LAS VEGAS CITY SCHOOLS

2020-2021 CO-CURRICULAR ACTIVITIES HANDBOOK

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FROM THE DIRECTOR OF CO-CURRICULAR ACTIVITIES

Thank you for making the decision to support your child's choice to participate in the Las Vegas City Schools• Co-Curricular Activities and Interscholastic Athletic Programs. All organized activities in life - be they work, play or school-related - place expectations on participants. In order to help you, we devised this handbook that is intended to give you as much information as possible regarding these expectations as they pertain to Las Vegas City Schools.

As you and your family make the decision to be involved in any co-curricular activities, there are several points that I want to stress. First, if your child is planning to participate in co curricular activities and athletics, it is very important that all information needed be submitted in order for your child to participate **before** the start of a season or activity.
This will ensure that your child will have the full benefit of early season practices and an entire season of competition.

Second, the primary enforcement and responsibility of the code rests not only with the students, as they should be self-disciplined, but also with their parents or guardians. If the aims, opportunities and benefits of the total educational curriculum are to be attained, close cooperation must exist between students, their parents/guardians, and the school.

Third, Las Vegas City Schools strives to provide the highest quality education. The individuals who are chosen to act in the capacity of coaches are committed to ensuring that all students pursue their athletic goals with confidence, competence and within a framework of good sportsmanship and sound educational values.

While it is difficult to measure, the educational value of co-curricular participation is extensive. Students not only develop physical, mental and social skills, but also the positive values and attitudes they will take into their adult life. We hope that your experience in our co-curricular programs is a satisfying, fun-filled, exciting time that will leave your family with many pleasant memories for years to come. We are pleased that you have chosen to become an integral part of our school family thru activities and athletics.

GO CARDINALS!!

Juan Carlos Fulgenzi
Director of Co-Curricular Activities
Las Vegas City School

Co-Curricular Program Philosophy and Goals

PHILOSOPHY

The Las Vegas City School District recognizes co-curricular activities as a part of the educational process of our students, and as an extension of that educational process. Participation in these activities provides opportunities for personal growth, skill development, socialization, creativity, and competitive experiences.

Participation in the co-curricular program is a privilege that calls for certain expectations and responsibilities on the part of the participants. In the interest of the school and the greater community, it is vital that all of our participants understand the importance of adhering to the rules and policies set forth in this Handbook regarding academic performance and behavior as well as other rules and procedures. It is equally vital that participants and parents/guardians understand that breaching the Co-Curricular Code explained in this Handbook must carry with it the defined consequences.

GOALS

The goals of the co-curricular programs offered at Las Vegas City Schools are:

- To teach attitudes of responsibility and cooperation by helping students understand that participation in co-curricular activities is a privilege that carries with it accompanying responsibilities.
- To provide activities for learning self-discipline, loyalty, teamwork, cooperation, personal pride, school pride, team pride, respect for the rights of others, and the will to be successful.
- To provide the opportunity and to encourage all students to participate and meet the healthy need for competition.
- To encourage all students who participate in co-curricular activities to meet and exceed their potential.
- To provide activities around which the entire school can rally, thereby developing school spirit and commitment.
- To learn to place the unit team, squad, class and school above personal desires.

I. ATHLETICS

This publication is designed to assist coaches, school administrators, and sponsors with the everyday implementation of the Las Vegas City School's Athletics program. This handbook contains rules, regulations, and policies that have been established by the NMAA as well as our own school athletic/activities policies. Coaches and administrators are expected to be knowledgeable of these procedures/policies and to consistently apply them throughout our co-curricular program. Coaches are asked to review all pertinent rules, regulations, and policies with the students in their respective programs.

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

Student, school personnel and community-school assistants are representatives of their school and community. Their conduct and appearance is expected to exemplify high standards at all times.

The athletic program of the Las Vegas City Schools is under the direct auspices of the New Mexico Activities Association (NMAA) and the LVCS Board of Education. The NMAA is empowered by the State Board of Education to supervise and regulate all interscholastic athletic activities in the state of New Mexico.

Robertson High School is a member of District 2 Class AAA. Robertson High School provides teams for interscholastic competition in each of the following sports:

BOYS	GIRLS
Football	Volleyball
Soccer	Soccer
Cross-Country	Cross-Country
Basketball	Basketball
Wrestling	Cheer
Track and Field	Track and Field
Baseball	Softball
Golf	Golf
Tennis	Tennis
	Dance
	Wrestling

Memorial Middle School provides teams for interscholastic competition in each of the following sports:

BOYS	GIRLS
Football	Volleyball
Cross-Country	Cross-Country
Basketball	Basketball
Track & Field	Track & Field
Wrestling	Cheer

LAS VEGAS CITY SCHOOLS ATHLETIC OBJECTIVES

It shall be a **GOAL** of the Las Vegas City Schools to provide and teach each student-athlete the following:

- A feeling of self-worth and an attitude of self discipline,
- An opportunity to develop the full physical, mental, and emotional potential,
- An opportunity to compete with and against others in preparation for a competitive society,
- A sense of responsibility with loyalty and pride to the team, school, and community and,
- A standard of values and ethics, which demonstrate sportsmanship, honesty, respect, and positive representation of self, school and community.

RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

1. To direct the interscholastic athletic program and assure that all athletic practices and procedures conform to local board and New Mexico Activities Association policies, regulations, and guidelines.
2. To serve as a spokesman for the Las Vegas City Schools athletic program.
3. Schedule all athletic contests at Las Vegas City Schools.
4. Prepare district athletic program budget to comply with financial guidelines as prescribed by the central office.
5. Approve and submit to business manager, requisition forms for athletic equipment and supplies as requested by head coaches for purchase each year.

6. Work with head coach in each sport to make budget adjustments, when necessary.
7. See that facilities are in readiness for all home athletic contests.
8. Coordinate junior high school program and staff.
9. Work with coaches and administration in establishing procedures.
10. Attend and represent Robertson High School and Memorial Middle School at appropriate state and district meetings concerning athletics.
11. Serve as an advisor and consultant to athletic booster clubs.
12. Make necessary reports to the NMAA.
13. Keep on file an up-to-date inventory of all athletic equipment.
14. Be in attendance at all home athletic events whenever possible.
15. Hire and make provisions for paying all home game support personnel (ticket sellers, security, etc.).
16. To organize the printing and sale of tickets to all home athletic activities.
17. All other duties as assigned by administration.

HEAD COACHES' RESPONSIBILITIES

By accepting a position of head coach at Robertson High School, a person inherently assumes the responsibility and obligation of establishing and maintaining an athletic program of the highest caliber that his/her abilities will permit. In assigning an individual to a head coaching position, the administration of the Las Vegas City Schools has placed its trust and confidence in that individual to assume and carry out each of the following responsibilities.

1. Before allowing any prospective athlete to participate in his/her program (including practice he/she will verify that the athlete has completed and submitted to the school, the following:
   a. ***Appendix*** A-Student-Athlete/Parent Consent Form
   b. ***Appendix D*** - Emergency Information/Insurance Form
   c. ***Appendix E*** - Interscholastic Athletic Medical Examination Form

   A copy of this must be kept on file in the athletic office.
2. Assure that all assistant coaches understand fully what is expected of them within your program. Assistant coaches are extremely important to <u>your</u> success as a head coach; use them to their full potential.
3. Explain and discuss the ***Appendix*** B-Basic Eligibility Standards Form and ***Appendix C***- Athletic Code of Conduct with those athletes in his/her program. Maintain a file containing a copy of each of the contracts of each athlete with the signature of the athlete, his/her parent, and the head coach, indicating that each understands the terms of the agreements.
4. Prepare and submit to the athletic office:
   1. A list of all athletes participating in your program at least one (1) week before the first contest (for eligibility purposes).
   2. A list of all lettermen in your program at the end of the season.
   3. A completed ***Appendix K*** -Individual Sport Inventory at the end of the season.

4. A completed ***Appendix O*** - Future Season Equipment Needs List by the deadline set by the Athletic Director.

5. Complete and distribute to all staff. ***Appendix G*** - Athletic Activity Excused List on each road trip.
6. Check with Athletic Director at the beginning of the season to submit travel requests.
7. See that all equipment is turned in and cared for at the end of the season.
8. Demand that our athletes conduct themselves as gentlemen/ladies at all times when they are representing our community and school.
9. See that all athletes and parents are well informed as to all academic eligibility requirements.
10. See that no student-athlete participates in more than the maximum number of games/contests that is permitted by the NMAA.
11. Supervise all assistant coaches and all of the athletic teams that are a part of his/her program.
12. Be knowledgeable of rules and regulations regarding his/her sport as presented in the NMAA handbook.
13. Keep abreast of rules and rule changes in his/her sport.
14. To, at all times, when serving in the capacity as a representative of Las Vegas City Schools, conduct himself/herself in a manner that will not cause any embarrassment to the team, school, or community. To demand the same expectations of all of his/her assistant coaches.
15. Encourage athletes to participate in as many sports as possible.
16. Develop criteria for earning a letter in their particular sport.
17. All other duties as assigned by administration.

NOTE: While many of the aforementioned responsibilities may be delegated to an assistant coach, it remains the head coach's responsibility to see that his/her program is in total compliance.

ASSISTANT COACHES' RESPONSIBILITIES

The contributions made by assistant coaches will, to a large degree, determine the success of the program. It is essential that assistant coaches accept and perform all duties and responsibilities assigned by the head coach. Coaches who serve as assistants in more than one sport are expected to perform their duties with enthusiasm and dedication in each sport and to consider the sport in which they are presently working to be their most important assignment at the time. Total loyalty to the head coach is a must. The supervision of our athletes, both on trips and on the field/court, is the joint responsibility of the head coach and his assistants.

SUPERVISION OF ATHLETES

For liability reasons, it is essential that athletes be constantly under the supervision of a coach while they are involved in any activity that is a part of your program. Students are not to have unsupervised access to such areas as the gymnasium, weight room, classrooms, shops, etc. A student-athlete should never have access to your keys. With the exception of game days or competition days, coaches are not to dismiss their athletes prior to the end of the regular school day.

RESPONSIBILITIES OF ATHLETES

a. Membership on all teams carries with it the responsibility of being a good representative of the school. Any student actions, whether bad or good, are a reflection not only of the student, but of Las Vegas City Schools. Student-athletes can expect to be held accountable by coaches, faculty members and administrators for their behavior, whether the behavior occurs in school, on the athletic field, during a sport practice or competition, or off school grounds. Student-athletes are expected to represent Las Vegas City Schools responsibly at all times.

b. Serious offenses such as fighting or disorderly conduct could result in suspension from or denial of participation in ANY athletics/club participation. Other offenses, such as unsportsmanlike conduct during school events, disruptive classroom behavior or any other behavior which reflects poorly on the school or the District is grounds for disciplinary action on the part of school authorities.

RESPONSIBILITIES OF PARENTS/GUARDIANS

a. Teach and expect sons/daughters to display high standards of behavior.

b. Teach and expect sons/daughters to have respect for law, authority, and the rights and property of others.

c. Teach and expect sons/daughters to be accountable for their own actions and help them to grow and develop into self-controlled, self-disciplined citizens.

d. Share the responsibility for student conduct with the school.

e. Support school officials in their efforts to develop and maintain well-disciplined schools and programs.

f. Attend all orientation meetings as required by the Director of Co-Curricular Activities and the Coach.

g. When wanting to address a concern please follow the **Chain of Command:**

1. COACH
2. DIRECTOR OF CO-CURRICULAR ACTMTIES
3. BUILDING PRINCIPAL
4. SUPERINTENDENT
5. BOARD OF EDUCATION

h. Read the Co-Curricular Activities Handbook and sign the statement indicating that you have read and understand the items contained within the Handbook.

MEMORIAL MIDDLE SCHOOL PROGRAMS AS "FEEDER PROGRAMS"

All Memorial Middle School athletic programs are to be considered "feeder programs" for Robertson High School athletic programs. Such programs at Robertson High School can only be as good as the feeder programs that provide this foundation. It will be the head coach's/sponsor's responsibility of each sport at Robertson High School that has a feeder program at the junior high level, to institute their program at the middle school level.

***NOTE:** It **is <u>imperative</u> that our middle school programs:**

1. Utilize the base offenses and defenses that our high school programs expect. This will only increase the quality of our high school athletic programs.
2. Teach the same terminology as used by our high school programs.
3. Teach the same basic skill techniques that our high school programs are teaching. (It goes without question that the skills will be used at the high school level).

***It will be the responsibility of the Head Coaches of the high school sports to organize the professional development necessary for our junior high school coaches. All coaches, high school and middle school, are required to cooperate.** It **is recommended that this professional development be held prior to the beginning of each sport's season.**

OUT OF TOWN CONTESTS

<u>Any</u> student participating on an athletic trip is the responsibility of the school district and the coach. Therefore, if the student is traveling on a school sponsored athletic trip, that student must use the school provided transportation.

No student, regardless of age, will be permitted to travel to or from an athletic event with any other person(s) except the coach/sponsor.

Following provisions: For unusual situations, and at the discretion of the coach, students may continue on to another destination with **their parents or legal guardians** with the following provisions:

Appendix H - Consent and Release of All Claims Form must be completed by the parent or legal guardian and approved by the Director of Co-Curricular Activities, three (3) days prior to departing for the event when the said parent/guardian transports a student at the conclusion of an event, and

The parent(s)/legal guardian(s) must sign ***Appendix*** /-Athletic/Activities Transportation Sign-Out Form, with the coach/sponsor, prior to release from event or;

Under extenuating circumstances, other arrangements have been made with the coach/sponsor **<u>and</u>** the Director of Co-Curricular Activities.

Parent(s), guardian(s), and the student will assume all legal responsibility for the personal safety and actions of the athlete/participant while the athlete/participant is traveling to and from practices or games/competition when transportation is not provided by Las Vegas City Schools.

On athletic/activity trips, students shall maintain school vehicles in a state of cleanliness. Vandalism to school vehicles may result in dismissal from the sport/activity for the season, and assessment of damages and other discipline measures may also occur. Students shall behave in a manner that does not distract the bus driver or bring discredit upon him or herself or the school.

Travel in school vehicles to athletic/activity events shall be limited to school personnel directly involved in the event such as players, managers, participants, coaches/sponsors and other necessary personnel. The Director of Co-Curricular Activities may grant exceptions. A list of all people on the bus must be left at the school office prior to departure.

SCHOOL VEIDCLE BREAKDOWN PROCEDURE

In the event that a school vehicle breaks down while transporting students out of town, it is important that the following procedure be followed:

A. Contact transportation department:
   1. Ida Sue Gonzales - (505) 454-5724

B. Contact Director of Co-Curricular Activities:
   1. Juan Carlos Fulgenzi - (505) 429-7235

C. Contact parents:

1. PARTICIPATION

a. All students in grades 7-12 participating in any Co-Curricular Activities, must comply with the Athletic Code, all procedures and rules as stated within this Co-Curricular Activities Handbook.

b. In addition, all athletes/participants must comply with all current rules as established by the following groups:
   I. Las Vegas City Schools (LVCS)
   II. New Mexico Activities Association (NMAA)
   III. Coach of the team/Sponsor of Club
   IV. Any other governing entity (i.e. National Honor Society, MESA, etc.)

c. Some information regarding NMAA rules and Regulations is included in this manual. Parents/Students may access the entire NMAA Handbook on their website at www.nmact.org.

d. Coaches/Sponsors are responsible for establishing rules and procedures specific to the teams wider their jurisdiction. While rules and safety procedures may be reiterated orally on a regular basis, information that is needed by participants on an ongoing basis will be distributed in writing to all participants.

2. REQUIREMENTS TO MAINTAIN ELIGIBILITY

A. A student entering the 7th grade for the first time may complete without reference to his/her academic record in the 6th grade. A student entering the 9 grade for the first time may compete without reference to his/her academic record prior to enrollment.

B. A student shall not have failed more than one class and must maintain a grade point average (GPA) of 2.0 or better either for the previous semester or previous grading period beginning with and including the first semester of the ninth grade year.

1. All class work counted for eligibility must be acceptable for promotion from Las Vegas City Schools.
2. The grade point average is based on a 4.0 scale.

C. A student shall meet or exceed all other criteria for eligibility as determined by the NMAA and Las Vegas City Schools in order to participate. Before a student may be issued equipment or begin practice the student must provide the athletic director proof of the following:

1. A current positive ***Appendix. E*** - Interscholastic Athletic Medical Examination form from a medical doctor (examination must be performed after April 1st, but prior to participation in their first chosen sport). The physical shall be effective from the date of the physical for one calendar year.
2. A current ***Appendix A***- Student-Athlete/Parent Consent Form, signed by parent/legal guardian.
3. An ***Appendix C*** - Athletic/Activity Code of Conduct, signed by parent and student certifying the understanding of athletic rules and agreement to abide by same.
4. An ***Appendix D*** - Emergency Information/Insurance Form, signed by the parent/guardian. It shall be mandatory that all participants be covered by insurance.

D. The purpose of the following provisions is to protect the health and safety of student-athletes and others.

1. In the event of injury, illness, pregnancy or other physical condition which may affect safe participation in athletics, medical information in addition to data provided by the physical exam will be required of the student. When an athlete is known to have such a physical condition, participation in team activities will be suspended until a written physician's release is submitted to the coach. The student will remain a member of the team, unless the physical condition prevents full participation through the end of the team's season.
2. The school district will not be liable for injuries sustained as a result of student participation with a physician's release.

E. Students are expected to report for sports at the beginning of each sport season.

1. Each individual must have a minimum often (10) days practice prior to competition in football.
2. For all other sports each individual must have a minimum of five (5) days of practice prior to competition.

Exception: Individuals participating in a sport during the most immediate previous season are exempt from this requirement (winter and spring sports only).

F. Students wishing to participate in school and non-school sports during the same season must have the school principal's approval for participation in non-school competition. Non-school competition will be counted toward the number of competitions that a student may participate in during that sports season. The New Mexico Activities Association has a ruling whereby a student is eligible to participate in a specific number of contests in one sport. Any organized contest outside of school subtracts from the number of contests in which a student may participate in interscholastic competition (NMAA Athletic By-Law IV.4.14.3).

G. If a student is cut from or drops a sport before the first contest, 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 or quits after the first contest he/she is NOT eligible to try out for another sport until the sport in which he/she was disciplined has been completed.

H. A student dropping a sport shall use the proper procedure. First, the student must discuss the departure with the coach. Second, he/she must return all equipment and clear all financial responsibility with the athletic department. 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 quits is concluded for the season or he/she has received permission from both coaches involved and the Co Curricular Activities Director.

I. 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 release from the physician before participating after the injury or illness.

J. Students are expected to attend all scheduled practices and meetings. If circumstances should arise whereby a student cannot attend practice, meetings, or games the student shall notify the coach PRIOR to the meeting, practice, or game through personal contact or arrange for the notification by his/her parents through a written statement or telephone call. The coach must determine the validity of any missed meeting or practice. The time when a student may return to participation is at the discretion of the coach.

SCHOOL ATTENDANCE ON DAYS OF COMPETITION:

An athlete/activity participant must be in school attendance for at least four (4) periods of the school day on the day of competition, or on the Friday before a Saturday competition, in order to play in an athletic contest or participate in an activity unless it is a school excused absence. Unusual circumstances (i.e., medical or dental appointments, sudden illness, death in the family, etc.) will be handled on an individual basis with the coach of the particular sport. Arrangements need to be made with the coach prior to the day of the appointment or absence.

STUDENT-ATHLETES/ACTIVITY PARTICIPANTS ON SUSPENSION:

A student who has been assigned off-campus-suspension (OCS) may not participate in any Co-Curricular activity, including Sports, for the duration of his/her suspension. This includes weekend contests.

A student who has been assigned off-campus-suspension (OCS) is eligible to practice immediately following the last school day of suspension.

A student who has been assigned in-school suspension (ISS) may participate in both practice and contests, however, penalties within a specific program may be applied to the athletes standing in that program.

OFF SEASON PROGRAMS:

At Robertson High School, an off-season program exists in all sports as time, facilities, and supervisory personnel permit. Off-season programs are primarily designed to enhance and improve the individual and team skills necessary to excel in athletics.

NOTE: In football off-season programs such protective equipment as helmets, pads are prohibited. Training devices as blocking dummies, sled, etc, may be used.

DISCIPLINE OF ATHLETES/CODE OF CONDUCT

The Las Vegas City School District understands that interscholastic athletics are a significant part of the educational process. The combination of academics and athletics enhances the quality of students' lives and expands their options for learning and personal growth. Athletics provide an educational opportunity in which students can learn essential life lessons beyond those that can be learned in an academic classroom.

This reflects our belief that the essential requirement for teamwork, the mental and physical challenges of training and competition, and the experience of winning and losing graciously and respectfully are important life lessons in every student's developmental experience. These lessons will serve students well in their future beyond.

Developing good character habits requires time and effort. Coaches, parents and other stakeholders can help students develop such habits by continually discussing, modeling and reinforcing the desired attitudes and beliefs over time.

We also understand that participation on an athletic team or teams demands a commitment that involves both dedication and sacrifice. This is required of not only student athletes, but also the coaches and parents.

Athletics is an important part of the total school program that works in conjunction with the other educational experiences to provide students the environment and opportunity to develop as better citizens. This opportunity is a privilege that carries with it responsibilities to the school, to the sport, to

other students, to the community and to the athletes themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to achieve maximum benefit from his or her education.

The following Code of Conduct shall govern all student participants involved in School District interscholastic athletics. These standards of conduct shall supplement, and not supplant or replace, the Code of Conduct or any additional or more stringent rules and standards of conduct that the governing or supervising authority of each athletic team lawfully imposes as a condition of participation in such activity. Discipline imposed as a result of a violation of this generally applicable code of conduct shall not preclude additional discipline or consequences under the rules, regulations or bylaws of the individual sport. These rules must be read, and all athletes and their parents/guardians indicating an agreement to abide by the rules contained herein must sign the Acknowledgment (see back cover). Tue signed Acknowledgment must be returned to the coach before the student is allowed to participate. The Director of Co-Curricular Activities will retain the signed Acknowledgment.

STANDARDS OF CONDUCT

A. Each student-athlete is expected to display good sportsmanship, win or lose. This means that student-athletes must demonstrate good citizenship in both school and the community at large.

Disrespectful comments, the use of foul language, violent or disruptive conduct or insubordination by a student-athlete directed toward any other person, including but not limited to game officials, coaches, advisors, teammates, athletes or members of opposing teams or schools, fans or spectators, or any other persons will subject the student to recourse by the School District.

Such recourse may include suspension or expulsion from any or all-extracurricular activities. This liability applies to all practices and meetings and all times before, during and after games or school-sponsored events, as well as to bus trips to and from games or school sponsored events. Ejection from any contest or event for such conduct may result in additional disciplinary action by the District, including suspension or expulsion from extracurricular activities.

B. When membership or participation in any athletic team is linked with involvement in hazing activities, the educational purpose of the endeavor is compromised or completely undermined. Moreover, such activities can endanger the safety of student-athletes. Because the School District is committed to providing a safe and orderly environment that promotes respect, civility and dignity for all members of the school community, hazing is strictly prohibited by the Board of Education.

No hazing activities will be tolerated under any circumstances. Members of the School District community may not participate or be involved in hazing activities. Any member of the School District community involved in such activity shall be subject to disciplinary action for violation of this policy.

The term "hazing", as used in this Code of Conduct, means any conduct or methods of initiation into any student organization, whether on public or private property, before, during or after school hours, which willfully or recklessly endangers the physical or mental health of any student or other person, or which is reasonably likely to cause harassment, intimidation, physical, emotional or psychological harm, including embarrassment or loss of human dignity, to another person.

Such conduct shall include, but not be limited to the following:

- Whipping, beating, branding, or any other physical assault;
- Forced calisthenics of any kind, such as sit-ups, pushups, any other physically abusive exercises, or any other brutal treatment or forced physical activity, which is likely to adversely affect the physical health or safety of any such person;
- Forced exposure to weather or the elements;
- Forced consumption of food, liquor, beverage, drug or any other substance
- Any forced activity which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation;
- Forced total and/or partial nudity at any time;
- Forced wearing or carrying of any obscene or physically burdensome or embarrassing article;
- Farced transportation and intentional abandonment of any person or member at any location;
- Any type of personal servitude performed for actives, which is demeaning, and/or of personal benefit to the active members;
- Forced assignment of "pranks" such as stealing, painting objects, or harassing other organizations, institutions or activities; or
- Calling or assigning prospective teammates demeaning names.

Consent of the victim of hazing shall not be available as a defense to any prosecution of hazing under this Code of Conduct. Whoever knows that another person is the victim of hazing and is at the scene of such a hazing shall, to the extent that the person can do so without danger or peril to himself/herself or others, report such activity to an appropriate official as soon as responsibly possible. Any person who knowingly and unreasonably fails to report hazing activity shall be guilty as an accomplice in such activity. Employees who fail to report an incident of hazing may be subject to disciplinary action.

C. The use, sale, distribution and/or possession of tobacco products, alcoholic beverages, illegal drugs, non-prescription or controlled substances, or drug paraphernalia, will not be tolerated by student-athletes participating in School District interscholastic athletics whether on or off school grounds.

No student-athlete shall knowingly attend any party or other social gathering where underage drinking and illegal drug use occurs. This rule is intended to apply to gatherings of primarily students where underage drinking is occurring, usually without the knowledge or acquiescence of the students' parents, and shall not apply to any student-athlete attending an event which is hosted by his or her own family, such as a wedding or a family reunion. It shall not be defense to this rule that a gathering of students at which alcohol and drugs are consumed was sanctioned by any parent, or held with parental consent. It is the **attendance** at such gatherings that is prohibited by this rule. Actual consumption of alcohol or use of drugs is not a prerequisite to establish a violation of this rule. Any student-athlete who has agreed to this Code of Conduct and who is found to have voluntarily remained in the vicinity of a gathering prohibited by this section shall be guilty of a violation of this rule whether he or she consumes or uses any substance at all.

No student-athlete will be deemed to have violated this rule if he or she can show to the satisfaction of the building Principal, Director of Co-Curricular Activities and coach that, immediately upon becoming aware that underage drinking and/or drug use is present at a party or social gathering, he/she completely removed himse1£1herself from the place where the party or social gathering was held, including parking areas.

Student-athletes using, selling, distributing and/or possessing illegal drugs, controlled substances (including prescription drugs), or drug paraphernalia on or off school property during the time that the student is participating in interscholastic athletics or at any time during the school year will be subject to disciplinary action in accordance with the Code of Student Conduct and Section 3214 of the Education Law as well as this Athletic Code of Conduct and any other applicable policy. Such discipline may include suspension or expulsion from any or all-extracurricular activities, depending on the circumstances of each case.

D. ACADEMIC ELIGIBILITY

1) As a condition of participation in School District interscholastic athletics, student athletes shall be required to maintain acceptable academic standards. Any student-athlete failing or receiving an incomplete in two or more courses at the end of an academic review period may be placed on probation or be suspended from participation in athletics.

2) In addition, student-athletes are encouraged and may be required to seek assistance after school in order to remedy the area(s) identified as unacceptable.

3) The Board of Education recognizes that not all incomplete courses or unsatisfactory grades are the result of poor academic motivation or performance. In the event a student-athlete receives an "incomplete" in a subject due to extenuating circumstances that prevented his/her completing the course work, the principal, in his/her sole discretion, may waive scholastic eligibility requirements.

E. ATTENDANCE

1) Student-athletes are expected to attend all practices, games or other events scheduled in regard to the team unless excused by the coach. Failure to regularly attend practices, games or other events scheduled may result in the student-athlete's suspension or dismissal from the team.

2) A student-athlete who finds it necessary to miss a practice, game or other event scheduled must notify the coach and indicate his/her reason for absence. This should be done well in advance of the absence. The coach may require documentation in the form of a written excuse from the parent. The coach will evaluate the reason for a missed practice, game or other event and determine whether or not action is warranted, and so inform the student-athlete. Acceptable reasons for absence may include: medical and/or dental work that must be scheduled at a particular time; death in the family; sudden personal or immediate family illness; or other specific unavoidable causes of conflict.

3) In the event that the coach approves of the student-athlete's absence, the student athlete should be aware that there is a possibility that he/she could miss games upon his/her return to the team. Reasons of safety as well as team continuity and the philosophy of the coach will govern the duration of suspension from active participation in games. An extended absence may mean that the student may have to re-qualify by completing the minimum number of practice dates stipulated by State regulations in order to compete.

4) In order to participate in interscholastic athletics on any day, student-athletes must be in attendance at school on such a day. "Attendance" includes participation in any required school activity, such as a field trip. The Athletic Director on a case-by-case basis will review extenuating circumstances.

5) Student-athletes should take notice that there may be games, practices or events during certain scheduled vacations and/or Saturdays.

6) Any student-athlete who is suspended from school for a violation of any school rule or school policy will not be allowed to play in a game or participate in any athletic activities (including practices) during the period of his/her suspension from school. The period of his/her suspension is defined as those dates indicated in the letter from the District Administrator, which notifies the student-athlete and his/her parent of the suspension. This applies to out of school suspensions. Any penalty under this Code for conduct that leads to an out of school suspension will be served after the out of school suspension is complete.

7) As a member of an interscholastic team, it is expected that your top athletic priority be to your team during the entire season of play. Participation on non-school related athletic teams in the same season of interscholastic participation is permissible, <u>but not recommended.</u>

F. It is expected that all student-athletes will read and comply with any established team rules of their coach, the Student Code of Conduct and this Athletic Code of Conduct.

G. No student-athlete may quit a team without first speaking with the coach to explain the reasons for leaving the team. Any student-athlete who violates this requirement will be unable to practice for another sport until the season of the team he/she left is completed.

H. Student-athletes are required to travel to and from athletic events with their team and coaches except when extenuating circumstances arise. When this occurs, student-athletes must be released directly to their parents, and they must have received prior approval from the Director of Athletics to come home by other means.

I. No student-athlete who participates in interscholastic athletics shall intentionally damage, or cause to be damaged, any personal or real property belonging to the School District, any other school district, or any other person.

Student-athletes will return all school issued equipment to their coach immediately following the season on the date specified by the coach or Athletic Director, or immediately upon termination of membership. The same applies to uniforms. Student-athletes do not have the right to retain uniforms or jackets or other equipment simply because they declare it lost or stolen and are willing to pay for it. Any such equipment determined to be in the possession of a student-athlete will be reclaimed by the School District using the legal means at its disposal. Also a student-athlete will not be allowed to participate in the next season until equipment is returned or paid for. Student-athletes failing to return issued equipment may also face disciplinary action at the discretion of the Administration.

J. Good Citizenship - Student-athletes must maintain a high degree of physical and mental fitness to perform to his/her highest capacity and performance potential. It is required therefore that athletes adhere to a self-imposed discipline and demonstrate the highest standards of both healthy and ethical behavior in their lifestyle. The fact that athletes are held in such high esteem in our society, places them in a position where they are viewed as role models for peers and others within the surrounding communities. Student-athletes are ambassadors of our community and are associated with our community. It is in fact, the communities that make available the opportunities for young people to pursue athletics.

As a member of an athletic team, participants must be mindful that they, at all times, represent their team, the interscholastic athletic program, school, family, and community both in and out of the season of participation. Team members are expected to fulfill their obligation for conducting themselves as good students and role models both in and out of school and in the community. Students are expected to refrain from exhibiting any behavior(s) that violates the principles of good citizenship.

K. **This Code shall apply to all student-athletes for the entire calendar year, from the date the Acknowledgement is signed, both in and out of a particular sport's season and on and off the field of competition.** Out of season violations shall be investigated when reported and consequences for violations shall be applied to the next sport season that the student-athlete would participate in.

L. Information and/or images of inappropriate or illegal behavior posted on the Internet shall constitute a basis for discipline under this Code.

PENALTIES FOR ENGAGING IN PROHIBITED CONDUCT

A. GUIDELINES FOR THE IMPOSITION OF PENALTIES

The following are guidelines reflecting minimum penalties which may be imposed on student-athletes who participate in interscholastic athletics and who are found to have violated this Code of Conduct. These penalties shall not be construed as a promise or guarantee of any particular form of discipline, as the School District retains the right to impose discipline under this policy, which it deems appropriate under the individual circumstances of each case. These penalties shall be served in addition to any penalties assessed under the District's student discipline code of conduct.

All game(s) suspensions will be served during the athlete's current season of participation. In the event that a penalty is assessed at the end of the current season, suspensions will be carried over and pro-rated (if necessary) into the next sport season the student-athlete participates in, and completes. Student-athletes will begin to serve game(s) suspensions **immediately** upon the imposition of any penalties assessed by the coach and/or Director of Athletics. In the event a student-athlete files an appeal **(see, Appeal Process)** of a penalty imposed as a result of a code violation, the game(s) suspension will be **immediately served** upon imposition of the penalty, and/or during the appeals process. Any penalty under this Code for conduct that leads to an out of school suspension will be served after the out of school suspension is complete.

The District will not tolerate repeated violations of school rules under any circumstances. The District will not extend the privilege of participation in extracurricular activities to any student-athlete who agrees to accept this Code of Conduct and then repeatedly demonstrates disregard for its provisions.

The District may however, consider expunging a student-athlete's violation record if he/she meets the following criteria:

1) The student-athlete has satisfactorily completed all components of the penalty assessed for a violation of the code, and does not commit any code violation during the probation period stipulated, **and;**

2) The student-athlete commits no further code violations for 1 calendar year from the date his/her probation period expired.

B. CLASSIFICATION OF VIOLATIONS

1) **Minor Violations** - A coach shall be responsible for assessing penalties for violation of team rules and attendance issues. Such penalties may range from a verbal warning to expulsion from the team for repeat offenses. Coaches shall generally practice progressive discipline, depending on the facts and circumstances. A coach's decision to remove a student-athlete from a team will be approved by the Athletic Director prior to the imposition of the penalty. The coach of the imposition of any penalty, including the nature of the offense and the reason(s) for the action, will notify parents.

2) **Level 1 Violation:** Any student-athlete found to have engaged in conduct prohibited under section II, (A) may be suspended from competition for one contest, for a first offense. Otherwise, Level 1 offenses include, but are not limited to: possession and/or use of alcohol or tobacco, attendance at a party where alcohol is being served as specified in section 11,(C), poor citizenship or disciplinary code of conduct violations such as theft, vandalism.

3) **Level 2 Violation:** Any student-athlete found to have committed a second Level 1 Violation while serving a level I probationary period, or any student-athlete found to have engaged in a first offense of any conduct prohibited under section II (B), including but not limited to: hosting a party where alcohol is served, hazing, or sexual harassment.

4) **Level 3 Violations:** Any student-athlete who is found to have a Level 1 violation while serving a Level 2 probationary period, a third Level 1 violation, or the use and/or possession of drugs/drug paraphernalia under section Il(C).

5) **Level 4 Violations:** This level will be utilized for extremely serious first offenses, such as felony arrests/convictions as well as for repeat offenses during periods of probation.

6) **Probation-** A stipulated period of time assessed to an athlete as a consequence for committing a code for violation. This period of time may be extended (extended

probation) until the athlete has successfully fulfilled all requirements of the sequence assessed for the violation(s).

7) **Educational Component-** This is a rehabilitative activity intended to reinforce the athlete's personal adherence to the policies and rules that govern the interscholastic program and is designed to educate the athlete about the violation committed and its impact on reaching personal and team goals.

Occasionally, it becomes necessary to take some form of disciplinary action against an athlete as a result of unacceptable misconduct or refusal on his/her part to comply with school or athletic policy. While the student handbook identifies and "spells out" the specific disciplinary actions that will be taken for certain offenses, in athletics we have adopted our own code of ethics. The ***Appendix* C:** Code of Conduct, which is signed by the athlete, his/her parent, and the coach, explains the procedure that will be followed in disciplining an athlete for serious violations of school policy, athletic training rules, or misconduct. Coaches are expected, prior to participation, to thoroughly explain the code of ethics to the athletes in his/her charge, and to obtain the signature of each athlete and his/her parent to the document. It is essential that athletes understand that all disciplinary action imposed upon them for violating the athletic code of ethics is in addition to and not in lieu of action prescribed by the Principal. Suspension from athletics can be accomplished by the Principal and/or Athletic Director and **does not require a due process hearing.**

GENERAL APPEARANCE AND CONDUCT

Student athletes shall adhere to high standards of personal conduct and personal appearance at all times. Appropriate dress and hair standards shall be set by the coaches and athletic director at the beginning of each school year for that year. These standards shall be uniformly adhered to and all participants shall be informed of these standards during the first week of practice.

A. Good sportsmanship is a major objective during practice and athletic contests.

1. Athletes will treat opponents and teammates with respect,
2. Athletes shall not argue or make unsportsmanlike gestures toward officials, opponents, coaches, spectators, or toward each other.
3. Students will be expected to act in a mature manner (Loud talk, boasting, vulgarity, profanity, immature behavior and horseplay are not becoming to Las Vegas City Schools' representatives.)
4. Las Vegas City Schools' representatives, on trips, should remain with the group unless the coach/sponsor has given permission and knows their destination and whereabouts at all times.
5. Las Vegas City Schools' students on out of town trips will not be allowed in rooms with members of the opposite sex.
6. Las Vegas City Schools' students should not be seen in public places that would bring reproach to the organization or to themselves.
7. Students will abide by a curfew as designated by the adult coach/sponsor, and all Las Vegas City Schools' students will be in their assigned rooms without visitors by curfew.
8. Students committing serious violations of the Activities Regulations will be confined to coach's supervision or arrangements made to be sent home at parent's expense.

9. Student athletes shall be properly attired at all times while representing Las Vegas City Schools. Things such as wearing shirt tails out, and caps on backward, as well as any gang-like attire shall not be tolerated by school personnel.

B. USE OF PROHIBITED SUBSTANCES

Use of tobacco, alcoholic beverages, and/or illegal drugs (including the smell thereof) by a minor is prohibited by state law. Abstinence from the use and/or possession of these substances is REQUIRED of the student-athlete during a sport season and off-season program participation. The same abstinence is expected of the student-athlete at all other times as a matter of observance of law and appropriate good habits and discipline.

C. PUNISHMENT AND DISCIPLINE

The student is subject to administrative disciplinary action as deemed appropriate concerning all students attending Las Vegas City Schools. It should be noted that the violation of other school rules and regulations might jeopardize a student's athletic participation.

For violations of A. (General Appearance and Conduct), the student-athlete may be removed from a contest and/or be disciplined at the discretion of the coach. Violations of these rules may result in suspension from the team and loss or award privileges.

For a Is^{t} career offense violation of B. (Use of Prohibited Substances), both during and out-of season, a student will be suspended for a period of 30 calendar days or the end of the current season, whichever is longer. The athlete will lose all award privileges for the sport which he/she is suspended from.

For a 2nd career offense violation of B. (Use of Prohibited Substances), both during and out-of season, a student will be declared ineligible to participate in interscholastic activities for one calendar year. The athlete will lose all award privileges during the time of suspension.

For a 3rd career offense violation of B. (Use of Prohibited Substances), both during and out-of season, a student will be declared ineligible to participate in interscholastic activities for the remainder of their career at Las Vegas City Schools. A transfer out-of-district will be reported as leaving <u>not in good standing</u> as per NMAA transfer rules.

For disciplinary measure involving suspension or removal from the team, the student-athlete will receive written notice that he/she is being suspended; the notice will state the violation that has occurred and the period of suspension in accordance with established procedures. A copy notice of the suspension will be mailed to the parents of the student-athlete.

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

ATHLETIC AWARDS

LETTER AWARDS:

In order to receive a letter the student-athlete must complete the prescribed standard established by the head coach for that sport.

Managers will receive letters and/or certificates of satisfactory completion of requirements published by the coach.

A student-athlete who becomes academically ineligible becomes ineligible for a letter or any other award offered in that sport.

INDIVIDUAL SPORT AWARDS:

It will be at the discretion of the coaching staff of each sport as to what, if any, motivational, inspirational, or achievement awards will be presented in their program.

AWARDS PROGRAM:

This awards program is designed to give athletes who participate in a sport for four complete seasons. Eligibility for the award is based on those athletes who have shown dedication to Robertson High School athletic programs through completion of four seasons of service to each program. Eighth grade students who play on high school teams are not allowed to count their eighth grade year towards the award program.

NOTE: No athlete shall receive any awards for athletic participation unless he/she has returned all equipment or paid all debt as determined by the coach and Athletic Director.

SCHEDULING:

The Director of Co-Curricular Activities will schedule and contract all athletic events in cooperation with the head coach in each sport.

** When scheduling activities, keep in mind the following recommendations:

All middle school games over 120 miles from Las Vegas should be scheduled on weekends.

It is recommended that a 5th quarter be scheduled for all middle school football games.

GAME OFFICIALS:

All varsity game officials for football and basketball will be assigned by the NMAA/regional commissioner. Officials for varsity contests in other sports will be obtained from the area group assignors, by the Athletic Office. The local officials association will assign officials for athletic contests below the varsity level.

Officials should at all times be treated with respect. It is highly inappropriate to publicly question an official's integrity, or to in any way insult his/her dignity. If you have a serious complaint against an official, you are expected to pursue your grievance through the proper channels (Athletic Office). Never take advantage of your access to the media to "publicize" or "sensationalize" your displeasure.

EQUIPMENT PURCHASES/BUDGET:

The head coach in each sport will present the Director of Co-Curricular Activities with an ***Appendix O*** - Future Season Equipment Needs List to be purchased for the next year. The requisitions will be created through the athletic director and must not exceed that program's assigned budget.

EQUIPMENT/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, damaged beyond normal usage, lost, or stolen equipment. Athletes may not check out equipment in a sport until he/she has returned all previously issued equipment. Diplomas and awards may also be held for unreturned and/or not paid for missing equipment. Coaches will use ***Appendix J-*** Uniform/Equipment Accountability Form, to hold student-athletes accountable for the equipment and uniforms they used throughout the year.

Coaches must maintain a current inventory ***(Appendix K*** - Individual Sport Inventory) of all equipment and uniforms. A copy of this inventory will be on file with the Director of Co-Curricular Activities.

Coaches and athletes shall properly care for all equipment that belongs to Las Vegas City Schools. Equipment shall be properly stored away daily. Uniforms, including helmet, shall not be altered in any way without coaches' approval. This includes insignias and decals.

Athletes are to use athletic facilities only under the supervision of a coach or designated adult. Athletes who violate this policy will be restricted from use of these facilities or subject to other disciplinary measures.

MAINTENANCE:

When any of our athletic facilities are in need of repair or maintenance, please inform the athletic office. The Director of Co-Curricular Activities will then file a "work order" with the Maintenance Department. If the matter has not received attention after a reasonable amount of time, inform the athletic office of the situation.

TRANSPORTATION:

Upon completion of the schedule tor each sport, the head coach will make arrangements for team transportation and meals. Coaches are expected to confirm travel date and departure time with the Director of Co-Curricular Activities on Monday prior to each trip each trip.

Coaches' transportation requests for scouting and coaching clinics should be submitted to the Director of Co-Curricular Activities at least one week in advance of the trip. He will then make the transportation request. Please turn keys into the Transportation Office upon return.

NOTE: The use of personal vehicles for school related transportation purposes is strongly discouraged and should only occur when a school car is not available and with the prior approval of the Director of Co-Curricular Activities.

NOTE: School cars should be returned to the Transportation Office at your earliest convenience upon return from a trip.

ADVERTISING:

All corporate advertising at school functions must be approved by the Director of Co-Curricular Activities prior to sporting events

PROHIBITED ADVERTISEMENT:

The New Mexico Activities Association Handbook (Section 4.1.4) stipulates that no liquor or tobacco advertising shall be included in any advertising related to any athletic event sponsored or sanctioned by the Association.

BOOSTER CLUBS:

Booster clubs play an important role in the support of interscholastic athletics. Because their primary purpose is to enhance your program, coaches are expected to be very supportive and cooperative with the booster club of their respective sport. The organization's involvement should be in cooperation with the administration and coaching staff of the school.

Precautions must be taken not to extend activities into areas which create conflict within the school community and existing educational philosophies. Groups should not commit the school community to activities, which infringe on instructional time or require inordinate amounts of time, effort, or money. It is essential that activities, which use the name of the school or implied support of the school or the district, adhere to the policies procedures and financial safeguards normally expected of public bodies.

All funds raised by booster clubs are considered to be public monies. Therefore, all clubs are required to adhere to the same procurement codes as the schools. Any activities or fund raising projects initiated by the organization and which involves the use of our students must be proposed, in writing, and be authorized by the Athletic Director before the activity commences or any final arrangements are made.

FUND RAISING:

Fundraising is a necessary activity for all athletic and co-curricular programs. Fundraising activities, however, can put a financial strain on a small community such as Las Vegas. Coaches and sponsors of clubs and organizations are required to get PRIOR APPROVAL for fundraising from the Director of Co-Curricular Activities. All fundraising activities must be approved prior to ordering or receiving products/services. It is the duty of the Director of Co-Curricular Activities to ensure that all activities have been reviewed and approved prior to commencement. A Fundraising Application (Appendix P) must be filled out by each sponsor/coach responsible for each fundraiser at least two weeks prior to the projected start of the fundraiser. Coaches and sponsors are reminded that not all fundraiser requests will be approved. Circumstances that contribute to the fundraiser application denial may include: fundraisers already in place at requested time, etc.

The District:

a. Reserves the right to stop payment on all fund raising activities in which the coach/sponsor/vendor neglected to follow district policy. In these cases, a contract exists between the vendor and employee.

b. Will not be liable for any unapproved fund raising activities; the responsibility of such cases will result in the individual who initiates the purchase to be personally responsible for any reimbursements due.

c. Will prohibit vendors from the "Approved List" for non-compliance with District policy.

Sponsors/Coaches will:

1. Complete the Fundraising Application Form (Appendix P) and turn in to the Director of Co- Curricular Activities at least **two weeks prior** to fundraising start date.

2. In the presence of a parent witness, count money together.

3. Turn in fundraiser proceeds within 24 hours for deposit. NO EXCEPTIONS!!

STUDENT ACTIVITY/ATHLETICS FUND DEPOSIT SHEET - completed by sponsor

- All fundraising documentation will be provided to the Business Office by the Director of Co- Curricular Activities

EMERGENCY PROCEDURES FOR ATHLETIC INJURIES IN LAS VEGAS CITY SCHOOLS:

Emergency plan for athletic accidents or injuries are to be carried out by coaches unless an athletic trainer from an opponent, a school nurse or a doctor is in attendance.

Communication

Serious Injury (potentially life threatening)

A. Call ambulance and doctor; give nature of injury.

B. Call parents.

C. Contact Director of Co-Curricular Activities and central office.

D. Fill out accident form and turn in to Director of Co-Curricular Activities.

For non-serious injuries, call parents if you feel there is any possibility that the individual might need medical attention.

***NOTE TO COACHES:** If there is any question as to whether the injury is of a serious or a non-serious nature, it must be considered serious. Be sure that players know to stay down when hurt. Be sure that other players don't pull injured one up. Keep up with proper first aid techniques and don't allow "skill decay" to set in.

Emergency numbers:

Ambulance: 911
Police: 911 or (505) 425-7504
Alta Vista Regional Hospital (505) 426-3500

It is advisable to have a list of home and office numbers of parents easily accessible in case of emergencies with athletes in any sport.

NOTE: Students with significant injuries should have a statement signed by a licensed physician presented to the head coach stating conditions under which renewed practice is advisable.

COACH/PLAYER RELATIONSHIPS

The relationship between coach and player is very important, for often the coach becomes a very powerful influence on a young athlete during the formative years. This influence can be either good or bad, and parents who place their dearest possession in the coach's charge have every right to expect the coach, by his/her example, to produce a finer and better young person for having participated under his/her guidance.

As a coach, you should not only expect, but at all times demand, the proper respect from your players. That respect should inherently accompany the position of leadership you hold in our athletic program. Because of the demands we make on their time and energy, our athletes have the right to expect nothing less from us as coaches. Should you encounter a student in your program that for various reasons you deem unworthy of your respect, concern, and consideration, that student should be dropped from the program rather than being frequently subjected to humiliation and degradation.

Professionalism is one of the most important assets a coach can possess when dealing with young people. Either athlete or coach will not tolerate inappropriate attire, vulgarities, obscenities or any other negative actions.

PRE-SEASON PARENT MEETING

Coaches are expected to hold a meeting for all parents prior to the first contest. Some areas of emphasis include:

Physicals/Emergency Information

Travel Procedures (i.e. pick-up, drop off, student parking for out-of-town games, expectations)

Playing time philosophy

Team Rules

Sportsmanship

POLICIES FOR LAS VEGAS CITY SCHOOLS FACILITIES

General Philosophy - The athletic facilities are dedicated to the purpose of development of healthy bodies, recreational activities, and leisure time hobbies. The building is to be used by the community and school with a sincere purpose of care and maintenance of the facilities.

School Use - In general, the gym will be used for physical education and athletics for boys and girls from 8:00am-9:00pm daily. Beginning around the first of November each year, the building is to be used for basketball practice by the high school teams. Preference will be given to school activities over community utilization.

Care of Gym Floor - Only approved gym shoes are to be permitted on the main floor. NO STREET SHOES are permitted on the floor at any time. No activity of school or community is to be permitted in the gym that would potentially damage the floor area.

Use of Gym by Organizations - Organizations or community groups which desire use of the gym shall make request through the Director of Co-Curricular Activities. The request should be made as far in advance of use as possible. Rental fees, if applicable, shall be paid in advance for use of the gym. Anonymous individuals or out-of-town organizations may not rent the gym. The renter shall be responsible for all damages incurred as a result of use or performance. In general, the gym is not to be used as an auditorium. In addition, it is clearly a gymnasium, and commercial enterprises, non-athletic in nature, shall not be approved.

Supervision - There must be a school representative present for openings, closing, and regulation of utilities at all activities. Organizations that rent the gym shall furnish adequate help for supervision of the activity. The drinking of intoxicating beverages in the gym or on the school grounds is prohibited. A school group or organization without an authorized school representative present may not use the gym.

School Equipment - Only authorized personnel of the school shall use the sound system and scoreboard. The handling of bleachers, basketball goals, chairs, floor coverings, safety net, lights, heating plant and physical facilities, shall be by only the maintenance department. No equipment of the gym may be loaned or borrowed except within the school system. All community groups or individuals shall furnish their own individual basketballs, towels, gym shoes, and gym suits.

Smoking- No smoking shall be permitted in the gym or lobbies of the gym.

Locker Room Privacy: The Las Vegas City Schools District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

Locker rooms are provided for the use of physical education students, athletes, and other activity groups and individuals authorized by the building principal or by school district.

No media will be permitted to enter into a locker room or remain in a locker room to interview or seek information from an individual at any time. Such interviews must take place outside of the locker room consistent with applicable district policies and/or school rules.

Use of camera, video recorder, and/or recording devices

Under no circumstances can a person use a camera, video recorder, cell phone, or other recording device to capture, record, or transfer a representation of a nude or partially nude person in a locker room. Any other use of a camera, video recorder, or other recording device in a locker room, bus/school vehicle, practice/game facility/office requires the prior permission of the Director of Co-Curricular Activities and the person being photographed, videotaped, or recorded. Students or staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal and/or Director of Co-Curricular Activities shall be responsible for enforcing this policy.

General Conclusion - The Board of Education desires the building to be used in such a manner that the future generation may enjoy the benefits of the building. Help take care of the facility. Respect all those who are involved in Athletics/Activities – coaches, teammates, officials, etc.

APPEALS PROCESS

Appeals from the decisions of the coaches and/or the Director of Co-Curricular Activities must follow the proper administrative channels. This is as follows:

Coach

Director of Co-Curricular Activities

Principal

Superintendent

Board of Education

New Mexico Activities Association: Rules,

Regulations, and Guidelines

ELIGIBILITY RULES

SCHOLASTIC ELIGIBILITY CHANGES

Per a recent vote of NMAA mem her schools, three changes have been made to scholastic eligibility guidelines for the 2018-2019 school year. These are as follows:

1). Use of Semester Grades Only -- Scholastic Eligibility will be determined by semester grades (6/9 week marking period grades will no longer be used).

2). NO F's -A student must have a 2.0 GPA 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 - Beginning in the summer of 2018, students may make-up multiple courses to attempt to gain eligibility.

SECTION 4.1.5: PARTICIPANT INSURANCE

It shall be mandatory that all participants be covered by insurance. Participants shall carry the school offered insurance or provide the school with documentation that they are covered by private insurance. In addition, effective with the **07-08** school years, all junior high/middle schools and senior high athletes are also required to have catastrophic accident/injury insurance prior to participation. (The catastrophic insurance is purchased by Las Vegas City Schools).

MEDICAL RELEASE FORMS

A form, signed by the athlete's parent/guardian authorizing the coach, team physician, or school officials to use their own judgment in administering first aid, securing medical aid and/or ambulance service in the event of a medical emergency involving their son/daughter/ward and when the parents or family doctor cannot be immediately reached, must be signed and on file. This should be easily accessible at all times and carried on all out of town trips.

LOSS OF SCHOOL TIME:

In an attempt to reduce the amount of school time missed as a result of extracurricular activities the New Mexico Activities Association has mandated that:

A. One day events must be scheduled on Saturday or non-school days, or start on or after 3:00 PM.**
B. Multiple-day events must include Saturday or a non-school day as one of the days.
C. No student shall be absent from school for school-sponsored extracurricular activities in excess of fifteen (15) days per semester and no class may be missed in excess of fifteen (15) times per semester.

OFF SEASON PROGRAMS:

During the school year, but outside a particular sport season (off-season), a member school may allow participation in that particular sport during an athletic period. The participation may not last longer than the allotted class time. For schools not having an athletic period, a block of time equal to a regular school period may be used each day for sports participation. Interschool competition/scrimmages are prohibited during the off-season.

In off-season football the following equipment is prohibited: helmets and other protective equipment, such as pads, guards, etc. Training devices such as tackling or blocking dummies, charging sleds, and other similar devices are allowed.

SPORTSMANSIDP; PLAYERS AND COACHES:

A. When a participant is disqualified from any contest for unsportsmanlike conduct:

1. First Offense: The participant is automatically suspended from the next contest minimally and depending on case as determined by the Executive Director.

2. Second or Subsequent Offenses: The participant is automatically suspended from the next contest or more depending on case as determined by the Executive Director.

NOTE: The involved school must notify the Association, in writing, of each offense or be subject to additional sanctions.

B. EXHIBIT RESPECT FOR THE OFFICIALS: The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contest are a part of it. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of good sportsmanship is to accept and abide by the decision made. This value is critical for students to learn for later application in life.

C. COACHES: One of the most commonly used justifications of an interscholastic athletic program is the benefit that the athlete derives from learning and practicing good sportsmanship. As a coach in the Las Vegas School System, you are expected to make teaching sportsmanship a high priority. It is imperative that our kids win with class and learn to tolerate defeat with dignity. The degree to which our athletes attain the desirable attributes of good sportsmanship will obviously be reflected by the example you set as a coach.

PART II ACTIVITIES

INTRODUCTION

This publication is designed to assist teachers, school administrators, and sponsors with the everyday implementation of the Las Vegas City School's Co-Curricular Activities program. This handbook contains rules, regulations, and policies that have been established by our own school athletic/activities policies. Sponsors and administrators are expected to be knowledgeable of these procedures/policies and to consistently apply them throughout our co-curricular program. Sponsors are asked to review all pertinent rules, regulations, and policies with the students in their respective programs.

Participation in activities is a privilege offered to students; it is not an inherent right. Participation in any of these programs demands a major commitment, not just during practice or competition, but at all times in order to be prepared mentally to do one's best. Student, school personnel and community-school assistants are representatives of their school and community. Their conduct and appearance is expected to exemplify high standards at all times.

a All students in grades 7-12 participating in any co-curricular activity must comply with the rules as stated within this Handbook.

b. In addition, all student activity participants must comply with all current rules as established by the following groups:
   I. Robertson High School and the Las Vegas City Schools District
   II. Recognized rules of the activity
   III. Advisor of the activity/club

a The Activity Code and any penalties for violations of the Activity Code are applicable for all students participating in all co-curricular activities.

b. Advisors are responsible for establishing rules and procedures specific to the activities under their jurisdiction. While rules and safety procedures may be reiterated orally on a regular basis, information that is needed by participants on an ongoing basis will be distributed in writing to all participant.

SPONSORED ACTIVITIES

There are a variety of activities for students at RHS. Students are encouraged to get involved with extra-curricular activities. Listed below are some of the clubs and organizations students may join:

Student Council	FFA Chapter	National Honor Society	Chess Club	Band
Choir	BPA	Ski Club	Key Club	Dream Makers
Yearbook	MESA	Newspaper	Esports	
Speech and Debate				

ACTIVITY CODE

a. Students participating in **co-curricular activities are required to:**

I. Refrain from the use, possession, transfer or sale of alcoholic beverages, controlled substances, performance-enhancing substances, or tobacco products.

II. Refrain from hosting, sponsoring, organizing, or otherwise arranging a party/gathering at which prohibited substances are being used.

III. Refrain from committing, being arrested, or being charged for any illegal behavior.

IV. Refrain from posting disparaging or disrespectful comments, or any pictures or video which would show individuals committing violations of the Activity Code with respect to any advisors, teachers, school administrators, Las Vegas City Schools students, competition judges, or students or staff at opposing schools, on electronic media available to the general public on sites such as "My Space," Facebook," or "Twitter," or through text messages or e-mails sent via electronic media.

V. Refrain from committing serious and/or continued violations of school regulations.

VI. Refrain from lying, being disrespectful, exhibiting any insubordinate behavior, or from engaging in any form of conduct unbecoming a student representing Las Vegas City Schools in any activity, competition, or performance.

b. Special Conditions:

I. Participation in co-curricular activities is a privilege, and not a right; therefore, students involved in activities are often held to a higher standard than other students by virtue of the fact that they are highly visible representatives of Las Vegas City Schools whose negative behavior could adversely impact the image of our school.

II. The Director of Co-Curricular Activities shall have primary responsibility for investigating, and, if necessary, assigning penalties, for alleged violations of the Activity Code.

III. The Activity Code is in effect for twelve months of the calendar year and governs the behavior of students whether school is in session or not, and at both in-school events and events not sponsored by the school, except where otherwise stated in the Activity Code.

IV. Participants in co-curricular activities are expected to adhere to the Activity Code during the entire calendar year of their entire school career including all breaks and vacations once they have been declared as participants in any co-curricular activity.

V. If a student is present at a gathering, unaccompanied by parents, where any substances or items prohibited by the Activity Code are present or being consumed, s/he must depart immediately or, if necessary, make arrangements to **depart entirely from the premises** and must refrain from violating the Activity Code while still at the gathering. The parent/guardian/adult owning the residence where a peer party is being held, and any substances or items prohibited by the Activity Code are being used by minors, does not exempt the child of the owner from violating this rule. Failure to comply with these provisions will be considered a violation of the Activity Code..

VI. **HOSTING A PARTY:** Any student who has a party/gathering at his/her home or on his/her property where the use, possession, transfer or sale of any prohibited substances takes place will be assessed a penalty.

VII. **HAZING:** Any student who knowingly is a participant of, or who participates in the planning of any hazing ritual or incident will be considered in violation of the hazing policy and will be assessed a penalty.

VIII. Penalties will carry over to the student's next activity. If a student is assessed a penalty during participation in an activity, that penalty will carry over into any activity or sport in which the student wishes to participate.

IX. If the next activity is not the season of an activity in which the student is normally involved, the carry-over of the penalty and successful completion of the penalty will count only if the student remains in good standing during the entire duration of the activity/sport. If not, the penalty carry-over initially in effect will remain in effect and must be served during participation in a successive activity/sport.

X. If a student is assessed a penalty during participation in a sport, that penalty will carry over into any activity in which the student wishes to participate.

XI. All penalties assessed for violations of the Activity Code will be considered completed ONLY IF that participant serves the total penalty as assessed.

XII. When assessing penalties for violations of the Activity Code, a contest/game/performance/activity shall be defined as a single day's activities.

XIII. Violations of the Activity Code could lead to additional penalties being assessed by the school or law enforcement personnel.

4. ACTIVITY CODE VIOLATIONS

PENALTIES FOR ENGAGING IN PROIDBITED CONDUCT

A. GUIDELINES FOR THE IMPOSITION OF PENALTIES

The following are guidelines reflecting minimum penalties which may be imposed on students who participate in co-curricular activities and who are found to have violated this Code of Conduct. These penalties shall not be construed as a promise or guarantee of any particular form of discipline, as the School District retains the right to impose discipline under this policy, which it deems appropriate under the individual circumstances of each case. These penalties shall be served in addition to any penalties assessed under the District's student discipline code of conduct.

All suspensions will be served during the student's current activity participation.
The District will not tolerate repeated violations of school rules under any circumstances. The District will not extend the privilege of participation in co-curricular activities to any student who agrees to accept this Code of Conduct and then repeatedly demonstrates disregard for its provisions.

The District may however, consider expunging a student's violation record if he/she meets the following criteria:

1) The student has satisfactorily completed all components of the penalty assessed for a violation of the code, and does not commit any code violation during the probation period stipulated, **and;**

2) The student commits no further code violations for 1 calendar year from the date his/her probation period expired.

B. CLASSIFICATION OF VIOLATIONS

1) **Minor Violations** -An advisor/sponsor shall be responsible for assessing penalties for violation of team rules and attendance issues. Such penalties may range from a verbal warning to expulsion from the team for repeat offenses. Sponsors shall generally practice progressive discipline, depending on the facts and circumstances. A sponsor's decision to remove a student from an activity will be approved by the Director of Co-Curricular Activities prior to the imposition of the penalty. The sponsor of the imposition of any penalty, including the nature of the offense and the reason(s) for the action, will notify parents.

2) **Level 1 Violation:** Any student found to have engaged in conduct prohibited under section II, (A) may be suspended from competition for one contest, for a first offense. Otherwise, Level I offenses include, but are not limited to: possession and/or use of alcohol or tobacco, attendance at a party where alcohol is being served as specified in section Il,(C), poor citizenship or disciplinary code of conduct violations such as theft, vandalism.

3) **Level 2 Violation:** Any student found to have committed a second Level 1 Violation while serving a level I probationary period, or any student-athlete found to have engaged in a first offense of any conduct prohibited under section II (B), including but not limited to: hosting a party where alcohol is served, hazing, or sexual harassment.

4) **Level 3 Violations:** Any student who is found to have a Level 1 violation while serving a Level 2 probationary period, a third Level 1 violation, or the use and/or possession of drugs/drug paraphernalia under section II(C).

5) **Level 4 Violations:** This level will be utilized for extremely serious first offenses, such as felony arrests/convictions as well as for repeat offenses during periods of probation.

6) **Probation-** A stipulated period of time assessed to a student as a consequence for committing a code for violation. This period of time may be extended (extended probation) until the student has successfully fulfilled all requirements of the sequence assessed for the violation(s).

7) **Educational Component-** This is a rehabilitative activity intended to reinforce the student's personal adherence to the policies and rules that govern the co-curricular program and is designed to educate the student about the violation committed and its impact on reaching personal and team goals.

Occasionally, it becomes necessary to take some form of disciplinary action against a student as a result of unacceptable misconduct or refusal on his/her part to comply with school policy. While the student handbook identifies and "spells out" the specific disciplinary actions that will be taken for certain offenses, in athletics we have adopted our own code of ethics. The ***Appendix C:*** Code of Conduct,

which is signed by the student, his/her parent, and the sponsor, explains the procedure that will be followed in disciplining a student for serious violations of school policy, rules, or misconduct. Sponsors are expected to thoroughly explain the code of ethics to the students in his /her charge and to obtain the signature of each student and his/her parent to the document. It is essential that students understand that all disciplinary action imposed upon them for violating the activity code of ethics is in addition to and not in lieu of action prescribed by the Principal. Suspension from activities can be accomplished by the Principal and/or Director of Co-Curricular Activities and **does not require a due process hearing.**

GENERAL APPEARANCE AND CONDUCT

Students shall adhere to high standards of personal conduct and personal appearance at all times. Appropriate dress and hair standards shall be set by sponsors at the beginning of each school year for that year. These standards shall be uniformly adhered to and all participants shall be informed of these standards during the first week of practice.

1. Students will treat fellow students and those of other schools with respect,
2. Students will be expected to act in a mature manner (Loud talk, boasting, vulgarity, profanity, immature behavior and horseplay are not becoming to Las Vegas City Schools' representatives.)
3. Las Vegas City Schools' representatives, on trips, should remain with the group unless the coach/sponsor has given permission and knows their destination and whereabouts at all times.
4. Las Vegas City Schools' students on out-of town trips will not be allowed in rooms with members of the opposite sex unless accompanied by an adult supervisor.
5. Las Vegas City Schools' students should not be seen in public places that would bring reproach to the organization or to themselves.
6. Students will abide by a curfew as designated by the sponsor, and all Las Vegas City Schools' students will be in their assigned rooms without visitors by curfew.
7. Students committing serious violations of the Activities Regulations will be confined to coach's supervision or arrangements made to be sent home at parent's expense.
8. Students shall be properly attired at all times while representing Las Vegas City Schools. Things such as wearing shirt tails out, and caps on backward, as well as any gang-like attire shall not be tolerated by school personnel.
9. Hazing will not be tolerated

B. USE OF PROHIBITED SUBSTANCES

Use of tobacco, alcoholic beverages, and/or illegal drugs (including the smell thereof) by a minor is prohibited by state law. Abstinence from the use and/or possession of these substances is REQUIRED of all students who are participants in the LVCS Co-Curricular Activities Program. The same abstinence is expected of the student at all other times as a matter of observance of law and appropriate good habits and discipline.

C. PUNISHMENT AND DISCIPLINE

The student is subject to administrative disciplinary action as deemed appropriate concerning all students attending Las Vegas City Schools. It should be noted that the violation of other school rules and regulations might jeopardize a student's participation.

For violations of A. (General Appearance and Conduct), the student may be removed from a contest and/or be disciplined at the discretion of the sponsor. Violations of these rules may result in suspension from the program and loss or award privileges.

For a **1st** career offense violation of B. (Use of Prohibited Substances), both during and out-of season, a student will be suspended for a period of 30 calendar days or the end of the current season, whichever is longer. The student will lose all award privileges for the program which he/she is suspended from.

For a 2nd career offense violation of B. (Use of Prohibited Substances), both during and out-of season, a student will be declared ineligible to participate in activities for one calendar year. The student will lose all award privileges during the time of suspension.

For a 3rd career offense violation of B. (Use of Prohibited Substances), both during and out-of season, a student will be declared ineligible to participate in co-curricular activities for the remainder of their career at Las Vegas City Schools. A transfer out-of-district will be reported as leaving not in good standing.

For disciplinary measure involving suspension or removal from the program, the student will receive written notice that he/she is being suspended; the notice will state the violation that has occurred and the period of suspension in accordance with established procedures. A copy notice of the suspension will be mailed to the parents of the student.

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

DISPUTES

Clarifications of misunderstandings or disputes between activity participants, coaches/advisors, parents or any other interested party shall first try to be resolved with the parties involved. If this is not possible, the dispute shall follow the **chain of command:**

1. Advisor
2. Director of Co-Curricular Activities
3. School Principal
4. Superintendent
5. Board of Education

DRESS CODES

Advisors reserve the right to establish dress codes within their activities for reason of appropriate school representation, safety, or uniformity. Violating an activity dress code as established by the advisor will normally be disciplined by the advisor unless there are repeated instances rising to the level of a violation of the Activity Code.

EQUIPMENT

a. Students are responsible for the safe-keeping and maintenance of all school-issued equipment, and must return all equipment, with signs only of reasonable wear, to the school at the conclusion of the activity. Since all students are issued a specific piece of equipment, there is no substitution equipment allowed. Neither may students exchange such items.

b. Failure to return school-issued equipment at the end of the activity will render the student immediately ineligible for any further participation in any co-curricular activities and the student will be issued no awards until the missing items are returned, or the school is reimbursed the actual replacement cost of the item(s). Any returned items that are unreasonably damaged must also be paid for PRIOR to eligibility being restored and PRIOR to any earned awards being distributed. Any activity participant who retains items belonging to the school will also be reported to local law enforcement authorities.

c. Failure to return or reimburse the school for missing items by the end of a student's senior year of high school will render that student ineligible for Commencement Exercises from Robertson High School.

RESPONSIBILITIES OF SPONSORS/ADVISORS

The role of the sponsors/advisors is to properly educate students through the participation in co-curricular activities. Promotion of the welfare and overall development of each student shall be the highest priority at all times. LVCS sponsors/advisors have the responsibility to be role models for our students. Therefore, parents and students can expect that their sponsors/advisors will:

1. Be a role model for good sportsmanship, use appropriate language, be professional in appearance, promote a healthy environment for all students, and create an atmosphere of respect.

2. Always act in the best interest of the group or team.

3. Provide information regarding team requirements, fees, special equipment, off-season opportunities, and locations and time for all practices and contests.

4. Follow all state and national guidelines for their activity and all LVCS eligibility requirements.

5. Provide team regulations and expectations that are outside the LVCS Co-Curricular Code and lettering and special award requirements. (Example: Policy regarding missed practices and consequences.)

6. Have well planned practices and activities.

RESPONSIBILITIES OF PARENTS/GUARDIANS

a. Teach and expect sons/daughters to display high standards of behavior.

b. Teach and expect sons/daughters to have respect for law, authority, and the rights and property of others.

c. Teach and expect sons/daughters to be accountable for their own actions and help them to grow and develop into self-controlled, self-disciplined citizens.

d. Share the responsibility for student conduct with the school.

e. Support school officials in their efforts to develop and maintain well-disciplined schools and programs.

f. Attend all orientation meetings as required by the Director of Co-Curricular Activities and the advisor.

g. Read the Parent/Student Activities Handbook and sign the statement indicating that you have read and understand the items contained within the Handbook.

BOOSTER CLUBS/PTA:

Booster clubs/PTA play an important role in the support of interscholastic athletics. Because their primary purpose is to enhance your program, coaches are expected to be very supportive and cooperative with the booster club of their respective sport. The organization's involvement should be in cooperation with the administration and coaching staff of the school.

Precautions must be taken not to extend activities into areas which create conflict within the school community and existing educational philosophies. Groups should not commit the school community to activities, which infringe on instructional time or require inordinate amounts of time, effort, or money. It is essential that activities, which use the name of the school or implied support of the school or the district, adhere to the policies procedures and financial safeguards normally expected of public bodies.

All funds raised by booster clubs are considered to be public monies. Therefore, all clubs are required to adhere to the same procurement codes as the schools. Any activities or fund raising projects initiated by the organization and which involves the use of our students must be proposed, in writing, and be authorized by the Athletic Director before the activity commences or any final arrangements are made.

FUND RAISING:

Fundraising is a necessary activity for all athletic and co-curricular programs. Fundraising activities, however, can put a financial strain on a small community such as Las Vegas. Coaches and sponsors of clubs and organizations are required to get PRIOR APPROVAL for fundraising from the Director of Co-Curricular Activities. All fundraising activities must be approved prior to ordering or receiving products/services. It is the duty of the Director of Co-Curricular Activities to ensure that all activities have been reviewed and approved prior to commencement. A Fundraising Application (Appendix P) must be filled out by each sponsor/coach responsible for each fundraiser at least two weeks prior to the

projected start of the fundraiser. Coaches and sponsors are reminded that not all fundraiser requests will be approved. Circumstances that contribute to the fundraiser application denial may include: fundraisers already in place at requested time, etc.

The District:

a. Reserves the right to stop payment on all fund raising activities in which the coach/sponsor/vendor neglected to follow district policy. In these cases, a contract exists between the vendor and employee.

b. Will not be liable for any unapproved fund raising activities; the responsibility of such cases will result in the individual who initiates the purchase to be personally responsible for any reimbursements due.

c. Will prohibit vendors from the "Approved List" for non-compliance with District policy.

Sponsors/Coaches will:

- Complete the Fundraising Application Form (Appendix P) and turn in to the Director of Co-Curricular Activities at least **two weeks prior** to fundraising start date.

- In the presence of a parent witness, count money together.

- Turn in fundraiser proceeds within 24 hours for deposit. NO EXCEPTIONS!!

STUDENT ACTIVITY/ATHLETICS FUND DEPOSIT SHEET - completed by sponsor

- All fundraising documentation will be provided to the Business Office by the Director of Co- Curricular Activities

RESPONSIBILITIES OF STUDENTS AND ACTIVITY PARTICIPANTS

a. Membership in clubs/activities carries with it the responsibility of being a good representative of the school. Any student actions, whether bad or good, are a reflection not only of the student, but of Las Vegas City Schools. Students can expect to be held accountable by advisors, faculty members and administrators for their behavior, whether the behavior occurs in school, during any co-curricular activity, or off school grounds. Students are expected to represent Las Vegas City Schools responsibly at all times.

b. Serious offenses such as fighting or disorderly conduct could result in suspension from or denial of participation in ANY co-curricular activity. Other offenses, such as unsportsmanlike conduct during school events, disruptive classroom behavior or any other behavior which reflects poorly on the school or the District is grounds for disciplinary action on the part of school authorities.

c. <u>Use of camera, video recorder, and/or recording devices</u>

Under no circumstances can a person use a camera, video recorder, cell phone, or other recording device to capture, record, or transfer a representation of a nude or partially nude person in a locker room. Any other use of a camera, video recorder, or other recording device in a locker room, bus/school vehicle, practice/game facility/office requires the prior permission of the Director of Co-Curricular Activities and the person being photographed, videotaped, or recorded. Students or staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal and/or Director of Co-Curricular Activities shall be responsible for enforcing this policy.

SPORTSMANSHIP EXPECTATIONS -STUDENT PARTICIPANTS

a. All students are expected to adhere to the following expectations of good sportsmanship both on and off the field of play:
   - I. Accept and understand the seriousness of your responsibility and the privilege to represent your school and your community.
   - II. Dress with special care whenever you are representing the school.
   - III. Live up to the standards of good sportsmanship established by your advisor and your school.
   - IV. If you are participating in an activity that involves competition with other schools, learn the rules of the activity and assist your parents/guardians and fans by discussing the rules with them.
   - V. Treat your opponents with mutual respect.
   - VI. Respect the judgment of the judges even if you disagree with their judgment.
   - VII. Win with humility; lose with grace. Do both with dignity.

OUT OF TOWN CONTESTS

Any student participating on an activities trip is the responsibility of the school district and the sponsor. Therefore, if the student is traveling on a school sponsored activity trip, that student must use the school provided transportation.

No student, regardless of age, will be permitted to travel to or from an athletic event with any other person(s) except the coach/sponsor.

Following provisions: For unusual situations, and at the discretion of the sponsor, students may continue on to another destination with **their parents or legal guardians** with the following provisions:

Appendix H - Consent and Release of All Claims Form must be completed by the parent or legal guardian and approved by the Director of Co-Curricular Activities, three (3) days prior to departing for the event when the said parent/guardian transports a student at the conclusion of an event, and

The parent(s)/legal guardian(s) must sign ***Appendix*** /-Athletic/Activities Transportation Sign-Out Form, with the coach/sponsor, prior to release from event or;

Under extenuating circumstances, other arrangements have been made with the coach/sponsor **and** the Director of Co-Curricular Activities.

Parent(s), guardian(s), and the student will assume all legal responsibility for the personal safety and actions of the athlete/participant while the athlete/participant is traveling to and from practices or games/competition when transportation is not provided by Las Vegas City Schools.

On athletic/activity trips, students shall maintain school vehicles in a state of cleanliness. Vandalism to school vehicles may result in dismissal from the sport/activity for the season, and assessment of damages and other discipline measures may also occur. Students shall behave in a manner that does not distract the bus driver or bring discredit upon him or herself or the school.

Travel in school vehicles to athletic/activity events shall be limited to school personnel directly involved in the event such as players, managers, participants, coaches/sponsors and other necessary personnel. The Director of Co-Curricular Activities may grant exceptions. A list of all people on the bus must be left at the school office prior to departure.

SCHOOL VEIDCLE BREAKDOWN PROCEDURE

In the event that a school vehicle breaks down while transporting students out of town, it is important that the following procedure be followed:

D. Contact transportation department.

1. Ida Sue Gonzales-(505) 454-5724

E. Contact Director of Co-Curricular Activities

1. Juan Carlos Fulgenzi - (505) 454-5770
   (505) 429-7235

F. Contact parents.

Title IX -Athletics Equity Act

Title IX of the Educational Amendments of 1972 is the landmark legislation that bans sex discrimination in schools, whether it be in academics or athletics. Title IX states:

"No person in **the U.S. shall, on the basis of sex be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal aid."**

By August 31, 2011 each school must submit the following data to the Public Education Department:

The data submitted shall include:

- by August 31, 2011, the following information pertaining to enrollment:
- (1) the total enrollment in each public school as an average of enrollment at the eightieth and one hundred twentieth days of the school year;
- (2) student enrollment by gender;
- (3) total number of students participating in athletics;
- (4) athletics participation by gender; and;
- (5) the number of boys' teams and girls' teams by sport and by competition level;
- by August 31, 2011, the following information pertaining to athletic directors, coaches and other school personnel:
- (1) the name and gender of each public school's athletic director;
- (2) the name of each team's coaches and other team personnel, with their gender, job title and employment status, such as full-time, part-time, contract or seasonal, specified;
- (3) the coach-to-athleteratio for each team; and;
- (4) the stipend or other compensation for coaching paid to coaches of boys' teams and to coaches of girls' teams for each public school;
- by August 31, 2012, the following information regarding expenses, including:
- (1) any capital outlay expenditures for each public school's athletics programs;
- (2) the expenditures for each public school's athletics programs; and;
- (3) the expenditures for individual teams, including travel expenses such as transportation, meal allowances and overnight accommodations; equipment; uniforms; facilities; facilities improvements; publicity expenses; awards; banquets; insurance; and any other expenses incurred by each team; and
- by August 31, 2012, a statement of benefits and services to each team, including:
- (1) replacement schedules for equipment, uniforms and supplies;
- (2) practice and game schedules;
- (3) access to locker rooms, weight rooms and practice, competitive and training facilities; and;
- (4) assistance in obtaining scholarships.

Las Vegas City Schools is in compliance with these regulations and has submitted the report identified in this article.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

Notice to students, parents, and employees:

The Las Vegas City Schools does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

LAS VEGAS CITY SCHOOLS
L.Larryssa Archuleta, Superintendent
Donna Lucero, High School Principal
Juan Carlos Fulgenzi, Director of Co-Curricular Activities
901 Douglas Ave.
Las Vegas, NM 87701
(505) 454 - 5700 - phone
(505) 454 - 5776 – fax

Scholastic Eligibility

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 (6/9 weeks) during that semester. If they are passing at the 9 week marking period, they are eligible for immediate participation that semester. If they are eligible at the 6 week marking period, they are eligible immediately and will undergo an additional check on the next 6 week marking period as well. **Fall 2018 eligibility will be based on 2nd semester grades from 2017-2018 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:*** Beginning in the summer 2018, students may make up multiple courses to attempt to gain eligibility. Any class eligible for replacement based on local district policy can be taken and have the grade replaced to gain eligibility. **The replacement classes are required to be the exact course that was listed on the official transcript (i.e. AP English must be replaced with AP English, etc.).**

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.***

New Mexico Activities Association
6600 Palomas Ave. NE
Albuquerque,,NM 87109

Phone: 505.923.3110
Fax: 505.923.3114

LVCS Parents Code Of Ethics

I hereby pledge to provide positive support. care and encouragement for my child participating in athletics by following this Code of Ethics along with those outlined in the LVCS Co-Curricular Handbook.

- I wi1l encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other athletic events.
- I will place the emotional and physical well-being of my child ahead of any personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- 1 wil1 provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all.
- I will demand a drug and alcohol-free sports environment for my child and agree to assist by refraining from their use at au athletic events.
- I will remember that the game i for the children and not for adults.
- ! will do my very best to make school sports fun for my child.
- I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.

I wilt promise to help my child enjoy the athletic experience within my personal constraints by being a respectful fan.

I will read the LVCS Co-Curricular Handbook and do everything in my power to abide by it and teach my child to abide by it.

I am aware that failure to demonstrate proper behavior may result in ejection/ and or being banned from future athletic events.

_____

Student-Athlete **(PRINT)**

_____	_____	_____
Parent's Signature	Parent's Signature	Date

LVCS DEPARTMENT OF CO-CURRICULAR ACTIVITIES
STUDENT-ATHLETE AGREEMENT CONCERNING HAZING

The Department of Co-Curricular Activities at Las Vegas City Schools supports only those activities that are constructive, educational and inspirational, and that contribute to the intellectual and personal development of students. LVCS Athletics unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule.

Las Vegas City Schools interprets hazing as any act, whether physical, mental, emotional or psychological, that subjects another person, **voluntarily** or **involuntarily**, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate the person, or which may in any fashion compromise the inherent dignity of the person. In addition, any requirements by a member that compel another member to participate in any activity that is against school policy or state/federal law will be defined as hazing.

Actions and activities that are prohibited include, **but are not limited to**, the following:

- Any type of initiation or other activity in which there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade or abuse them, **regardless of the person's willingness to participate.**
- Forcing, requiring or pressuring an individual to consume alcohol or any other substance.
- Forcing, requiring or pressuring an individual to shave any part of the body, including hair on the head.
- Any requirement or pressure put on an individual to participate in any activity that is illegal, perverse, publicly indecent or contrary to genuine morals and/or beliefs (e.g., public profanity, indecent or lewd conduct or sexual gestures in public).
- Required eating of anything an individual would refuse to eat otherwise.
- Any activity or action that creates a risk to the health, safety or property of Las Vegas City Schools or any member of its community.
- Assigning or endorsing pranks, such as stealing or harassment of another organization.
- Awakening or disturbing individuals during normal sleep hours.
- Expecting or pressuring individuals to participate in an activity in which the full membership is not willing to participate.
- Physical abuse of any kind.

- Forcing, encouraging or pressuring someone to wear in public apparel that is conspicuous and not within the norm of what is considered to be in good taste.
- Engaging in public stunts and buffoonery.
- Nudity at any time or forced reading of pornographic material.
- Paddling, beating or otherwise permitting a member to hit other members.
- Having substances such as eggs, mud, paint and honey thrown at, poured on or otherwise applied to the body of a member.
- Morally degrading/humiliating games or other activities that make a member the object of amusement, ridicule or intimidation.
- Subjecting a member to cruel and unusual psychological conditions.

I have read the policy about hazing and understand the following:

(initial)_____ The policy and regulations of the LVCS Department of Co-Curricular Activities pertaining to hazing.

(initial)_____ I agree and promise not to participate in any activity deemed to be hazing. I have read the above examples of hazing as described.

(initial)_____ I understand that if I am in violation of this policy I will be subject to discipline that may include, but is not limited to, suspension/expulsion from the team and/or Las Vegas City Schools. In addition, I am aware that the team may be subject to group discipline that can Include, but is not limited to, team probation, cancellation of individual contests and/or cancellation of the entire season.

I understand that I am required to know, understand and follow the rules, policies and procedures related to hazing at Las Vegas City Schools.

Name of Student (Print)_____

Student Signature:_____ Date:_____

Parent Signature:_____ Date:_____

ACTIVITY/SPORT(S):_____

LVCS CO-CURRICULAR HANDBOOK ACKNOWLEDGEMENT FORM

Return signed forms to Director of Co-Curricular Activities Office Prior to a student being eligible to practice and participate.

Print Student Name:_____

Grade: 7 8 9 10 11 12 Male/Female

I, a member of the Las Vegas City Schools activities and athletics, have read the LVCS Activities and Athletics Policies, regulations or procedures understand and approve of them and will observe them. I realize that if l do not comply with them, I will lose my privileges of representing Las Vegas City Schools in activities and athletics and will relinquish the right to use activity or athletic awards until reinstated or graduated.

Signature of Student_____ Date:_____

I, a parent of a member the Las Vegas City Schools activities and athletics have read the LVCS Activities and Athletics Policies, regulations or procedures understand and approve of them. The primary enforcement and responsibility of the code rests not only with the students, as they should be self-disciplined, but also with their parents or guardians. This policy will be enforced twelve months of the year. I will aid my son/daughter in observing them, and realize that if he/she does not comply with them, he/she will lose the privilege. I realize that if I do not comply with them, I will lose my privileges of representing Las Vegas City Schools in activities and athletics.

Signature of Parent or Guardian_____Date:_____

LVCS CO-CURRICULAR ACTIVITIES PARENT-ATHLETE HANDBOOK ACKNOWLEDGEMENT SIGN-OFF

I certify that I have read, understand, and agree to abide by all of the information published in the Las Vegas City School Co-Curricular Activities Handbook. I further certify that if I have not understood any information contained in this document, I have sought and received an explanation of the information prior to signing this statement.

School Name_____

Parent/Guardian's Signature_____ Date_____

Student-Athlete's Signature_____ Date_____