

# **MOUNTAINAIR HIGH/MID SCHOOL** **ATHLETIC & ACTIVITIES HANDBOOK** **2024-2025**



## **MOTTO**

Every Student, Every Day, Learning for Life

## **MISSION STATEMENT**

Mountainair Public Schools Engages, Equips, and Empowers Our Learning Community  
to Lead Successful and Fulfilling Lives.

## **ATHLETIC PROGRAM PHILOSOPHY**

Athletics and Activities at Mountainair Public Schools play an essential role in the school's educational program, providing experiences that help our students grow physically, emotionally, and intellectually. Although students are encouraged and stimulated in many ways to excel and to win, it is imperative that good sportsmanship and ethical behavior reign at all times to promote the educational values of competition and high achievement.

Participation is a committed privilege that carries with it responsibilities to the student's family, team, the student body, and to the school community. Athletics and Activities contribute significantly to preparing participants to become productive, contributing citizens of our community and society as a whole. In addition, Mountainair offers its students the opportunity to demonstrate a willingness to accept responsibility for their actions, to express ideas and solutions to problems, and to learn the value of fair play, honesty, and collaboration to a common goal.

## **GOALS**

- To promote self-discipline and emotional maturity while developing physical and intellectual talents and skills.
- To encourage and develop respect for authority and the rights of others.
- To develop and maintain the highest level of sportsmanship and collaboration.
- To develop a sense of responsibility to the team, school, and community.
- To enhance the ability to think and work, both as an individual and team member.
- To have the opportunity to compete with and against others in preparation for a competitive society.

## **GUIDELINES**

Athletics is governed by Mountainair Public Schools and the New Mexico Activities Association (NMAA) regulations (see [www.nmact.org](http://www.nmact.org)). It is the responsibility of individuals to become familiar with and abide by the regulations governing athletics.

## **SPORTSMANSHIP**

There is an innate desire within all of us to win. The pursuit to win must never be suppressed, but it must always be honorable. This quest must carry with it the realization that someone is not going to win. In high school athletics winning must not be the “only thing”- handling a loss is also important in the educational process. It is imperative that we remember the importance of high school athletics and that its impact is not only dependent upon the outcome of games, but upon good sportsmanship. Mountainair Public Schools expects everyone within our school community to demonstrate good sportsmanship and a sense of fair play during all athletic and activities events.

Sportsmanship can be defined as a display of respect for the rules of a sport or activity and for all individuals involved: players, coaches, officials, and fans. Good sportsmanship, then, embodies a commitment to fair play, ethical behavior, and integrity. Players play, coaches coach, officials administer the rules, and fans are encouraged to cheer in a positive manner for their team and show respect for their opponents.

## **ATHLETIC DIRECTOR (AD or AC) RESPONSIBILITIES**

- See that the athletic program is being conducted within the rules and regulations of the New Mexico Activities Association and the Mountainair Public Schools.
- Promote cooperation and ethical relationships among coaches, AC/AD's, officials, and administrators at home and from other schools.
- Represent Mountainair Public Schools at district, state, and NMAA meetings and assigned athletic contests at the discretion of the Superintendent.
- Evaluate head coaches and make recommendations to the Superintendent.
- Be responsible for timely submission of all reports required by the NMAA.
- Be responsible for communicating with the general public including publicizing athletic schedules.
- Communicate regularly with coaches to ensure the development of each athletic program to its highest potential.
- Promote professional development within the coaching staff that fits the goals and funding availability of Mountainair Public Schools.
- Work with parents in a manner that promotes an appropriate chain of communication (1-Coach, 2-AC, 2-Principal., 3-Superintendent).
- Verify eligibility, completed physical forms, parental consent, and proof of insurance for each athlete.
- Work with coaches and the athletic secretary to create, coordinate, and verify schedules.
- Process all requisitions and facilitate purchase orders for uniforms, supplies, and equipment.
- Work with coaches to verify inventory at the beginning and end of each season.
- Ensure that facilities are prepared for athletic contests.
- Secure and confirm officials, gatekeepers, custodians and all other personnel necessary for athletic contests.
- Promote positive support and good sportsmanship from spectators.
- Direct or supervise any invitational, district, or regional tournament assigned to the

Mountainair Public Schools.

- Verify the accuracy of all records including team standings; contest scores, award winners, etc.
- Secure transportation for out-of-town athletic contests.
- Work with the Attendance Clerk to monitor student absence.

### **ROLE AND RESPONSIBILITIES OF THE COACH**

- Set an example for the athletes by modeling the highest moral character, behavior and leadership.
- Respect the integrity and personality of the individual student athlete while striving to develop their qualities of leadership, initiative, and sound judgment.
- Support academic programs, sports and all school activities by taking part in the total school program.
- Educate athletes as to rules and regulations of the game.
- Establish sound training rules that promote good health habits, physical fitness, health practices, and social behavior.
- Respect the integrity and judgment of sports officials, and be responsible for all bench personnel according to the rules.
- Display modesty in victory and graciousness in defeat, demonstrating good sportsmanship at all times.
- Promote cooperation and ethical relationships among coaches at home and from other schools.
- Promote the importance of personal skill building as well as teamwork.
- Take responsibility for the conduct of players while under the coach's supervision.
- Refrain from making any negative remarks to the news media.
- Work under the direct supervision of the AC/AD.
- Communicate frequently with the AC/AD in order to facilitate program needs and/or resolve issues.
- Seek professional development opportunities within the goals of Mountainair Public Schools and funding availability.
- Work with the AC/AD to schedule games.
- Head coaches recommend assistant coaches to the AC/AD.
- Head coaches direct assistant coaches.
- Establish rules of conduct and participation for each sport coached. Provide a copy of the rules to all athletes and the AC/ AD.
- Enforce discipline and sportsmanlike behavior at all times.
- Monitor athlete eligibility status and promote academic success.
- Teach the fundamental skills and rules of the sport being coached.
- Report all injuries requiring medical attention to the AC/AD as soon as possible.
- Demonstrate/teach the rudiments of nutrition, physical conditioning, and care of injuries.
- Oversee the safety conditions of the facility or area in which the assigned sport is conducted while students are present.
- Distribute/collect and properly inventory/store all uniforms, equipment, and supplies.

- Report obligations to the athletic secretary only after aggressive attempts have been made to collect items from athletes.
- Assist in securing help for the concession stand.
- Ride the bus to and from all games.
- Head coaches are to submit, within two weeks after official practice begins, the roster of players, managers, and any other student support for input into the NMAA site. Head coaches will also submit a varsity team photo and report scores throughout the season.
- Assist in prepping facilities for athletic contests.
- Submit a list of participants for each out-of-town event (that requires early release) to the attendance clerk prior to departure.
- Secure facilities after practice.
- Get approval of all fundraising activities from the AC/AD.
- Follow correct purchasing procedures at all times. No expenditures will occur without first completing the approval process.
- Present all known travel requests to the athletic secretary at least two weeks prior to travel (preferably at the beginning of the season).

### **PARENT RESPONSIBILITIES**

When Mountainair students participate in the athletic program, they experience some of the most memorable and rewarding moments of their lives. However, in contrast to the memorable and rewarding moments are times when things do not go the way the student-athlete wishes. These become opportunities within the educational experience for the student-athlete to talk to his/her coach and discuss the situation. Although some circumstances may warrant a conversation between the coach and parents, allowing the student-athlete to handle the situation fosters opportunities for maturation and learning. We ask that parents support athletes by promoting a positive relationship with coaches and by supporting the goals of the athletic program in the following manner:

- Ensure that the athlete has had a physical and all proper paperwork is turned in to the AC/AD.
- Model positive behavior and good sportsmanship at all athletic events by respecting the judgment of officials and coaches.
- Do not attempt to confront coaches before, during, or after a practice or game. These can be emotional moments for both parents and coaches, and meeting at those times will not promote resolution.
- Support attendance and academic policies related to participation.
- Ensure that the athlete has taken the concussion class and provided documentation to the school NFHS

## **ATHLETE RESPONSIBILITIES**

- An athlete must maintain eligibility status.
- Athletes are expected to report on the first day of each sport season unless participating in another sport that is still in season. The AC/AD and coach must be informed of any extenuating circumstances that keep an athlete from participating at the start of a season.
- An athlete dropping a sport shall first discuss the departure with coach. He/she must also return all equipment and clear all financial responsibilities with the AC/AD.
- An injured athlete shall report to practice sessions and meetings unless excused by the coach. An injured athlete can continue to observe and help the team as much as his/her condition will allow.
- Athletes are expected to attend all scheduled practices and meetings. If circumstances should arise whereby an athlete cannot attend, the athlete shall notify the coach prior to the meeting or practice through personal contact or arrange for the notification by his/her parents. The validity of any missed meetings or practice will be determined by policy.
- Athletes are expected to give a 100% personal and team effort at practice and games.
- Varsity playing time is not negotiable. Playing time is up to the discretion of the coach.
- In order to participate in an event, the athlete must attend all applicable classes on the corresponding day or all classes on Thursday (Friday on 5 day weeks) for weekend events. Unusual circumstances (i.e. medical or dental emergency) will be handled on an individual basis with the principal. Written verification of doctor or dentist appointments must be provided.
- Cell phones or other electronic devices are never used during practice or games. Use during travel is at the coaches' discretion.
- All students participating in athletics will adhere to the dress code set by the Mountainair Public Schools and by their coaches whenever they are representing the school in any way.
- Student athletes must display good sportsmanship, respect for others, and high moral character at all times.
- When athletes have concerns or issues arise during a season, they are encouraged to discuss the matter with the coach. This is an important relationship building element that helps athletes build character and maturity.

## **JUNIOR HIGH ATHLETIC POLICY**

The following policy of “teaching skills” and the “will to win” will be implemented at Mountainair Public Schools. This policy, being in the best interest of the entire student body of Mountainair Public Schools, will develop a sequential program consisting of the following:

Junior High student athletes are allowed to play on A and B teams depending on coach’s evaluation and skill level.

In junior high school football, ninth graders can play on the Mountainair Junior High Football Team when the opponent also has ninth graders playing; and/or the Athletic Coordinator/Director from both schools has met an arrangement with the opposing team prior to the game. Junior high student athletes are to play junior high team competition, and high school student athletes play in high school team competition, where student athlete numbers allow.

Junior high athletes can practice after school on a limited basis if the coach communicates with administrators so that scheduling issues are met first.

Junior high coaches will follow the weekly practice code to determine the playing time for each individual junior high athlete. One (1) each athlete must attend all practices prior to any competition, two (2) athletes with school discipline will not be allowed to participate in any competition, and three (3) any athlete who does not follow or complete a daily practice will not be allowed to compete.

Each student athlete will have a chance to exhibit his or her learned skills in competitive situations. Allowing them to display their skills and exhibit the “will to win.”

All athletes will have the opportunity to exhibit their learned skills. The Administration will decide how to implement junior high sports with all students involved.

It is ***imperative*** that our junior high school programs:

Teach the same terminology as used by our high school programs. Example: The junior high school football player and the high school players should both know where the “2 hole” is located, or where the “C gap” is located, or the definition of a “3 technique”.

Teach the same basic skill techniques that our high school programs are teaching. (It goes without question that the skill level for a high school athlete will be far greater in most cases, but the same basic technique is expected to be taught).

It will be the responsibility of the head coaches of the high school sports to organize terminology, skill and technique training workshops for our junior high school coaches. All coaches, high school and junior high, are required to attend and participate. It is recommended that these workshops be held prior to the beginning of each sport's season.

### **ATHLETE ELIGIBILITY**

In order to participate in athletics at Mountainair Public Schools, a student athlete must meet the academic requirements set forth by the NMAA (currently a 2.5 and zero F's). The athlete must also have a physical form, parent permission form, and proof of medical insurance turned in before being issued any equipment or practicing. If an athlete quits one sport, he/she is not eligible for another sport until the corresponding season has ended or permission has been granted by the AC/AD and both coaches.

### **BEHAVIOR**

The school parent/student handbook and policy manual has a description of behavior expectations. As related to athletics:

- Athletes represent themselves, the Mountainair Public Schools, and the community every time they compete in an athletic event. Good sportsmanship and respect for others must be displayed at all times.
  - There will be no tolerance for illegal activity or the possession/use of any illegal substance including alcohol, tobacco, marijuana or any other type of drugs.
  - If misbehavior occurs during an out-of-town trip, parents may be required to pick up the athlete from the event.
- As stated, participation in athletics is a privilege, not a right. Any infraction may result in suspension or expulsion from the sport or athletics.

### **PARENT/ATHLETE/COACHES MEETING**

A coaches meeting for all sports will take place at the beginning of each school year. During the meeting, the following will be discussed for each sport:

- Program expectation/goals
- Expectations of athletes (at practice, games, travel) in terms of good sportsmanship and use of uniforms/equipment.
- Consequences for not meeting expectations
- Game schedules
- Practice schedules and consequences for missing practice
- Fundraising plans
- Contact information (all coaches)
- School attendance rules in relation to practice and games
- Any other pertinent information

## **ELIGIBILITY FOR ATHLETICS/EXTRA-CURRICULAR ACTIVITIES AND CODE OF CONDUCT**

### **Basic Participation Requirements:**

All participants in athletics must have completed physical and parent permission forms as well as proof of medical insurance turned in to the Athletic Director before participating in any athletic function. The physical must be performed by a licensed physician. Though it is the responsibility of the athlete to get a physical, the school makes every effort (before school ends in May) to coordinate with the local clinic to set up physical appointments at the school. The parent permission form includes an authorization for medical services. The form will be signed once during the school year and is acceptable for both in-town and out-of-town contests. Coaches will keep a copy of the parent permission forms on hand at all games. The forms will also be kept on file in the school office in the event hospitals request verification of authorization.

1. Current Eligibility Requirements - The student must be enrolled in at least 4 classes (if only enrolled in 4, the student must pass all 4). The student must earn a 2.5 G.P.A. with no F's. Eligibility will be based on semester grades. A student that is ineligible may regain eligibility at 9-week grading periods.
2. Students that are ineligible at the end of a nine-week grading period will be ineligible the following nine-week grading period. This carries over to the succeeding school year if a student is ineligible at the end of the school year, except for students entering 9<sup>th</sup> grade for the first time.
3. The student must remain in good behavioral standing.
4. Students are required to follow Mountainair Public Schools attendance policies including the ineligibility rule after 10 unexcused absences.
5. Any students that owe fines or have not turned in books or equipment are NOT eligible for extra-curricular activities.
6. Verbally or physically accosting any administrator, teacher, coach, sponsor, parent, or student will result in immediate suspension for the remainder of the school year from all activities and athletic events.
10. Each activity sponsor/coach will have a participant/parent meeting to review guidelines for each specific sport. This will occur at the beginning of the year for all sports.

### **GENERAL ATHLETIC AND ACTIVITIES GUIDELINES**

- It is the responsibility of the athletic/activity participant to understand and comply with all Mountainair Public Schools and NMAA policies and procedures found in the *Parent/Student Handbook*, Policy Manual, Athletics Handbook and NMAA website ([www.nmact.org](http://www.nmact.org)).
- It is impossible to have a regulation for every circumstance. Coaches, administrators, and sponsors shall use discretionary judgment in dealing with individual situations not covered by a specific written rule.
- Students are expected to attend all practices/meetings involved in their sport/activity. Students are encouraged to participate in multiple activities/sports. If a student chooses to participate in more than one activity at the same time, it is the student's responsibility to meet with the coaches/activity sponsors to work out a participation plan that will be best for the student and the organization/sport. If a student cannot attend practice or a meeting, the student shall notify the coach prior to the meeting or practice through personal contact or arrange for the notification by his/her parents through a written statement or telephone call. When an athlete has an injury (verified by a doctor) that keeps him/her from participating, the athlete should still show up to practice unless excused by the coach. An

injured athlete can continue to observe and help the team as much as his/her condition will allow.

- Good sportsmanship is required at all times. Administrators, teachers, coaches, sponsors, parents, and students shall treat opponents with respect; show self-discipline in and out of the place of competition; follow other specific rules set up by the coach/sponsor; and shall not use profane language.
- Coaches will regulate cell phone use.
- Coaches will regulate dress code with the goal of following the school dress code as closely as possible and adhering to high standards of personal appearance.
- An athlete is responsible for the personal equipment issued at the beginning of the season and must return it at the end of the season. Students must pay for misused, lost, stolen or equipment damaged beyond normal usage. Report cards or transcripts will not be issued until items are returned or replacement cost is paid.
- Athletes are to use athletic facilities only under the supervision of a school coach or designated school employee. Athletes who violate this policy will be restricted from use of these facilities or subject to other disciplinary measures as set for the high school handbook.

### **OFF SEASON PARTICIPATION**

Off-season participation, as governed by the NMAA, is highly encouraged. It is during this time that athletes can significantly improve their skills, stay in good physical condition, and decrease the danger of injuries; thus allowing participants to have an advantage over athletes who chose not to benefit from this opportunity. As per NMAA regulations, level of participation in off season activities will not have a bearing on student awards, letters or position.

### **TRAVEL REGULATIONS**

1. Students must travel with the team/club using school-sponsored transportation to and from out of town contest. These vehicles are to be driven by adults certified and approved by the Mountainair Public Schools administration. Students are never to drive themselves to an out of town game. In unusual situations, parents may transport their own child with prior written approval of the principal or superintendent and prior notification of the coach.
2. In an unusual situation and at the discretion of the principal or superintendent, students may continue on to another destination with someone other than their parents or legal guardians with the following provisions;
  - a. The student has presented the coach/sponsor with a written request from a parent or legal guardian and signed by the principal or superintendent prior to the trip.
  - b. Any other circumstance must have administrative approval prior to the trip.
3. On school sponsored trips, students shall maintain school vehicles in a state of cleanliness. Students shall behave in a manner that does not distract the bus driver or bring discredit upon him/her or the school.
4. Coaches/sponsors will confirm that all students have left or have reliable transportation available before leaving the school after contests/games or practices. Parents are asked to be prompt when picking up their child.

## **ACTIVITY/ATHLETIC PROGRAM FUNDING**

Fundraising is an important, necessary aspect of extra-curricular programs. Activity programs are supported primarily through fundraising. Each organization raises money to attend competitions, supplement travel expenses, and purchase items for their organization. Operational funds pay for classroom intra-curricular supplies for BPA and FFA, keeping in mind there are often more needs than money. Occasionally, grant money is also used for this purpose.

Football, basketball, volleyball and track programs are funded partially through operation accounts and supplemented with gate receipts and concessions. Operational funding is primarily used to pay for all coaches' stipends, most uniforms, supplies, equipment, and some travel. Gate receipts are used primarily for paying officiating fees. Proceeds from the concession go toward meals for athletes in football, basketball, volleyball and track and supplies not covered through operational funds. Each sport will do their own fundraising to cover the cost of summer programs and extras such as practice uniforms. All participants in school

activities are expected to help in fundraising and can expect to work in the concession multiple times during the school year. Parent volunteers are always much needed and welcomed.

## **OFF-SEASON PARTICIPATION**

Off-season participation, as governed by the NMAA, is highly encouraged. It is during this time that athletes can significantly improve their skills, stay in good physical condition, and decrease the danger of injuries; thus allowing participants to have an advantage over athletes who chose not to benefit from this opportunity. Athletes have the choice of participating in more than one summer program.

## **ADMISSION/ACTIVITY TICKET PURCHASES**

Regular admission prices are \$5 per person for adults and students in grades K-12<sup>th</sup> grades.

### **7.20.1.2.1 Competitive Extracurricular Activities Drug/Alcohol Use Testing Policy**

(Rev. 6/11/13)

#### **I. A STATEMENT OF NEED AND PURPOSE**

Recognizing that observed and suspected use of alcohol and illegal drugs by Mountainair Public Schools student participants is increasing, a program of deterrence will be instituted as a pro-active approach to a truly drug free school. Likewise, through participation in Competitive Extracurricular Activities, students

using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is threefold: (1) to provide for the health and safety of all student participants; (2) to undermine the effects of peer pressure by providing a legitimate reason for student participants to refuse to use illegal drugs; and (3) to encourage student participants who use drugs to participate in drug treatment programs. The program is non-punitive. It is designed to create a safe, drug free environment for Student participants and assist them in getting help when needed.

Members of the Board of Education, Administration, Mountainair Public Schools Staff, Community and Parents have long been concerned about the prevalent alcohol/substance abuse problem among student-participants that has become evident. Surveys of students, staff, coaches and parents provide evidence of a problem with experimentation and use of drugs/alcohol. This Policy is intended to supplement and complement all other policies and regulations of the Mountainair Public Schools and the New Mexico Public Education Department regarding possession or use of illegal drugs/alcohol.

During the 2012-2013 school year, this Policy will apply to students participating in high school Competitive Extracurricular Activities at Mountainair High School. Student representatives of this high school have initiated the study and recommended implementation of such Policy. The work of the students along with the Youth Risk and Resiliency Survey verified the need for such a Policy to assist in the School District's goals and objectives to reduce alcohol and substance abuse among its students.

## II. OBJECTIVES

- A. To provide a deterrent to the use of illegal drugs by students participating in high school Competitive Extracurricular Activities at Mountainair High School in grades 8-12.
- B. To give students a valid reason to resist peer pressure to use illegal drugs.
- C. To prevent injury, illness and harm as a result of drug use and its effects.
- D. To educate students as to the serious physical, mental and emotional harm caused by the use of illegal drugs.
- E. To ensure that students involved in competitive extracurricular activities set an appropriate example for their fellow students, for whom they are often role models.
- F. To provide students involved in activities found to be using or abusing drugs or alcohol with assistance in overcoming this use or abuse.

**This Policy is not intended to be disciplinary or punitive in nature. The sanctions of the Policy relate solely to limiting the opportunity of any student found to be in violation of the Policy to participate in an activity program. There will be no academic sanction for violation of this Policy unless the student also violates other provisions of the student handbook policies. THIS POLICY IN NO WAY LIMITS THE SANCTIONS WHICH MAY BE APPLICABLE UNDER STUDENT HANDBOOK POLICIES.**

Based upon the Policy's State of Need and Purpose and the Policy's Objectives, consent to this Drug/Alcohol Testing Policy is a mandatory prerequisite for all students to participate in Competitive Extracurricular Activities.

### **III. COMPETITIVE EXTRACURRICULAR PROGRAM**

A School District's extracurricular program is a competitive activity sponsored by the New Mexico Activities Association (NMAA), the Board of Education for the Mountainair Public Schools, or an competitive extracurricular activity sanctioned by the Mountainair Public Schools' Board of Education and is school sponsored.

Notice is hereby given to parents and student that participation in extracurricular activities is a privilege, not a right. Nothing in this policy or anything in any other board policy created a right for participation.

### **IV. SELECTION FOR TESTING**

- A. All students in grades 8-12 who wish to participate in Competitive Extracurricular Activities at Mountainair High School in-season or off-season programs must declare that intention at the time of their registration for school each school year. They will then be subject to the random testing program for the entire school year.

Students who request to declare the intentions after their enrollment in school must have an acceptable reason for not doing so at the appropriate time and must be approved by the coach/es of the sport/s in question, the Competitive Extracurricular Activities Director, and the Principal. Students who declare late will then be subject to the random testing program for as long as they participate in the program.

- B. At least ten percent (10%) and not more than twenty-five percent (25%) of student participants and activities members shall be randomly selected to be tested for drug use at each test, which may be conducted up to 18 times per year. The percentage may be different for each test. The Principal and Competitive Extracurricular Activities Director shall determine the percentage of students to be tested and the date of each test.
- A. 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.

### **V. DRUGS SUBJECT TO TESTING**

- A. Drugs, which an individual may not buy, possess, use, sell or distribute under the Federal or New Mexico law. Such drugs include, but are not limited to: marijuana, cocaine, opiates, amphetamines, methaqualone, benzodiazepines, phencyclidine (PCP), methadone, barbiturates and propoxyphene, spice, spice type drugs, chemicals commonly referred to as "bath salts", and alcohol.
- B. All prescription drugs that were obtained without authorization.
- C. All prescription and over-the-counter drugs that they are being used in an abusive manner.

D. Performance-enhancing drugs.

## **VI. SAMPLE COLLECTION AND TESTING PROCEDURES**

- A. All Competitive Extracurricular Activities participants and their parents or guardians shall be provided with a copy of the “Competitive Extracurricular Activities Drug Use Testing Policy”, and a copy of the “Competitive Extracurricular Activities Drug Use Testing Consent Form”, which shall be signed and dated by the student and his/her parents/guardians. The consent form must be signed and in the possession of the Coach, Competitive Extracurricular Activities Director, or Principal prior to a student participant participating in any in-season or off-season practice.
- B. A percentage of student participants in each in-season sport or off-season program will be selected on a random basis. School District personnel will determine a percentage of student names to be drawn at random to provide a sample for drug use testing.
- C. Students who are selected to be tested for drug use will be required to provide a sample within 30 minutes (during which time they will be in a designated area) of the time that they are requested to do so. Refusal to provide a sample will be treated as resignation from all Competitive Extracurricular Activities programs in the Mountainair Public Schools for a period of one year.
- D. All aspects of the drug 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 drug testing program is purposefully designed to focus specifically on detection of alcohol and drug use and shall not be used to detect or disclose any other health conditions.
- E. If a urine test is utilized, the Competitive Extracurricular Activities Director or an administrator shall designate a staff member to accompany the students to a restroom or other private area where the sample is to be produced under supervision and presence 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.
- F. 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 Principal who will then determine if a new sample should be obtained.
- G. 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 or performance-enhancing drugs in the preceding four (4) days.
- H. All samples will be identified with students’ state (school) identification numbers, sealed and submitted to a qualified professional for testing. Any qualified professional 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 control, and scientifically validated testing methods.
- I. If the drug test for any student participant is positive, a second test will be administered immediately. The second test will be a urine test. If the second test confirms a positive result the qualified

professional will promptly contact the Principal. The Principal will promptly contact the student and the student's parents or guardians, if the student is under the age of 18, and schedule a conference at which time the student or parents may offer any explanation of the positive result. Parents or 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. Parents may request that another test be conducted on the remaining portion of the sample. Any such re-test shall be at the expense of the parent or guardian. Parents must pay for this retest before the sample is sent to the lab and on the day that the sample was collected.

- J. If the second test is not consistent with the results of the first test, independent lab confirmation will be utilized and the district will incur the cost. Sanctions will not be imposed until lab results are available.
- K. The district will not accept the results from tests that students and/or parents arrange outside of this policy and procedure.
- L. Tests may be by any means except hair and blood.

## **VII. SANCTIONS FOR POSITIVE TESTING**

- A. The Principal will assess disciplinary sanctions for being under the influence of drugs or alcohol while at school or a school-related activity according to the Code of Conduct.
  - 1. All offenses are cumulative for the student's enrollment in grades 8-12 in the Mountainair Public Schools. A student who tests positive on a drug test will be subject to the sanctions contained herein.

### **FIRST OFFENSE:**

A parent or legal guardian/Superintendent, or designee, conference will be required when a student commits a first violation. The student will also be subject to the sanctions of the Mountainair Activities Contract.

The student will be suspended from participation in any activity program as per the Mountainair Activities Contract. (5 days out-of-school suspension, 10 school days suspension for extra-curricular events/activities (first 5 days not practice/second 5 days practice)

The student will be required to fulfill the requirements of his/her class schedule.

The student will sign a statement acknowledging the consequences of a second offense and will be responsible for payment of subsequent tests which require lab confirmation.

The student will submit a follow-up drug test at the end of six (6) weeks and participate in a drug assistance program that is designed to meet the needs of the student. A student may, at the parents'

expense elect to pursue private counseling to fulfill this requirement. A student who is unable to afford private counseling may be eligible to receive private counseling. As a condition of continued participation in Competitive Extracurricular Activities, students who participate in counseling are required to submit verification that they have received the required counseling. Students must provide weekly, signed proof of attendance at counseling to a Principal until they provide proof of completion of their counseling program in order to continue Competitive Extracurricular Activities participation.

### **SECOND OFFENSE:**

The student will be suspended from participation in all activities for a 90 school days (carries over from one year to the next).

The student will be required to successfully participate in an approved counseling program as a condition of any further participation in school activities.

The student will be required to successfully complete the Mountainair substance abuse contract as a condition of any further participation in school activities.

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

Failure to comply with the provisions above will remove the student from Competitive Extracurricular Activities competition/practice for an additional semester.

### **THIRD AND SUBSEQUENT OFFENSES in any five (5) years:**

The student will be suspended from all Competitive Extracurricular Activities programs 180 school days following a positive test.

The student must successfully complete, at the parent's/guardian's expense, an approved drug education/counseling program.

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

Failure to comply with the provisions above will remove the student from Competitive Extracurricular Activities competition/practice for an additional semester.

### **VOLUNTEERING FOR HELP COMPONENT**

Students who use drugs/alcohol may voluntarily be tested and obtain intervention. Students who voluntarily come forward and ask for help for their drug problem should be given help without automatic loss of eligibility. Students may not exercise this option if their name has already been pulled for a random drug test and they may exercise this option only one time.

Students who volunteer for help will adhere to the same “follow-up” procedures as students who test positive in a random test without automatic loss of eligibility, suspension, or other sanction based on policy and/or student contract.

## **VIII. APPEALS**

A Student may appeal a suspension under this policy to the Superintendent by filing a written notice within five (5) days of the positive report of drug use. The request for review must state the reasons the suspension should be reversed. The school principal shall provide the Superintendent with the reason(s) why the suspension should be sustained. The student will remain suspended pending the appeal. The Superintendent shall conduct an investigation to determine whether the original finding and suspension were justified.

Within ten (10) school days, the Superintendent or his designee shall review the Principal’s suspension decision in light of the provisions of this Policy and issue a decision in writing sustaining or reversing the suspension. The Superintendent’s review and decision shall be the final administrative action for the first violation of this Policy.

A student may request a review of the Superintendent’s decision of the second and/or third suspension to the Board of Education by providing a written request for review to the Superintendent within five (5) school days of the date of the Superintendent’s decision. The request for review shall state the reasons the suspensions should be reversed. The Superintendent shall provide the Board with written reasons the suspension should be sustained. The Board shall review the student’s written appeal and the Superintendent’s written reasons for the decision in an executive session of the Board at its next regularly scheduled board meeting or a special meeting of the board prior to the Board’s next regularly scheduled meeting. The Board shall issue its decision in writing sustaining or reversing the suspension within five (5) days of the meeting at which the suspension was reviewed. The Board’s decision shall be the final action of the School District for second and third violations of this Policy. Students will remain ineligible pending requests for review.

## **IX. DEFINITIONS**

- **"Student Activities"** are defined as non-academic activities where students represent the Mountainair Public Schools in school-sponsored events or NMAA-sanctioned events, including Competitive Extracurricular Activities and extra-curricular activities. Students participate in student activities by invitation and as a supplement to the curricular aspects of their educations.
- **"Drug/Alcohol Use Test"** means a scientifically substantiated method to test for the presence of illegal drugs, alcohol, performance-enhancing drugs, or the metabolites thereof, in a person's urine, saliva, or breathalyzer.
- **"Random Selection Basis"** means a mechanism for selecting eligible students for drug/alcohol testing. The School District will use a random selection process to select eligible students for testing.
- **"Illegal Drugs/Alcohol"** means:

**Alcohol:** Any liquor, wine, beer, or other beverage containing alcohol.

**Drugs:** Any drug, including illegal drugs, marijuana, inhalants, legal prescription and over-the counter drugs used or possessed or distributed for unauthorized

purposes, including, but not limited to marijuana, cocaine, opiates, amphetamines, methaqualone, benzodiazepines, phencyclidine (PCP) methadone, barbiturates, and propoxyphene.

- **"Performance Enhancing Drugs"** includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other Competitive Extracurricular Activities 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 that demonstrates the presence of 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.
- **"Substance Use Violation"** refers to a positive urinalysis, blood test, or saliva test. The District will not test for substances or purposes other than drug or alcohol use prohibited by this policy.

**MOUNTAINAIR PUBLIC SCHOOLS  
COMPETITIVE EXTRACURRICULAR DRUG/ALCOHOL TESTING CONSENT FORM**

Each student participating in the Mountainair High School Competitive Extracurricular Activities program shall be provided with a copy of the “Competitive Extracurricular Activities Drug Use Testing Policy” and the “Competitive Extracurricular Activities Drug Testing Consent Form”, which **shall be read, signed and dated by the student participant, parent or custodial guardian and Coach before the student shall be eligible to practice or participate in any Competitive Extracurricular Activities program.** The consent shall provide a sample as chosen by the random selection basis and at any time requested to be tested for illegal drugs, prescription and over-the-counter drugs used in an abusive manner, performance-enhancing drugs and alcohol. **No student shall be allowed to practice or participate in any Competitive Extracurricular Activities program until the student has returned the properly signed Drug Testing Consent Form.**

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Student’s Last Name	First Name	Middle Name	Student ID Number
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I understand after having read the “Competitive Extracurricular Activities Drug Use Testing Policy” and the “Competitive Extracurricular Activities Drug Testing Consent Form” that out of concern for my safety and health, the Mountainair Public School District enforced the rules applying to the use of illegal drugs, prescription and over-the-counter drugs used in an abusive manner, performance-enhancing drugs and alcohol. I realize that the personal decisions that I make daily in regard to the use of illegal drugs, prescription and over-the-counter drugs used in an abusive manner, performance-enhancing drugs and alcohol may affect my health and well-being as well as the possible endangerment of those around me and reflect upon the Mountainair Public School District Competitive Extracurricular Activities program with which I am associated. If I choose to violate school policy regarding the use of illegal drugs, prescription and over-the-counter drugs used in an abusive manner, performance-enhancing drugs and alcohol, I understand that I will be subject to the restrictions of my participation as outlined in the policy.

**Mountainair Public Schools**  
**Staff Initial Request for Out-of-State Student Travel**

**Staff:** This Form must be filled out prior to taking any further steps in planning student out-of-state or foreign travel. Submit this form to the Building Principal prior to any out-of-state trips, including foreign travel.

Name of Group \_\_\_\_\_

School \_\_\_\_\_

**Note:** This initial request must **be submitted and approved 15 days before any commitment** can be made or before any money-making activities can be started. **Board approval is required prior to any out-of-state student travel.**

Date Request Submitted \_\_\_\_\_ Date(s) of Proposed Activity \_\_\_\_\_

If sufficient space is not available on this form, supporting data should be attached.

1. Purpose of the trip: \_\_\_\_\_
2. List faculty member(s) responsible for students. List all other supervisors on trip. Be aware that parent or community sponsors will require criminal background checks and the fee is \$59. This background check must be completed prior to the initiation of the travel. \_\_\_\_\_

3. School equipment to be used: \_\_\_\_\_

4. Lodging and Meals—Include all hotels and costs, including dates, number of people assigned to rooms, etc. This is a necessary component in the budgeting process prior to consideration and approval for any trip. *Attach a complete budget with this information to this request.*

5. Method of Travel and Costs Associated with that Travel—Include an attached estimate of the cost associated with all travel costs. This may be fuel costs if the trip will be by school vehicle based on mileage to and from the destination. If you are flying, calculate the costs based on the number of persons flying, the costs of all ground transportation, and *provide a complete budget to attach to this request.*

6. Meals and Other Expenses for those Traveling—*Attach a projected itinerary* for the trip for those attending. Include any additional events you may be planning on including during the travel. Are you going to the zoo or to a museum? *Include the admissions* and the tentative dates and times in the projected itinerary as well as *all meal costs* for each attendee. Remember the *meal expenditure* guidelines utilized for student travel in other circumstances and consider whether free meals are included in your lodging choices. If these ARE included, note that on the itinerary so it will be clear in the review that you have not forgotten a meal time for attendees.

7. Insurance coverage. Will any additional insurance be required for this trip? If so, provide information regarding costs and source of funding. \_\_\_\_\_

8. What are the objectives of the trip and how are the experiences provided on the trip related to the class or school program? \_\_\_\_\_

9. How will the activities on the trip provide opportunities for students to obtain new skills, insights, knowledge's, or appreciations? \_\_\_\_\_

10. What effect does the trip have on other classes or programs?

11. If students must make a decision between programs or activities, when is the decision date for your program and what other programs need to be involved in the discussion with the students and the families that may have conflict? \_\_\_\_\_

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Estimated number of students \_\_\_\_\_ Number of supervisors \_\_\_\_\_

12. Describe supervision plans to ensure maximum safety for students. \_\_\_\_\_

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Parent permission slips on file      Yes      No

After reviewing your budget estimates, what is the estimated cost of trip? \$\_\_\_\_\_.  
Describe how the trip will be funded. Indicate the portion that will be school funding, the portion that will be covered by parent donations and the portion covered by fundraising efforts. *Outline the overall fundraising plan with dates, time and attach the proposed fundraising request forms for all needed fundraising activities with this application.*

Person or persons initiating request \_\_\_\_\_

Date of Request \_\_\_\_\_

Principal Signature \_\_\_\_\_

Date of Approval \_\_\_\_\_

Decision: Preliminary approval to continue with planning      YES      NO

Additional Information Required

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Denied Reason \_\_\_\_\_

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District Superintendent \_\_\_\_\_

Date of Approval \_\_\_\_\_

*Board approval for out-of-state travel of students is required by policy.*

**Board Consideration of Out-of-State Travel**

Date Approved \_\_\_\_\_

Date Denied \_\_\_\_\_

**Final Approval      YES      NO**