and regulations associated therewith that prohibit discrimination on the basis of gender in school activities, programs, policies and employment practices.

Inclement Weather Guidelines

During times of school closure due to inclement weather, no coach will conduct practice. Scheduled games will be postponed or canceled depending on availability to reschedule.

Locker Rooms – Benches - Dugouts

Spectators are prohibited from being the team’s locker room, on the beaches or in the Dugouts prior to, during or immediately following games.

ESTANCIA MUNICIPAL SCHOOLS ATHLETIC AND ACTIVITY CODE OF CONDUCT

NOTE TO PARENTS:

It is the responsibility of parents and students to read and familiarize themselves with the terms and requirements of the Estancia Municipal Schools (EMSD) Athletic and Activity Code. A student or his/her parent/guardian may obtain an explanation of any part of the code from the Athletic Director, Activities Director or Principal.

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

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

I. GENERAL CONDITIONS OF PARTICIPATION

A. The development of character and proper conduct that is promoted by athletics and activities is central to the educational mission of the school.

B. Students who are involved in athletics/activities are held to a higher standard of conduct as they are representative of their school and school district, 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 failure to adhere to the School District Policies, the Athletic and Activity Code of Conduct, and team or club rules.

D. In addition to the specific standards set forth in this code, the student's membership and participation in extra-curricular activities, 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/group and its participants, the school, and the school district.

E. It is the responsibility of parents and students to familiarize themselves with the terms and requirements of the EMSD Athletic and Activity Code. A student or his/her parent/guardian may obtain an explanation of any part of this code from the Athletic Director, Activities Director or Principal.

F. All standards, rules, and requirements in the EMSD Athletic and Activity Code are in addition to the applicable standards, rules, and requirements of the school sport program/activity group, the school the student attends and participates, the Estancia Municipal Schools and the New Mexico Activities Association (NMAA).

G. Professional judgment will be used by coaches, sponsors, and administrators in situations not covered by a specific written rule or guideline.

II. GENERAL CONDUCT REQUIREMENTS

The EMSD Athletic and Activity Code of Conduct designates expectations for students participating in extra-curricular activities such as athletics, BPA, FFA, Student Council, NHS, Ski Club, Youth and Government, and Teen Need Teens and other school sponsored performances and/or competitions. Student performances and/or competitions in co-curricular activities, which contribute to a grade in academic classes, are not included in the EMSD Athletic and Activity Code.

In addition to the behavioral expectations detailed in EMSD Board policies, extra-curricular activity participants are expected to follow specific behavioral and eligibility guidelines included within the EMSD Athletic and Activity Code. The conduct expectations set out in the code are applicable to and binding upon each student during the season a student is a member of an extra-curricular activity or an athletic team.

Disciplinary actions under this code shall be imposed on the basis of the best interests of the team, group and school, and the best interests of the student to be disciplined. Coaches/sponsors and the administration shall take into consideration the totality of the circumstances for each particular incident. However, coaches/sponsors and the administration shall administer disciplinary action in a fair and consistent manner. Students involved in similar acts of misconduct should be disciplined in a similar manner.

A. Prohibited Conduct

1. A student shall be removed or suspended from any in-season sport or activity for violations of team/club, school or school district rules as specified in the EMSD Student Behavior Handbook, 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. This conduct may include, but is not limited to:

- a. The underage use or possession of alcoholic beverages, illegal drugs, or tobacco in any form;
- b. The use or possession of any illegal supplements and/or performance enhancing drugs such as steroids;
- c. Attendance at a party or other social gathering at which any underage individuals are involved in the possession or use of alcoholic beverages, illegal drugs or prescription drugs without a prescription. Students who find themselves in such a situation must be able to present evidence that they removed themselves from such a party or social gathering in reasonable manner and within a reasonable time period.
- d. Hazing is not permitted as any part of any team or activity as an initiation or rite of passage. Programs participating in hazing activities may be placed on probation, suspension, or other consequences administered by school or school district administrators.

Investigations - Allegations or reports to the coaching staff, activity sponsors or school administration of student athletes and/or members of student activities involved in (a) possession or use of alcoholic beverages, illegal drugs, prescription drugs without a prescription, (b) use or possession of illegal supplements and/or performance enhancing drugs such as steroids, (c) attendance at parties or other social gatherings at which underage individuals are involved in the possession or (d) incidents of hazing will be investigated for credible evidence of involvement in the listed prohibited conduct.

Credible Evidence –

The following shall be determined to be credible evidence for enforcement of the listed prohibited conduct:

- (i) Conduct witnessed by a school employee;
- (ii) Conduct witnessed by a law enforcement officer;
- (iii) Conduct admitted by the student; or
- (iv) Conduct documented in a police report or any other legal document (such as a court or hearing transcript).

The following, without more, shall NOT be determined to be sufficient evidence for enforcement of the listed prohibited conduct:

- (i) Unsubstantiated rumors;
- (ii) Conduct witnessed by another student; or
- (iii) Conduct witnessed by an adult who is NOT a school employee or law enforcement officer.

2. 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 without the mutual agreement of coaches/sponsors, the athletic director/activities director and school administration.

B. School Attendance

1. A student is expected to attend every period of the school day to be eligible to participate in a practice, competition, activity or performance scheduled on the same date. If the competition, activity or performance is scheduled for the weekend, students must be attending every class period on Friday to be eligible.

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

3. Students placed on a school suspension (e.g. in-school or out-of-school) will not be allowed to practice, participate or compete in contests/events during the suspension period.

C. Conduct on Trips

Participants in athletics and activities are regarded as representatives of the Estancia Municipal Schools and are expected to conduct themselves as the best examples of EMSD students at all competitions and events. Students on trips for activities or athletics remain, at all times, subject to all rules and standards applicable under school and school district codes and policies.

III. OTHER GUIDELINES

A. Coaches/sponsors may establish team/group rules in addition the EMSD Athletic and Activity Handbook upon prior approval by the athletic/activities director. These guidelines will be sports specific with the intent of safety or appearance, not to override the EMSD Athletic and Activity Handbook. Team/group rules must be provided to students/parents in writing to make sure that students and parents are aware of the team/group rules. The EMSD Athletic and Activity Handbook is an all-inclusive handbook that regulates all sports and activities.

B. Coaches/sponsors may establish curfews for participants in athletics and activities in order to enhance preparation for competitions and/or performances. Team/activity curfews must be provided to students/parents in writing to make sure that students and parents are aware of the curfew requirements.

C. Coaches/sponsors may impose, and enforce by appropriate means, standards regarding attendance, punctuality, and attitude. Team/activity requirements regarding attendance, punctuality and attitude must be provided to students/parents in writing to make sure that students and parents are aware of such requirements.

D. Coaches/sponsors may require study hall for any or all of their team/group participants.

E. Students who violate team/group rules, curfews, or standards shall be subject to curtailment of playing time/participation, suspension from games or events, and suspension or dismissal from teams or groups.

F. Students whose conduct is detrimental to team/group cohesiveness or success shall be subject to curtailment of playing time/participation, suspension from games or events, and suspension or dismissal from teams or groups.

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

H. Coaches, participants, parents, and fans are required to be familiar with and adhere to all policies outlined in school and school district handbooks and NMAA publications regarding Secondary school and middle school athletics and activities.

ATHLETIC MISSION STATEMENT

The Athletic program and members of the coaching staff will reflect the same goals and objectives as classroom instruction. Each practice session must present student athletes with an environment that promotes learning, physical development, and social development.

1. Athletes are to learn and improve throughout the season. Practice must emphasize sport-specific skills and strategies. All athletes must have the opportunity to strive for success and achieve to the Secondary level that they are willing to work toward.
2. Athletic programs must teach, model, and emphasize lifelong lessons and qualities. These goals must include the ability to work with others toward a common goal, sacrificing individual goals for the welfare and betterment of the team, and the ability to persevere.
3. Coaches, athletes and teams must represent the school in a positive manner. The emphasis of all programs will be sportsmanship, integrity, and Compete with Class. Athletes, coaches, and fans must exhibit respect for everyone involved in athletic contests: opponents, officials, coaches, and fans. Athletes are to be good citizens and serve as positive role models and ambassadors for the school.
4. Athletes are expected to have a good, memorable, and enjoyable experience. This means that athletes should enjoy the challenges of competition, camaraderie of fellow athletes, share in team activities, and develop lifelong positive memories.
5. Teams and coaches must prepare, work hard, and strive to succeed. Success must be achieved through daily effort, discipline and working together toward a common goal.

Programs are expected to present a quality and enjoyable experience for the student body, fans, parents, and the community, and will represent educational goals and objectives for their teams and daily practice plans must reflect those objectives.

PARENT INFORMATION

“Parental Obligations for the Student-Athlete’s Privilege to Participate.”

- A. Adhere to and promote “Compete with Class” character education program
- B. Demonstrate and adhere to the aspects of sportsmanship outlined in the Estancia Sportsmanship Code
- C. Understand how the athletic program is an integral part of the overall school educational program and philosophy
- D. Understand and support the philosophy and objectives of the school, team, and coach
- E. Understand and support the expectations the coach has for the athletes and support the coaching staff in achieving these expectations. Attend mandatory parent meetings. Understand the role of the parent
- F. Understand the role of the booster club
- G. Become part of the volunteer program to help and support Booster Clubs, fund raising, team spirit, player support, and program enhancement
- H. Be a positive role model as a parent and a fan in supporting the program and the athletes
- I. Understand and follow the Chain of Command when dealing with issues with athletes, coaches, and the program

EXPECTATIONS OF PARENTS

- A. Express concerns directly to your son and/or daughter’s coach:
 - a. Set up a meeting when it is convenient for all concerned
 - b. Do not attempt to confront coaches before or after practices or games.
- B. **Follow the chain of command:** Team coach first, head coach second, athletic director, and finally school principal.
- C. Notify a coach of pending or anticipated problems or concerns. Discuss your specific concern regarding your child and not other student-athletes.

ISSUES TO DISCUSS WITH A COACH

- ▶ Issues of personal health and safety for your student-athlete.
- ▶ Ways to help your student-athlete improve athletically
- ▶ Concerns about your student-athlete’s behavior.
- ▶ Issues regarding treatment of your student-athlete.

ISSUES NOT TO BE DISCUSSED

- ▶ Squad selection
- ▶ Playing time
- ▶ Sport strategy or play calling
- ▶ Matters concerning other team members

IF A PERCEIVED PROBLEM EXISTS (follow the CHAIN OF COMMAND)

- A. Encourage your student-athlete to meet with the coach one on one (just athlete and coach)
- B. Parent and Athlete meet with the head coach
- C. If no solution is reached, set up a meeting with the school's athletic director and the coach
- D. If progress is not achieved, seek a resolution with the school's principal (meet with Coach, AD and Principal)
- E. Principal's determination must be respected

SPECTATOR BEHAVIOR

- A. Comply with the guidelines of EMSD and NMAA
- B. The use of **Alcohol or Tobacco** at athletic events is expressly forbidden by Estancia Municipal School District
- C. Be positive role models
 - Show respect to the opponents
 - Demonstrate behaviors that you expect your son or daughter and their team to live by
 - Help both teams and fans develop integrity through the intensity of the competition
 - Let your son or daughter live their own life and participate to the best of their ability. Please do not re-live your life through their competitive participation
- D. Student and fan participation in an athletic contest is an extension of the classroom
 - Help your school administration conduct fair and equitable competition by adhering to the rules and respecting authority
 - Realize officials are human and will make mistakes. Respect their decisions
 - Be careful not to criticize the competitors
 - Do not harass students, players, coaches, officials, or administration
 - Be aware of the capabilities and limitation of the competitors
 - Show positive support of your team, coaches and players and refrain from negative comments toward the other team, fans, or officials

ROLE OF BOOSTER CLUBS

- A. Promoting the "Compete with Class" character education program
- B. Promoting the welfare of **ALL** student-athletes
- C. Promoting positive experiences with players, coaching staff, school, and community
- D. Encouraging attendance at all school activities
- E. Supporting, encouraging, and advancing the athletic program at their Secondary school and all schools within the community
- F. Promoting good sportsmanship among all EMSD programs and opponents by cultivating good clean fun
- G. Refraining from encouraging rumors or slanders against players or coaches, regardless of their school
- H. Booster clubs **should not:**
 - Seek to influence or direct activities or policies of the head coach and team, building administration, or EHS Athletic Department
 - Get involved in personnel decisions or scheduling
 - Get involved with selection of squad member or playing time

ESTANCIA ATHLETICS & ACTIVITIES AGREEMENT STATEMENT

Estancia Secondary School Student Expectations

INTRODUCTION

Participating in the extracurricular programs at Estancia Secondary School is a privilege. It is our belief that extracurricular involvement presents to students unique opportunities: to build community, character, integrity, discipline, and sportsmanship to develop mental, social, physical and athletic skills to compete in interscholastic sports/activities and to participate in the tradition of athletic excellence at Estancia Secondary School. Participating in extracurricular programs also offers our students the opportunity to represent our entire school community. As such, any student wishing to represent Estancia Secondary School through extracurricular activities must be above reproach. His or her conduct and attitude must comply with the stated rules of the team, club, activity, school, and district. Students may be denied participation in extracurricular activities if they fail to meet academic or behavioral expectations, including "out of school" conduct during the season in which they participate.

These expectations are in effect from the first day of practice (after school or 7th period) throughout the remainder of the season. They are in effect twenty-four (24) hours a day/seven (7) days a week, through the end of each season.

These expectations have been established as a minimum code for extracurricular activities. These expectations will be administered by the coach/sponsor in conjunction with the administration and staff of Estancia Secondary School. These expectations do not supersede EMSD's student discipline policy and administrative rule.

Before participating in an extracurricular activity, the student and his/her parents or guardians are expected to sign these expectations as part of the Estancia Secondary School Extracurricular Activity Agreement Statement. By their signature, the student and parent agree that the student shall comply and abide by the terms and conditions of these expectations immediately following the signing of the agreement statement and at all times throughout the remainder of the student's season of participation.

ACADEMICS

To be eligible to participate in any extracurricular activity, a student must maintain a 2.0 GPA. In addition, the student must not have an "F" on their most recent report card. At Estancia Secondary School, academic excellence is expected. Therefore, these are minimum academic requirements. Coaches, sponsors and students are encouraged to have a higher expectation than this minimum academic standard in their program. In addition, all students involved in extracurricular activities must maintain the high level of academic integrity. Academic dishonesty (cheating) in any form is absolutely unacceptable and consequences will be determined by the coach, sponsor, and administration.

BEHAVIOR

At Estancia Secondary Schools, students who participate in extracurricular activities are the ambassadors of the school. It is the expectation from all Estancia coaches, sponsors, and administrators that students involved in extracurricular activities represent Estancia Secondary School with high integrity, values and behavior both on and off campus. In general, students must behave as though they are wearing a Estancia Secondary School T-shirt at all times.

Consequences for a violation of behavior expectations will be determined by school administration and coaching staff/activities sponsors. Coaches/sponsors and the administration shall take into consideration the totality of the circumstances for each particular incident. However, coaches/sponsors and the administration shall administer disciplinary action in a fair and consistent manner. Students involved in similar acts of misconduct should be disciplined in a similar manner.

SOCIAL NETWORKING/ELECTRONIC MEDIA

Estancia Secondary School students need to remember that the web is a public place and that any posted information, including texting that puts Estancia Secondary School, coaches, teachers, administrators, or students in a bad light is

unacceptable and could violate our Athletic-Activity Code of Conduct. Students must not post any information or pictures that may result in a substantial disruption to the educational process. Students must not post material that is harassing, threatening, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity. Students must not post material that encourages, supports or glamorizes the use of alcoholic beverages or illegal drugs by underage students.

Consequences for any violation of behavior expectations with regard to social networking will be determined by school administration and coaching staff/activities sponsors. Coaches/sponsors and the administration shall take into consideration the totality of the circumstances for each particular incident. However, coaches/sponsors and the administration shall administer disciplinary action in a fair and consistent manner. Students involved in similar acts of misconduct should be disciplined in a similar manner.

SPORTSMANSHIP

In Compete with Class, it is the expectation that all Estancia Secondary School students are respectful of all players, coaches, referees and parents at all times (on and off the court). Negative comments, behavior or body language will not be tolerated. Give encouragement to your fellow classmates, and exemplify and demonstrate sportsmanship at all times. Language should always be respectful in tone and choice of words. Foul language or slang will not be tolerated in any form. We cheer for our team, club, or activity, and classmates—not against our opponents.

Consequences for a violation of sportsmanship expectations will be determined by school administration and coaching staff/activities sponsors.

DRUGS, ALCOHOL, AND TOBACCO

The Extra-Curricular Substance Abuse and Tobacco Rules are in effect twenty four hours a day, seven days a week, at all times/locations from the first day of the season to the last day of the season. These Guidelines specifically relate to possession, use or being under the influence of alcohol, illegal drugs, or prescription drugs without a prescription.

No student involved in an interscholastic athletic program or school sponsored clubs or activities shall possess, use, transmit or be under the influence of alcohol, a tobacco product, performance enhancing drugs, inhalants, or controlled substances of any kind (except as prescribed by a medical professional). Any student who finds himself/herself in the company of any underage persons who are using, possessing, transmitting or under the influence of any of the substances listed above is expected to leave within a reasonable period of time. Failure to leave will result in violation of these expectations. Any student involved in an illegal act is subject to discipline.

DISCIPLINE, CRITERIA, DEFINITIONS, CONSEQUENCES

Criteria for application of sanctions would include, but not be limited to:

1. Any Minor in Possession (MIP) or Offense by a Minor Citation
2. Written documentation from legitimate law enforcement/school/security reports
3. Personal acknowledgment by the student in question and/or their guardian
4. Witnessed by a school employee
5. Witnessed by a law enforcement officer

The following bullets apply to a Suspension of Extra-Curricular Privileges:

1. The suspension applies to all NMAA sanctioned athletic and non-athletic activities.
2. Students will not be permitted to withdraw from classes until the end of the semester.
3. A student serving a suspension cannot participate in a “try-out” during that suspension.
4. Participation in summer programs for students on suspension will be interpreted in the same way as scholastic eligibility for athletics in the summer (i.e., students may participate in on-campus/intramural activities only).

*In addition, if an underage student is found in violation of the substance abuse and tobacco policy during the summer, the student will be removed for the remainder of the summer program.

Public Release Form – Parent Authorization

Valid for the 20 ____ - 20____ School Year

Throughout the school year, your child may be photographed, interviewed, videotaped and/or sound recorded by school district personnel and/or news reporters or other members of the media. These photographs, interviews, videotapes and/or sound recordings may be viewable by the public and/or within the school district through a variety of media, including, but not limited to, websites, television, radio and print. By signing this form, you are authorizing all the above actions. Please also be aware that where a student activity, function, or event is open to the public, and your child is participating, photographs, interviews, videotapes and/or sound recordings may occur without a public release being signed.

It is also recognized that once the photograph, interview, videotape and/or sound recording of the student is released to the public, the School District cannot control how what has been publicized may be used or represented by others. By signing this Public Release, you hereby release Estancia Municipal School Board of Education, its members, employees, agents and representatives (hereinafter referred to as the "Releasees") from any and all claims you may have against the Releasees due to the School District having publicized or allowed the publicizing of the "student image" as described in this form, and from any and all liability that may arise from publicizing the "student image" or allowing the "student image" to be publicized, as described in this form.

Should you at any time wish to revoke the authorization given by the execution of this form, you may do so by informing the school which the student attends, *in writing*, that you are revoking that authorization.

Granting Permission -----

School: _____ Student ID: _____

Student Name (please print): _____

Parent/Guardian Signature

Date

Name of Parent/Guardian (please print)

After you have read and signed the permission form, please return it to your child's school. This form will be retained at the school.



New Mexico Activities Association CONCUSSION IN SPORT

A Fact Sheet for Athletes and Parents

WHAT IS A CONCUSSION?

A concussion is an injury that changes how the cells in the brain normally work. A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. Concussions can also result from a fall or from players colliding with each other or with obstacles, such as a goalpost.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Observed by the Athlete

Headache or “pressure” in head
Nausea or vomiting
Balance problems or dizziness
Double or blurry vision
Bothered by light
Bothered by noise
Feeling sluggish, hazy, foggy, or groggy
Difficulty paying attention
Memory problems
Confusion
Does not “feel right”

Observed by the Parent / Guardian

Is confused about assignment or position
Forgets an instruction
Is unsure of game, score, or opponent
Moves clumsily
Answers questions slowly
Loses consciousness (even briefly)
Shows behavior or personality changes
Can’t recall events after hit or fall
Appears dazed or stunned

WHAT TO DO IF SIGNS/SYMPTOMS OF A CONCUSSION ARE PRESENT

Athlete

TELL YOUR COACH IMMEDIATELY! Inform Parents
Seek Medical Attention
Give Yourself Time to Recover

Parent / Guardian

Seek Medical Attention
Keep Your Child Out of Play
Discuss Plan to Return with the Coach

It’s better to miss one game than the whole season.

Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play

Estancia Social Media Rules

Expanding Our World and Protecting Our Values

The Estancia Municipal Schools is an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at Estancia Secondary Schools. While we respect the rights of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times, as well as by alumni and all other users who participate in personal social media sites as well as Estancia-sponsored sites.

Unacceptable Social Media posting or Use of Estancia’s website or internet:

Estancia Municipal School District understands that students have first amendment rights and respects an individual’s right to publish data on a personal social media site. However, no student or faculty member is to use Estancia school computers or Estancia’s internet to:

- Post material that are threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by ESTANCIA, except in designated areas specifically marked for this purpose.
- Post chain letters, post the same comment multiple times, or otherwise distribute “spam” via the ESTANCIA-sponsored site.
- Allow any other individual or entity to use your identification for posting or viewing comments.
- Post comments under multiple names or using another person’s name.

Unacceptable Posting from Personal Social Media websites:

- Posting any information or verbiage that may result in a substantial disruption in the educational process.
- Post material that is threatening, bullying, harassing, illegal, or hostile towards any individual or entity.
- Posting information, pictures, or materials that violate established school policies, expectations, or the EMSD Code of Conduct.
- Postings that use obscene, defamatory and slanderous language

Participation in School extracurricular athletic and activities

The federal courts have determined that participation in extracurricular activities/athletics is a privilege and not a right. Thus posting of documents, materials, messages, or pictures that support, endorse or glamorize the violation of the Athletic and Activities Code of Conduct regarding alcohol and illegal or prescription drugs or other violations of the Code of Conduct will be handled as violations and appropriate actions and discipline will be administered.

Estancia Administrative Policy:

The above information contains examples and definitions; however, it may not be all inclusive. The Estancia administration has the responsibility to respond to any incident or situation that may be deemed disruptive to the educational process or pose a hazard or danger to EMSD, students, faculty, and/or the community. Coaches/sponsors and the administration shall take into consideration the totality of the circumstances for each particular incident. However, coaches/sponsors and the administration shall administer disciplinary action in a fair and consistent manner. Students involved in similar acts of misconduct should be disciplined in a similar manner.

ESTANCIA SPORTSMANSHIP CODE

I (Please Print) _____ will commit to demonstrating sportsmanship as a player, fan, spectator, and student from Estancia High School.

I will model:

Respect (for the opponents, coaches, officials, my teammates)

Integrity (I will play the game with integrity, doing the right thing, playing by the rules)

Honesty (I commit to being upfront and honest as a representative of Estancia)

Teamwork (I commit to putting the needs and best interest of the team above my own)

Leadership (I recognize my responsibility as a role model and leader at Estancia)

Personal Responsibility (I agree to take personal responsibility for my actions, Behaviors and language, in the contest, locker room, classroom, on social media sites, in the community, and on campus)

I make a commitment today to support my school to the best of my ability, to maintain a positive attitude and to be a role model for students, fans and community members. I will exhibit appropriate **SPORTSMANSHIP** behavior and lead by example.

I will accept the responsibility of representing my school, my team, and community by:

- Adhering to the rules (demonstrating sportsmanship and not gamesmanship)
- Respecting the authority and judgment of coaches/advisors and officials
- Demonstrating self-control—both physically and verbally
- Treating opponents with respect – Treating others as I would want to be treated
- Demonstrate concern and sportsmanship throughout the event – contest.
- Congratulating opponents following victory or defeat
- Demonstrate integrity and honorable behavior before, during, and after an event

Signed: _____

Date: _____ Program/Team: _____

Parent

Print

Signature: _____ Name: _____

Coach's Signature: _____

HAZING - BULLYING

● **Hazing** is an act that is committed or threatened against a student or a student is coerced into committing an act that creates a substantial risk of harm to the student or to any third party. This includes any activities that involve personal harm, sexual overtures, extreme and unreasonable levels of embarrassment or humiliation, or violation of any rules or laws.

● **Bullying** is a way of using power aggressively in which a person is subjected to intentional, unwanted and unprovoked hurtful verbal and/or physical actions. Bullying results in the victim feeling oppressed, fearful, distressed, injured, or uncomfortable. The aggression is repeated on more than one occasion and can include: physical, verbal, emotional, racial, sexual, written, electronic, damage to property, social exclusion, and intimidation. Bullying may be motivated by actual or perceived characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation or identity, mental, physical or academic disability. Bullying often takes place in a social context.

● Hazing or Bullying is not permitted as any part of any team or activity as an initiation or rite of passage. Programs/students participating in hazing activities may be placed on probation, suspension, or other punishments administered by Estancia administrators. Bullying will not be tolerated on campus, as part of an athletic program, or through social media.

PARTICIPANT SUBSTANCE ABUSE AND TOBACCO RULES

Philosophy

Participation in athletics and/or activities is a **PRIVILEGE** offered to and earned by students. Participants are representatives of their school and community, their conduct is expected to exemplify high standards at all times. Suspension from participation can be affected by the principal and **does require a due process hearing** with the parent, student, coach(es) and athletic director.

1) **Underage Possession:**

- a. With a controlled substance (or tobacco product) in your hand, on your personage, in your locker, in your car.
- b. If you are in a car, in a house, or at a location in which a controlled substance is being consumed by an underage individual and you do not take prompt action to remove yourself from the situation within a reasonable length of time.
- c. If you are cited by law enforcement officers for possession, distribution, or other activities related to controlled substances.

2) **Clarification of terms:**

Students should not attend parties or social gatherings where alcohol and/or drugs (Controlled Substances) are available or being used by underage students. The school may use as a means of verification (but is not limited to):

- Conduct witnessed by a school employee
- Conduct witnessed by law enforcement officer
- A police report citing any minor in possession (MIP)
- School or EMSD personnel reports or School Security reports
- Other incident reports of Minors in Possession (MIP) or minor under the Influence.

GENERAL REMINDER: These policies and consequences are in force 24/7 for all student-athletes during their season.

ESTANCIA SECONDARY SCHOOLS

RECORD OF UNDERSTANDING AND ACKNOWLEDGEMENT

The signatures (Initials) on this page acknowledge that we have received, read and understand the policies outlined in documents provided to us. We understand that it is our responsibility to read all documents and realize that violation of policies or codes will result in disciplinary actions.

PLEASE PRINT

STUDENT-ATHLETE: _____ YEAR: 20__ - 20__

SPORT: _____ GRADE: 7 8 9 10 11 12

► I grant permission for the release of photographic, interview, and videotaping information as per EMSD guidelines: **PUBLIC RELEASE FORM – PARENT AUTHORIZATION** presented to us.

Print Parent/Guardian's Name

Parent /Guardian Signature

► We are responsible for **CONCUSSION MANAGEMENT, IDENTIFICATION, AND FACT SHEET** data and information provided to us as submitted as part of the athletic physical.

Student Initials Parent Initials

► We are responsible for reading the Estancia **SOCIAL MEDIA RULES** and understand that violations of the Social Media Policy will lead to disciplinary action.

Student Initials Parent Initials

► We have read and understand the **SPORTSMANSHIP CODE** and realize that there are consequences for violations of the code. We understand this applies to Athletes, Students, Fans, Spectators, and Parents.

Student Initials Parent Initials

► We have read and understand the **SUBSTANCE ABUSE** and **HAZING** policies as presented. We agree to watch **"Life of an Athlete."** We also understand the concept and definition of **24/7** during the season. We understand that there are consequences for violation of these policies as established by the School, District, and State.

Student Initials Parent Initials

► We attended the mandatory meeting on _____ and received documents and understand that we are responsible for all the information, materials, and policies presented. It is our responsibility to read and be familiar with all procedures, policies, and expectations of the Athletic Department. It is our responsibility to review these documents throughout the year and stay familiar with the expectations of Estancia Students, Athletes, Fans, and Parents.

Student Signature

Parent /Guardian Signature