

# **JEMEZ VALLEY PUBLIC SCHOOLS**



## **ATHLETIC HANDBOOK**

*Revised 7/2024*

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## **Introduction: GENERAL STATEMENT**

The policies set forth by the New Mexico Activities Association (N.M.A.A.), of which Jemez Valley Public Schools is a dues-paying member, will be the minimum standards applying to extracurricular participation by our student-athletes. The Jemez Valley Public Schools have the right, as do all N.M.A.A. governed schools, to establish school-particular policies for our student-athletes that may exceed these minimum requirements. The Jemez Valley Public Schools may not at any time establish eligibility standards that are less than the minimum requirements established in policy by the N.M.A.A. and their board of directors.

### **Note:**

Most of the competitive, extra-curricular activities offered by Jemez Valley Public Schools, whether athletic or academic in scope, or just participatory in nature, are governed in part or all, by the policies established by the New Mexico Activities Association, their board of directors and member schools, as well as by policies established by the Jemez Valley board of education. Governance by the N.M.A.A. is warranted as the Jemez Valley Public Schools are dues-paying members, as are the majority of all schools, public, private and charter within the state of New Mexico. See the attached list of the extra-curricular activities currently governed by N.M.A.A. policy at the end of this document.

## **Section 1      PHILOSOPHY AND OBJECTIVES**

### **1.1 Philosophy**

It is the goal of the athletic department at Jemez Valley Public Schools to provide each participant an opportunity to occupy minds and bodies with healthy, vigorous activity promoting attitudes, habits, thoughts, and actions that will lead to responsible citizenship, vocational effectiveness, maximum personal development and fulfillment as an individual contributing to the community in a positive direction.

The purposes of interscholastic athletics are many. They encompass the development of the physical aspects of the body, the training of the mind to think and react, the promotion of personal and group discipline, determination and desire. Just as the mind and the body are not separate, neither are athletics and academics. Athletics, therefore, shall not be recognized as a reward for scholastic performance, but rather an intrinsic part of the total educational experience. The Jemez Valley Public Schools recognize and emphasize that academic endeavor, and the overall academic well-being of the athlete, takes priority over the athletic privilege allowed our students.

### **1.2 Objectives**

The purpose, goals and objectives of the Jemez Valley Public Schools interscholastic athletic department are:

1. To be beneficial to all participants within the educational setting.
2. To give competitors an opportunity to understand and develop mental and physical excellence.
3. To recognize outstanding performance and effort and to acknowledge such performance by opponents as well as by self and teammates.
4. To understand and develop the values of competition in our society and the educational experiences of winning and losing.
5. To provide an opportunity for the development of self-assurance, determination, loyalty and responsibility on an individual and group basis.
6. To provide the opportunity for the wholesome expressions of emotions.
7. To develop and reinforce good sportsmanship.
8. To develop physical, intellectual, and emotional powers.
9. To provide students the opportunity to release competitive energies.
10. To provide the opportunity for students to have input into the unity, pride and morale of the school.
11. To provide opportunities for students to recognize the difference between work and play, and to learn to organize their time in a balanced fashion.

### **1.3 Code of Ethics**

It is the duty of all concerned with school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play in accordance with New Mexico Athletic Association bylaws and the Compete with Class initiative.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show courtesy to visiting teams and officials

5. To establish a good relationship between visitors and host.
6. To respect the integrity and judgement of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative and good judgement by players on a team.
9. To recognize the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
10. To remember an athletic contest is only a game – not a matter of life and death for player, coach, official, fan, community, state, or nation.

## Section 2      **TRANSPORTATION**

### **2.1 Transportation**

Members of all athletic teams should be cautioned regarding their adherence to the code of conduct and safety while representing the Jemez Valley Public Schools on all athletic trips. Violation of transportation conduct rules may result in suspension for the remainder of the sport season of the right to participate in home or away activities. **Athletes must travel with their team on school-sponsored transportation to and from out-of-town contests. These vehicles are to be driven by adults certified and approved by the Jemez Valley Public Schools. Athletes will not be allowed to drive themselves to any out-of-town contests.**

**Exception – See Coach for the Parent Release Form**

### **2.2 Travel Regulations**

1. The assigned driver is responsible for the safety and appropriate behavior of the student passengers while in the vehicle.
2. The driver has the same authority as a coach when the students are in his/her care. Students must comply with all directions given by the driver.
3. Students are not to carry on unnecessary conversation with the driver while the vehicle is in motion.
4. Students must occupy the seat assigned to them by the school officials or the driver, if seats are assigned.
5. Students are not to move about within the vehicle while it is in motion.
6. Students are not to get on or off the vehicle except at their own on/off stops without the permission and knowledge of the coach and/or driver. Students must return on the school bus from all away games.

Exceptions will be made only if all of the following criteria have been met:

- a. A note, explaining the reason for exception, is turned in two days (48 hours) in advance of the trip to the athletic director, athletic coordinator, or the school principal and approved.
- b. The understanding that only a parent / legal guardian will be transporting the student.
- c. If at the coach’s discretion, he/she feels that the student’s safety and well-being will not be at risk.

- d. The student will not be allowed to leave with a parent/guardian unless the coach has met with the parent/guardian at the game or event before the student leaves with them.
7. Students will be permitted to converse in a normal tone, but rough or boisterous conduct will not be allowed in the vehicle.
8. Students may not throw any objects on, or out of the vehicle.
9. Students may not bring any tobacco products on the vehicle or use any of these products before boarding or after leaving the vehicle.
10. No alcoholic beverages or any controlled substances, which are considered illegal, will be transported on any school vehicle.
11. Students may not carry knives, guns, or any other dangerous articles on the vehicle. The driver and/or coach have the authority to determine whether or not an article is dangerous.
12. Students must not extend their hands, arms heads or bodies through the vehicle window.
13. Students must not open or close the vehicle windows without permission of the driver.
14. Students will stay out of the driver's seat.
15. Any damage to the vehicle caused by the students shall be reported by the driver to the school principal. Those found responsible for the damage shall pay the repair cost.
16. Students must cooperate in keeping the vehicle clean.
17. Dogs and other animals are not permitted on the vehicle.
18. Student who must cross the road after leaving the vehicle outside the city limits shall pass in front of the vehicle and only when the driver signals all is clear. Students departing from school vehicles within the city limits must wait at the curb until the vehicle leaves, except where traffic signals are in operation.
19. Students must look both ways before crossing to the opposite side of the road.
20. Students may not play radios or tape recorders while on school vehicles unless the student is wearing earphones.
21. Safety doors are to be used ONLY in case of an EMERGENCY.
22. Students are not permitted to operate any of the emergency equipment, such as the side stop lever, the back or side door exits or front door open and closed lever.
23. Only authorized persons will be allowed in school vehicles.

### **2.3 Release of Students to Parents on Away Trips**

Parents/ Guardians who want their sons or daughters to return home with them after the games, meet, or matches must sign a paper saying that the athlete is going home with their parents and present the signed paper to the coach. Athletes are not allowed to ride home with someone else other than their parents unless it has been approved by the JVHS Administration 48 hours in advance of the scheduled event.

## **Section 3      CONSENT – AGREEMENT – MEDICAL**

### **3.1 Parental Consent**

All athletes must have a consent agreement completed, signed, dated, and returned to the coach to assure parental/guardian acknowledgment for student participation in athletics in accordance with the governing rules of the New Mexico Activities Association (NMAA). This consent form must be on file prior to engaging in a practice session. No student will

be allowed to participate in any manner without prior proof of insurance. Consent to treat form can be found at the end of this document.

### **3.2 Medical History and Medical Exams**

All athletes must have completed a current medical history **DATED AFTER** April 15<sup>th</sup> of the academic school year intended for, and a licensed physician must perform the exam. A copy of the examination form must be filed with the Jemez Valley Public Schools prior to the first practice. Physical examinations are required in accordance with the NMAA and on the NMAA Physical EXAN Form.

### **3.3 Medical Authorization**

An authorization for medical services by a licensed physician must be signed by the parent/guardian and remain with the coach at all athletic contests. The purpose of authorization is to provide quick reference. Every attempt will be made to contact parents/guardians in the event of an injury or accident. The athletic staff will be authorized to use their best judgment in regard to the health and safety of all athletes in the case of injury and the need for emergency treatment.

### **3.4 Athletic Code**

A signed “Athletic Code Form” must be on file with the athletic director prior to the first practice. This form must be dated and signed by the parent/guardian and athlete. **(See Section 13.2) It is the responsibility of the head coach to collect this form from the student athletes. Coaches will pass this form on to the next seasons coach if the student is participating in another sports season.**

### **3.5 Athlete/Parental/Coaches’ Agreement**

It is the responsibility of the coach to obtain and retain signatures of athletes and parents/guardians regarding their understanding, agreement and compliance with all rules, regulations, policies, and procedures regarding their son or daughter’s participation and association in interscholastic athletics at Jemez Valley Public Schools. Athletes will not be allowed to participate in any component of the “athletic season”, including but not limited to practices and games, until and unless the signed parent / guardian / coach / athlete agreement is turned in. **(See Section 14)**

### **3.6 NMAA Petition to Play Up**

**An eighth (8<sup>th</sup>) grade student wishing to play up at the high school level must complete the NMAA Petition to Play Up worksheet in the principal/athletic director’s office to complete the formal request to play up. This must be done prior to the first athletic event that the student intends to play in.**

### **3.7 NMAA Concussion Protocol**

**All athletes must take and complete the NMAA Concussion Protocol Test before they are allowed to participate in ANY practices and or games.**

## **Section 4      AWARDS**

#### **4.1 Athletic Awards**

Athletic awards are to be symbols of athletic accomplishment. Their value should be in their implication, rather than their monetary worth. The purpose of an athletic award is to recognize scholastic athletes who demonstrate the highest standards and who have met the criteria for such awards. Athletic awards shall be financed by the school and monitored by the athletic director. All athletic awards shall be in compliance with the rules set forth by the NMAA.

The following criteria are to be adhered to when issuing athletic awards:

1. High standards of excellence are required for all awards in all sports.
2. Athletes are limited to one letter during their career; subsequent recognition is to be given in the form of a certificate.
3. Awards are to be presented at the athletic awards banquet.
4. Certificates will be awarded to all junior varsity players and those varsity players not lettering.
5. Varsity players will, upon lettering, receive one pin and a one-year bar for each year thereafter.
6. Equipment and team managers will receive certificates of appreciation until their second year at which time they will earn a letter then a pin and a one-year bar for each year thereafter.

The athletic qualification for varsity letters is as follows:

1. BASEBALL – an athlete must participate in one-half the number of innings of the varsity games scheduled.
2. BASKETBALL – an athlete must compete in one-half the number of quarters of the scheduled varsity games.
3. CROSS COUNTRY – an athlete must compete in 75% of the scheduled varsity meets.
4. TRACK AND FIELD – an athlete must score 10 points in varsity competition.
5. SOFTBALL – an athlete must participate in one-half the number of innings of the varsity games scheduled.
6. VOLLEYBALL – an athlete must compete in 75% of the scheduled varsity matches and participate in the post-season tournament.
7. Football – an athlete must compete in ½ half of all the possible quarters on the schedule.

An exception to the above lettering criteria is provided if, in the judgment of the coach, a senior athlete who has participated in a sports program has done so with honor and deserves to receive the school letter for his/her contributions to the sports program. Any exception that a coach wishes to recognize for one of these senior athletes, may only be granted after meeting and discussing / explaining his or her reasoning for such an exception, with the principal and the athletic director.

#### **4.2 Athlete of the Year**

The Athlete of the Year is awarded to two (2) athletes at the end of the school year. One boy and one girl athlete are nominated by their respective head coaches in every sport they participated in that year. These nominations are then turned in to the athletic director. The athletic director will nominate one boy and one girl in the same manner. The athlete of the year award may be awarded to any student, from any grade,

participating in any number of sports, provided that he or she is in good standing with the team, the school and the district itself. Athletes that are nominated will then be “scored” using the rubric outlined below. The highest scoring boy and the highest scoring girl will be named Male Athlete of the Year and Female Athlete of the Year respectively. In the event that there is a tie in scoring, the Athlete of the Year will be voted on in committee. The committee will be composed of the superintendent, the high school principal, the athletic director, a teacher who taught each athlete during the past school year, two coaches from the coaching staff and a student-athlete who participated in any sport during the past year. The committee will discuss each athlete in the “tie” and determine a winner by vote. In the event that the committee unanimously feels that both of the athletes are deserving, the honor of “Co-Athletes of the Year” may be awarded. The committee’s decisions are final.

Before nominating an athlete in good faith, all persons nominating should be sure that their nominees:

1. Have lettered in at least one varsity sport at Jemez Valley High School
2. Have demonstrated qualities of leadership, dedication, sportsmanship, school spirit, good attitude and “coach ability”
3. Conduct themselves in all aspects of their lives in a manner befitting such a high honor

Scoring rubric for determining Athletes of the Year:

1. One point for each sport season that the athlete has completed during their high school careers, freshman year through senior year.
2. One point for each varsity letter the athlete has received during their high school careers, freshman year through senior year
3. Add the grade-point-average for that athlete’s two best academic years, freshman year through senior year (Example: freshman year 3.2 Grade Point Average (GPA) and senior year 3.5 GPA were two best years, that athlete has 6.7 points added to their score)
4. Add three points if the athlete had five or fewer unexcused absences during the past school year
5. Add two points if the athlete had five or fewer unexcused tardies during the past school year
6. Add two points if the athlete has not had any discipline referrals during the past year
7. Add one point for each time that the athlete was nominated by a coach

## **Section 5      PARTICIPATION**

### **5.1 Dual Sport Participation**

It is the policy of Jemez Valley Public Schools to allow dual participation in two or more sports during the same season. For example, baseball players will be allowed to be members of the track team or vise-versa. Because of the relatively low numbers of student athletes at this school due to school size, it may be necessary on a few rare occasions for an athlete to compete in two sports during the same season. The following criteria will be used:

1. The athlete must declare at the beginning of the season, which sport will be his/her primary sport and which sport will be the secondary sport.

2. On days of scheduling conflicts, the athlete will report to the primary sport first, and may participate in the secondary sport only when he or she has fulfilled all obligations to his or her primary sport first.
3. Participation in practice sessions will be split 50-50 between the two sports, with prior agreement of each coach, the athlete, and the parents/guardian of the athlete. The principal and athletic director must also be in agreement with the above parties.
4. The coaches, parents/guardians, athletic director, athletic coordinator, principal and the student athlete must meet together to ensure that all parties are satisfied with the arrangements that have been made to ensure a successful dual participation endeavor.

## **Section 6      ELIGIBILITY AND EXPECTATIONS**

### **6.1 Academic Eligibility Guidelines**

1. **Use of Semester Grades Only:** Scholastic eligibility will be determined by semester grades. Eligibility checks for those deemed unable to participate at semester will undergo checks at designated marking periods (9 weeks) during that semester. If they are passing at the 9-week marking period, they are eligible for immediate participation that semester. Fall 2024 eligibility will be based on 2nd semester grades from 2023-2024 school year.
2. **No F's:** A student must have a minimum GPA of 2.0 and NO F's in order to be eligible to participate in activities/athletics. This is a change from the past where a student was allowed one F.
3. **Summer Courses:** Students may make up multiple courses to attempt to gain eligibility. Any class eligible for replacement based on local district policy can be taken and have the grade replaced to gain eligibility. The replacement classes are required to be the exact course that was listed on the official transcript (i.e. AP English must be replaced with AP English, etc.).
4. **Cumulative Provision:** The cumulative provision may only be used at the beginning of the semester and must include all semester grades beginning with the 9th grade year. This provision may be used if the student has no more than one F grade at the semester.
5. A student-athlete's grade point average and class grades will be final at 4:00 p.m. on the board-approved calendar date that signifies the end of a nine-week grading period.
6. There is no "grace period" for student-athletes to make up work, turn in late or unfinished work or to submit work to be graded after the end of a nine-week grading period that will be used to determine eligibility status. Grades are final at 4:00 p.m. on the day that signifies the end of a nine-week grading period.

Exception: Students who are absent with excuse on the day (or days immediately prior to) of the end of a nine weeks grading period will be allowed one full day for each day absent to turn in work to be calculated into their nine weeks grades.

A high school student-athlete (9<sup>th</sup> through 12<sup>th</sup> grades) who is deemed ineligible may not play in games, practice with the team, dress out for games, travel with the team, video, manage, take stats, sit on the bench during games, attend team functions or participate with their team or group in any manner whatsoever. They may attend practice, at the discretion of the coach or sponsor, but they may not participate or assist in any manner during the practice other than as an observer. They are allowed to use the locker rooms

and team areas, again at the coach's discretion, as long as it is in a non-participatory way. They may attend games and competitions also but must do so using their own means of transportation both to and from them.

A middle school student-athlete (6<sup>th</sup> through 8<sup>th</sup> grades) who is ineligible is allowed to participate fully in all practices, in accordance with N.M.A.A. bylaws, but they too may not play in games, dress out for games, travel with the team, video, manage, take stats, sit on the bench during games, attend team functions or participate in any other manner other than to practice. They also may attend games and competitions using their own means of transportation to get both to and from them.

## **6.2 Progress Reports**

Progress reports are a valuable tool used to track and monitor a student-athletes academic growth and performance, and to communicate this growth to their parents / guardians. They are not used in any manner to determine a student-athlete's eligibility status. It is hoped that all coaches, teachers, administrators and staff use these progress reports in collaboration to ensure the continued academic success of all students in the Jemez Valley Schools. Marks and grades on progress reports are also subject to all confidentiality policies adopted by the board of education and should be treated as such.

- Extracurricular individuals who have a "F" in a class(s) will be required to attend after school tutoring on either Tuesday or Thursday from 3:53 – 5:30, with no early release, until the grade is a minimum of a "C" before the next grade check date. If an extracurricular student does not attend the after-school tutoring opportunity they will not be allowed to practice/play/participate in the next game and still attend tutoring. Any student who misses tutoring on more than 3 occasions will be removed from the extracurricular team or organization.

## **6.3 Rules and Code of Conduct**

The athlete has an important responsibility to the team. A student who becomes involved with an athletic team becomes a member of an organization, which has several goals. The athlete should strive for the goals of the group and must make personal sacrifices including:

1. Devotion of training time to the challenge of self-improvement.
2. The acceptance of rules concerning conduct and appearance, realizing that rules were created not to suppress, but to allow all individuals to better work together as a team.
3. Adherence to rules and regulations developed and enforced by the Jemez Valley Public School Athletic Department.
4. Participation in athletics is a privilege that can be taken away because of failure to cooperate and adhere to athletic and school expectations.

The success of any team can be directly related to the nature and amount of discipline and the response to that discipline. Athletes at Jemez Valley Public Schools must willingly accept the obligations associated with being part of the athletic program. Along with the athlete giving time, energy, and compliance to rules, there exist regulations and responsibilities unique to the athletic department. It is the responsibility of the coach to communicate with the team and instruct members on the importance of rules. Each coach will provide students with an Athletic Code of Conduct and Athletic Contract. These

must both be signed by the athlete and the parent/guardian and returned to the coach before the student can participate in sports activities. **(See Section 13, 14 Attachment)**

#### **6.4 Practice**

Students are expected to report for sports activity at the beginning of each sport season and to notify the coach prior to any absence. A student must have a minimum number of days of practice as specified in the NMAA Handbook in that sport before he/she can play in a game. Students are expected to attend all scheduled practices and meetings. If circumstances should arise whereby a student cannot attend practice or a meeting, the student shall notify the coach or arrange for the notification by his/her parents/guardian through a written statement or telephone call. Notifying the coach after practice has started or concluded is unacceptable and will be dealt with by the coach. The coach must determine the validity of any missed meetings or practice, i.e. religious observance, etc. The time when students may return to participation is at the discretion of the coach. Students must also report to practice on time as designated by the coach in charge. Each coach is to make his or her attendance and missing practice team rule available to the student athlete and parents at the before the season team meeting.

#### **6.5 Attendance**

In order for students to participate in an athletic contest, he/she must attend half of the available class time that day up to the departure time set by the athletic department. Unusual circumstances (i.e. medical or dental emergency) will be handled on an individual basis with the principal. Students must use the proper procedure and bring verification for the attending doctor. A student athlete who is truant from school or practice or whose absence is unexcused will not be allowed to participate in practice or any athletic contest on the day of his/her absence. Any absence may be excused by the Principal or athletic director. A student suspended out of school or assigned to In-School-Suspension (ISS) is not eligible to participate in practice or a game on the specific day(s) which he/she is suspended or attends ISS. This rule will also apply to Friday School. Additional consequences, if any, may be established by the coaches, athletic director and / or principal if repetitive or extreme attendance and punctuality circumstances warrant. The Jemez Valley Schools and the Jemez Valley Athletic Department emphasize with tremendous rigor the importance of prompt and consistent school attendance.

#### **6.6 Cuts and Completion of Sport**

If a student is cut from one sport before the first game, he/she is eligible to try out for another sport during that season. A student faced with this situation is encouraged to go out for another sport. If a student has been cut for disciplinary reasons, he/she is not eligible to try out for another sport. When a student quits a sport after the first contest or game, he/she may not go out for another sport until the sport he/she quit is concluded for the season. A student dropping a sport shall use the proper procedure to do so. First, the student must discuss the departure with the coach. Second, the student must return all equipment and clear all financial responsibilities with the athletic department. Third, the student must be cleared by the principal. Any athlete not completing his/her season will not be eligible for athletic awards in that sport.

## **6.7 Injury/Illness**

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. If a student is under a physician's care, he/she must have a signed "Return to Participation Form" (in writing) from the physician before participating after the injury or illness.

A student is not considered to be a member of the team until they have completed all of the following items:

- a. Physical
- b. Concussion Test through the NMAA
- c. NMAA Petition to Play Up Form if an 8<sup>th</sup> grader petitioning to play up.
- d. All other necessary pieces of paper work as required by the Jemez valley Public School System.

## **Section 7 CONDUCT**

### **7.1 Appearance**

Student athletes shall adhere to the standard of dress as set forth by the Jemez Valley Board of Education. The dress for athletes at the game and on the bus will be left up to the discretion of the coach with the prior approval of the athletic director and / or principal.

### **7.2 Sportsmanship**

Good sportsmanship is a major objective during practice and at an athletic contest. Athletes will not use profane language at any time. Athletes will treat opponents with respect. Athletes shall not argue or make sportsman like gestures toward officials, opponents, spectators or toward each other. Athletes who do not abide in good sportsmanship in all of their representations of the Jemez Valley School District risk suspension and / or termination of all athletic privileges, at the discretion of the coaches, athletic director and principal. **(See Section 13)**

### **7.3 Additional Requirements**

Additional requirements, other than those expressed in the Athletic Handbook, may be set by the head coach and must be approved by the athletic director prior to the beginning of the season. The Jemez Valley Public Schools, again, stresses the importance and understanding by all athletes that athletic participation is a privilege demanding respect and constant attention, and that the very privilege of representing the Jemez Valley Public Schools may be rescinded if behavior / actions of the athlete warrants.

## **Section 8 EQUIPMENT AND FACILITIES**

### **8.1 Equipment and Facilities**

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. This will be determined by the coach, parent/guardian, athletic director, and the principal. Athletes are to use athletic facilities only under the supervision of a school coach or designated employee of the Jemez Valley

Public School District. Athletes who violate this policy will be restricted from use of these facilities or subject to other disciplinary measures as set forth in the Jemez Valley High School student handbook.

## **8.2 Uniforms**

Athletes must complete a “Uniform Issue Sheet” upon receiving a uniform. It is the coach’s responsibility to educate the athlete about the care of the uniform. The athlete is responsible for the care of the uniform during the entire season, and he/she will be held accountable for the condition of the uniform until it is returned at the end of the season. The athlete will also agree to return the uniform at the end of the season. The athletes should also understand that they are financially liable for the uniform and agree to replace it in full, should there be any damage or loss. The cost of uniform replacement is equal to the cost that was paid for that particular uniform upon purchase by the Jemez Valley Public Schools. If such cost cannot be determined, the cost will be calculated based upon the current cost to replace such a uniform or uniform piece.

## **Section 9 OFF-SEASON CONDITIONING**

### **9.1 Off-Season**

In order to improve or maintain the physical condition of student athletes and to lessen the danger of injuries, a coach may provide an off-season program according to the rules of the NMAA and provided facilities are available at the district level. Students will have the choice of participation in more than one off-season program. An athlete shall not participate in any outside off-season program without the approval of the coaches. Outside programs would include church leagues, adult leagues, etc. All NMAA bylaws govern and take priority in regard to off-season and summer participation / play / programs.

## **Section 10 SUBSTANCES ABUSE POLICY AND PROCEDURE**

### **10.1 Possession**

The possession, use of and/or being in the proximity of tobacco in any form, alcoholic beverages and/or illegal and controlled substances is prohibited by State Law and Jemez Valley Public School policy while on school property or participation in a school sponsored event at Jemez Valley or away. Also, abstinence from the use/or possession of these substances is REQUIRED of all student athletes during a sport season or off-season program. The same abstinence is expected of the student athlete at all times as a matter of observation of law, appropriate habits, good health, and good discipline.

### **10.2 Controlled Substance Policy**

The sale, distribution, transportation, use of, or possession (actual or constructive) of alcohol or any type of drug or medication considered illegal or for which there is not valid prescription, by any student athlete participating in extra-curricular activities sponsored by the Jemez Valley Public School District will result in the suspension from athletic activity. **See “Punishment and Discipline”, section 10.7 below for athletic consequences. (School Board Policy 366-1)**

### **10.3 Punishment and Discipline Policy**

Any infractions by a student athlete during school or while involved in a school-sponsored activity that pertains to prohibited substance will be covered under the Zero Tolerance Policy. Upon the first violation of the Zero Tolerance Policy, the athlete will be subject to all consequences as set forth by Jemez Valley Public School / School Board policy, as well as be suspended from any and all athletic participation including, but not limited to, practices and games for a period of 45 school days. Upon a second infraction of the Zero Tolerance Policy, the athlete will again be subject to all consequences set forth by Jemez Valley Public School / School Board policy, as well as be suspended for 90 school days, or until the end of the school year from any and all athletic activity, to be determined by the superintendent, principal and athletic director. Athletes should be mindful that punishment / consequences may extend into a subsequent school year and athletic season(s) if so decided by the above-mentioned parties. **(School Board Policy 336)**

### **10.4 Off Campus Policy**

A student athlete violating the prohibited substance rule during a sports season and not directly involved in a school-sponsored activity will be subject to the discipline of the coach, the parent/guardian, and the athletic director. These instances will be decided upon on an individual basis, with the best interests of the student-athlete, his or her family, the team and the school in mind.

## **Section 11 CRIMINAL CONVICTION**

### **11.1 Misdemeanor/Felony**

Criminal activities during a sport season off-campus and not connected with a school sponsored activity, will not be tolerated during a student athlete's career at Jemez Valley High School. For disciplinary measures involving suspension from school, removal from school, or expulsion from school the student athlete will receive written notice that he/she is being suspended or expelled. The notice will state the violation that has occurred and the period of suspension or expulsion in accordance with established procedures and school board policy. A copy of the notice of suspension or expulsion will be sent by certified mail to the parents/guardian of the student athlete. Upon being convicted of any misdemeanor or felony, and along with the above-mentioned consequences, the student-athlete who is convicted will be subject to the following disciplinary actions being taken, beginning on the date of the infraction:

1. First Offense – Athlete will be suspended from any and all athletic activity, including but not limited to practices and games, for a period of 45 school days.
2. Second Offense – Athlete will be suspended from any and all athletic activity, including but not limited to practices and games, for a period of 90 days or until the end of the school year, as determined by the superintendent, principal, and athletic director.
3. Athletes should be mindful that punishment / consequences may extend into a subsequent school year / athletic season if so determined by the above-mentioned parties.

## **Section 12 APPEAL PROCESS**

## **12.1 Appeal Procedure**

Appeals to the decisions of coaches and/or the athletic director can be afforded to the student or parent/guardian. Appeals should be turned in, in writing, to the superintendent of schools, no later than 30 days after the date of the discipline / consequence being imposed.

## **12.2 Grievance Procedure**

In the event a coach is unable to resolve a situation dealing with an athlete, it is imperative that the athlete follows the chain of command. The athletic director will make every effort possible to address parental concerns, but it is important to realize that is the student athlete who has the grievance procedure rights. The chain of command is as follows:

1. Head Coach of the sport in question
2. Athletic Coordinator
3. Athletic Director/Principal
4. Superintendent
5. Board of Education

## **Section 13 STANDARDS/CODES/SPORTSMANSHIP**

### **13.1 Basic Eligibility Standards**

According to the NMAA rules you are eligible if you meet each of the following standards:

1. YOU ARE ELIGIBLE if your parents have signed the parent/guardian consent form stating there are no objections to you participating in athletic contests.
2. YOU ARE ELIGIBLE if you have filed a form with the school indicating you have passed current physical examination, have health, accident, and injury insurance as well as catastrophic insurance.
3. YOU ARE ELIGIBLE if you are a regularly enrolled student in the 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade.
4. YOU ARE ELIGIBLE if you have attended high school, grades 9-12, less than eight (8) semesters.
5. YOU ARE ELIGIBLE if you do not become nineteen (19) years of age before September 1<sup>st</sup>.
6. YOU ARE ELIGIBLE if you have not participated in more than four (4) seasons, including the current season, in any sport during grades 9-12.
7. YOU ARE ELIGIBLE if you are an amateur: that is, never received directly or indirectly pay or financial benefit for participating in any athletic contest, never signed a contract, or competed under a false name.
8. YOU ARE ELIGIBLE if you have not participated as an individual or as a member of a team other than your school team without the permission of your principal
9. YOU ARE ELIGIBLE if you have not transferred to or from a private, parochial or boarding school within one semester. Always check with your principal before you transfer to determine whether it will affect your eligibility.
10. YOU ARE ELIGIBLE if you and your parents have a bona fide residence in the school district (attendance area) where you are attending school.
11. YOU ARE ELIGIBLE if you have not accepted any cash or merchandise awards. All awards received must be symbolic in nature with no intrinsic value.

12. YOU ARE ELIGIBLE if you are in good standing or eligible at the previous school (in state or coming from out-of-state) and are in bona fide residence with your parents.
13. YOU ARE ELIGIBLE if you are attending s school in a district or area other than the one in which you have a bona fide, verified residence and have achieved a release from home or residence district in advance of participation.

The above are the basic eligibility standards cooperatively established by the schools to help ensure the athletics are kept in their proper perspective in the total educational experience.

YOU ARE INELIGIBLE if **any** of the above is not met. Please contact your athletic director for complete information on eligibility standards, or any other regulation set forth in the NMAA bylaws.

## Forms Requiring Signatures

### Jemez Valley Public Schools Athletic Code of Conduct

#### JEMEZ VALLEY PUBLIC SCHOOLS ATHLETIC DEPARTMENT - ATHLETIC CODE OF CONDUCT

An athlete in the Jemez Valley Public Schools will:

1. Respect the rights and property of others.
2. Constantly strive to improve intellectually and physically.
3. Always maintain a high level of physical fitness and mental well-being.
4. Be willing to make personal sacrifices for the benefit of the team.
5. Provide leadership in areas of behavior and conduct, both in and out of school.
6. Have the freedom to engage in meaningful discussions with coaches.
7. Discuss with his/her coach the pros/cons before withdrawing from any activity, which the athlete has begun.
8. Not drink alcoholic beverages.
9. Not use tobacco of any type.
10. Not be involved in illegal or criminal activity at any time.
11. Not criticize or ridicule any player, coach or faculty member or in any way degrade Jemez Valley Public Schools.
12. Comply with the Jemez Valley Public Schools Dress Code Policy.
13. Not do anything that might bring discredit or disrespect to the individual or the team.
14. Not possess or use controlled substances.
15. Act with respect while traveling to and from events in school vehicles.
16. Not leave an event with parents / guardians without written consent being granted by the athletic director two days prior to an athletic event.
17. Not use profane, obscene or inappropriate language.
18. Not be tardy for curfew and/or bed checks on away trips.
19. Not miss practice without notifying the coach prior to the absence.
20. Not act in any manner consistent with poor sportsmanship.
21. Adhere to all policies created by the NMAA in the NMAA Manual.

THIS ATHLETIC CODE IS PRESENTED TO EACH ATHLETE AND THE ATHLETE'S PARENT/GUARDIAN INCLUDING PROSPECTIVE ATHLETES AT THE JEMEZ VALLEY PUBLIC SCHOOLS, SO THAT THEY WILL BE AWARE OF WHAT IS EXPECTED OF THEM. JEMEZ VALLEY ATHLETES CAN EXPECT DISCIPLINARY MEASURES FOR ANY VIOLATION OF THE ABOVE RULES AND ANY OTHER RULES BY A COACH, ATHLETIC DIRECTOR, OR SCHOOL ADMINISTRATOR.

***We have read and understand the Athletic Code of Conduct and the expectations of a Jemez Valley athlete.***

\_\_\_\_\_  
(Athlete)

\_\_\_\_\_  
(Parent/Guardian)

Date \_\_\_\_\_

Date \_\_\_\_\_

## NMAA Sportsmanship

### Required Responsibilities

1. Accept and understand the seriousness of your role and the privilege of representing the school and community.
2. Learn the rules of sportsmanship thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist all concerned to achieve a better understanding and appreciation of the game/contest/meet.
3. Cooperates with the interscholastic leaders, officials/judges and fellow participants to conduct a fair contest.
4. Only the captain may communicate with the officials/judges on the clarification of rules. It is his/her responsibility to communicate what was said back to his/her teammates and/or coach/director/advisor.
5. Always respect the official's judgment and interpretation of the rules. Never argue or make a physical gesture, which indicates disagreement. This type of immature activity may incite undesirable behavior by teammates and/or spectators.
6. Congratulate opponents in a sincere manner following either victory or defeat. This is a true measure of character.
7. Demonstrate self-control at all times.
8. Treat opponents with the respect that is accorded guests or friends.
9. Try your utmost to win under the rules, and if you do not, provide the best possible challenge to your opponent.

***“SPORT IS LIFE WITH THE VOLUME UP. THE HIGHS ARE HIGHER AND THE LOWS ARE LOWER. SPORTS TEACHES US THAT LIFE, ALTHOUGH UNPREDICTABLE, IS SOMETHING WE CAN DEAL WITH. WE LAUGH WHEN WE WIN, ACCEPT OUR LOSSES WITH DIGNITY, AND WAKE UP TO A NEW AND EXCITING GAME EVERY DAY.”***

### *Knight-Rider News Services*

*We have read and understand the NMAA Sportsmanship Responsibilities and the expectations of a Jemez Valley athlete.*

\_\_\_\_\_  
(Athlete)

\_\_\_\_\_  
(Parent/Guardian)

Date \_\_\_\_\_

Date \_\_\_\_\_

**Athlete, Parental, and Coaches' Contract**

**JEMEZ VALLEY PUBLIC SCHOOLS  
ATHLETIC HANDBOOK  
ATHLETE, PARENT/GUARDIAN, COACH CONTRACT**

**Student Athlete**

I, (Students Name) \_\_\_\_\_ have read and had the Jemez Valley Public School Athletic Handbook explained to me. I understand its contents and agree to follow it during my participation in sports for this academic school year.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**Parents/Guardian**

We, the parents/guardian of \_\_\_\_\_, have Read and understand the contents of the Jemez Valley Public Schools Athletic Handbook

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**Coach**

I, \_\_\_\_\_ have read and understand the contents of The Jemez Valley Public Schools Athletic Handbook. I understand its contents and agree to follow it.

Coach's Signature \_\_\_\_\_

Date \_\_\_\_\_