



Activities

Handbook

2022 - 2023

Believe. In. Greatness.

**“When excellence becomes
tradition, greatness has no
limits”**

Athletic Department Contact List

Title	Name	Phone	Ext
Athletic Director	Sheri Wimsatt	575-601-4416	236
Athletic Department Secretary	Teresa Housler	575-601-4416	164
Superintendent	Tana Daugherty	575-601-4416	177
High School Principal	Jocelyne Gillespie	575-601-4416	201
Middle School Principal	Robyn Cook	575-601-4416	301

Cloudcroft Municipal School District Athletic Chain of Command

The Board of Education establishes policy with regards to the athletic programs of the Cloudcroft Municipal School District. The following policies shall provide guidelines for the overall administration of the athletic program. In cases where action must be taken and the School Board has not provided guidelines for Administrative action, the Superintendent shall have the power to act and the action of the Superintendent shall be presented to the School Board at its regular meeting to alert the Board of the need for policy.

- The School Board accepts the New Mexico Athletic Association (NMAA) and delegates the Athletic Director and appropriate building Principal to be responsible in all matters pertaining to interscholastic athletics.
- The Athletic Director oversees the day to day operation of the athletic program and reports to the appropriate building Principal on all matters relating to the Athletic Program
- Varsity Head Coaches are to maintain the program fidelity for the sport that they are coaching and report directly to the Athletic Director
- JV Coaches, Jr. High Coaches, Assistant Coaches and Volunteers should plan their programs in collaboration with the Head Varsity Coach for the sport in which they are coaching
- All correspondence relating to athletics should be brought to the attention of the Varsity Coaches, followed by the Athletic Director, followed by proceeding with the chain of command.

Chain of Command (Contacts are listed in order of priority)

1 Team Coach
2 Head Coach

5 Superintendent
6 School Board

3 Athletic Director
4 Building Principal

Parent Permission

No student shall be eligible to practice or play until the Athletic Director (A.D.) has on file a signed copy of the *Activities Handbook's Accountability Agreement; the Student Complaint, Concern or Grievance; a Drug Testing Consent Form, and the Concussion Protocol.*

Physical Fitness (NMAA 6.15)

The Student must be physically fit. This fitness must be based on a physical examination of the Student occurring on or after April 1 of the previous school year and must be verified in writing by a licensed medical/osteopathic physician/physician's assistant or nurse practitioner to the extent authorized by their practice act and licensing authority. The physical is considered valid through the following school year. A Student must have a current physical on file for any participation outside of the school day (pre-season, in-season, off-season, summer). The certificate of examination must be on file in the member school office. .

Orientation Meeting

An orientation meeting shall be held with all players prior to the first official game, in accordance with NMAA regulations, to explain expectations required of each player. Written notice of such meeting must be turned into the Athletic Director prior to first official contest.

Equipment Issued

All equipment issued to athletes shall be recorded on a School Property Issuance Form and signed by the player. The form will be filed by the coach and returned to the player when the equipment has been returned to the coach. It is the coach's responsibility to see that all equipment is returned in good condition. The coach shall bill a player for equipment that has been damaged, lost, or not returned. Complete uniform inventories should be submitted to the Athletic Director at the end of each season. The Athletic Director will then document any missing items to assure appropriate fines are assessed and then release coaching stipends.

Season Policies

Attendance

A Student must be enrolled in at least 51% of the member school's regular class schedule in courses that will be counted towards his/her graduation and in regular attendance during the current as well as the previous grading period. (NMAA 6.2.1.A.2)

Cloudcroft Municipal School District enforces a policy that no student shall be absent from school for school-sponsored interscholastic extracurricular activities in excess of ten days per semester, and no class may be missed in excess of ten times per semester.

Exception - Absences due to participation in post-season and national competitions.

Absences

A student shall not practice or play in a game/event on the day he/she has been absent from any class without a medical excuse. Cases of emergencies, family issues, and other reasonable absences, will be left up to Administrative Discretion.

If a student is too ill to attend school, he/she is too ill to participate in Activities. We are students, and our education must come first. Just because we get home late from a game or competition, doesn't excuse an athlete/student from school the following day.

Coaches in each sport or activity must keep a record of attendance. As an athletic/activities department we are striving to create an atmosphere where students are learning responsibility. Due to this desire to create responsible students there will be two absence categories for missed practices:

Excused

An absence that is medical, school, or family related that is acknowledged by the coach prior to the absence. In situations where an emergency was to blame for the absence, the coach has discretion in classifying it an excused or unexcused. The athlete/student will have a make up workout to do as defined by the head coach of the sport/activity, and it must be made up within a week of the absence, or you will lose the right to play in the next game/event.

Unexcused

An absence that is not acknowledged by a coach prior to the absence, or one that is not related to medical, school, or family situations. The athlete/student will have a make up workout to be defined by the head coach of the sport, and the make up must be done prior to the next game/event or the athlete will lose the right to play in that game/event.

Tardies

Three tardies make an unexcused absence.

Multi Sport or Activity Athletes

To encourage our athletes/students to compete in more than one sport/activity at a time, we have set out a practice and contest guideline.

1. A team activity or sport practice will take precedence to an individual activity practice.
2. If there is a practicing conflict between two individual sports or activities, the activity that is dealing with the student athlete advancing to a district, regional, or state contest will take precedence.
3. If there is a game or contest in one activity interfering with the second activity practice or game, the higher level of advancement achieved will take precedence. ex: regular season track meet versus state playoffs in basketball. Basketball would be the higher level of advancement so the child would be expected to be at the basketball game.

4. If there is a conflict with a practice or game between two activities, coaches and teachers will use the guidelines above to set out a practice and or game solution.

Travel

When traveling to a game or competition, the athlete/student must travel to the location with the team. When returning home from a game/event, students are encouraged to travel with the team. In the event that a student-athlete does not ride home with the team, students are required to provide a written note from only a parent/guardian that is to be turned in to the school office BEFORE the team leaves for their event. If there is going to be anyone other than a parent bringing the athlete/student home, there must be a written notice turned into the office, and signed by an administrator the day before the event. Cases of emergency or unforeseen situations will be given Administrative Discretion.

Dress Code

The Cloudcroft school dress code will be followed for all Activities while traveling to and from a competition/event, and also while at an overnight competition. Exemptions from the school dress code are workout gear and or game/event uniforms, also NO Jewelry will be worn during athletic travel, athletic practices or competitions.

Illegal Drugs and Alcohol Possession

If a student is found to have illegal drugs or alcohol in their possession, the student will be disciplined as per the District Controlled Substance Policy.

Cell Phone Policy

Any student who participates in extracurricular activities is subject to cell phone policy at coaches discretion. Any coach who requires athletes to turn in or leave cell phones in their locker for any practice/game/activity will be providing communication with parents through the remind app.

Mandatory Drug Testing Policy

Any student who participates in interscholastic extracurricular activities must be willing to submit to randomized drug testing during any time of the academic school year. All students who participate in such programs must agree to sign and turn in a completed form. Students involved in extracurricular activities will be subject to random drug testing throughout the entire school year, not just in-season.

First Offense

The student will be suspended from participation in all extracurricular activities for 38 consecutive school days beginning from the date following the day of verification of a positive test. The term will be reduced to 19 consecutive school days if the student completes a drug education program at the expense of the student or his/her parent/ guardian. Students will not be allowed to attend or participate in practices during this time.

Second Offense

The student will be suspended from participation in all extracurricular activities for 77 consecutive school days beginning from the date following the day of verification of a positive test. The term will be reduced to 38 consecutive school days if the student completes a drug education program at the expense of the student or his/her parent/ guardian. Students will not be allowed to attend or participate in practices during this time.

Third Offense

The student will be suspended from participation in all extracurricular activities for 155 consecutive school days beginning from the date following the day of verification of a positive test. Students will not be allowed to attend or participate in practices during this time.

Tobacco

If a student is found to be in possession, or use of a Tobacco product, the school will use the District's Discipline Matrix.

ELIGIBILITY OF NMAA ACTIVITIES

- 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.

At Cloudcroft, a student participating in an activity can not have a failing grade in any class. Eligibility will be determined on a weekly basis.

Eligibility Process

Purpose: Extra-curricular activities play a vital role in the educational process. Our main priority is to ensure students reach their highest academic potential.

We will use the following process to determine each individual student's eligibility to participate in ANY extracurricular activity. (Extracurricular activities include all NMAA sanctioned activities as well as other school sponsored clubs and organizations.)

In order to keep students and parents well informed concerning their grades Cloudcroft Municipal Schools will provide an online student management system that is available at all times. In addition, each week the building principals will provide a printed copy of each student's current grades.

Eligibility will officially be declared on a weekly basis.

Once a student is officially declared "ineligible" by the school administration, the student will not be allowed to compete (participation required) in any extracurricular activities for the next week period.

Academically Ineligible Student

1. Practice - Once declared ineligible the student must attend intervention class during athletic period (7th period) until he/she has brought all grades up to passing on a Thursday Progress Report. The student must participate in all practice sessions with team after bringing grades to passing.
2. Travel - The Student CANNOT travel to any interscholastic event or activity with the team during the period of ineligibility.
3. Event (game or competition) – The student CANNOT participate in any game/event or dress out in uniform, but will be allowed to sit on the bench at home activities at the coaches discretion.

Discipline

While students have the legal right to attend school, the courts have held that the same right does not extend to participating in extracurricular activities. Because of this, the community, school administration, and coaching staff feel strongly that high standards of conduct and citizenship are essential to the maintenance of our extra-curricular programs. All athletes/participants shall abide by a Code of Conduct.

The following are examples of unacceptable conduct:

1. Truancy
2. Theft
3. Vandalism
4. Disrespect
5. Violations of the law
6. Vulgar or profane language

Coaches must use the Student Handbook Discipline Matrix when deciding disciplinary actions. The building Principal may revoke the privilege of participation at any time for disciplinary reasons, flagrant misconduct or poor sportsmanship, excessive absenteeism, and failure to meet scholastic standards.

Athletes who have either quit a team, and or have been asked to leave a team or practice because of poor conduct, must have a meeting the following day with the head coach of that sport, their legal guardian, and the Athletic Director. During the meeting the athlete will have the chance to rejoin the team, with the knowledge that there will be a consequence for their behavior. The head coach of that team will set into place the consequences of the athletes actions, and the guidelines for reentering the team.

If the athlete has a second altercation during the same season, again there will be a meeting with the guardians, AD, and head coach. During this time, the athlete will be given a chance to rejoin the team if desired. The student, if deciding to rejoin the team, will forfeit their ability to

play in the next three contests. The head coach will set into place the consequences of the athlete's actions, and the guidelines for reentering the team.

If there is a third incident, the student will not be allowed to rejoin the team.

OSS / ISS

If a student has been placed in OSS or ISS, that student will not be allowed to participate in any activity while that student is suspended. This means games/events or practice. The day that the student gains back regular class privileges they also gain back their regular activity privileges.

Example 1: A student is put in ISS on Tuesday and will remain there until Friday. The student will not be able to participate in any activity, either practice/game/event until their first day back in class, in this case Tuesday.

Example 2: A student starts ISS on Tuesday for two days. The student will not be able to participate on Tuesday or Wednesday in any activity, practice or event. The student resumes regular class on Thursday, the student is also can resume his/her activities on Thursday.

Injuries

The coach is responsible for the welfare and safety of his/her players. If an injury or accident occurs, the coach shall take immediate steps to care for the injured player. If an injury is serious, the coach shall attempt to contact a parent. If a parent is not available, the coach should call a doctor and/or ambulance. Each coach will have an emergency release form from each parent on file for each player. Emergency Release Forms will be part of the equipment taken to away games. All serious injuries must be reported to the Athletic Director using the Accident/Injury form.

PARTICIPANT INSURANCE

Participants must be covered by accident/injury insurance prior to participation. They may carry school offered insurance or provide the school with documentation that they are covered by a private insurance carrier. A document signed by the student and parent verifying insurance coverage must remain on file in the athletic administrative office, this form is in your physical packet.

Sports Season

Any requests to use equipment, facility, uniforms, supplies, etc. outside of the NMAA defined sports season must have Athletic Director approval.

Summer Programs

Students and coaches may participate in summer programs if it is voluntary, open, and it is not a mandatory practice, scrimmage, or game for the school's team.

Accountability Agreement

Students and parents must sign this page. Until this page is turned into the Athletic Director, the student will not be permitted to participate in any school-sponsored event.

I have read the Cloudcroft Municipal School District Activities Handbook, and I understand and agree to the terms of this handbook.

Student's signature _____ Date _____

Parent's signature _____ Date _____

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Students may present a complaint or grievance regarding one (1) or more of the following:

- Denial of an equal opportunity to participate in any program or activity for which the student qualifies that is not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student which means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
- Intimidation by another student.
- Bullying by another student which means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
- Concern for the student's personal safety.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District; and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Board is without authority to act.
- The guidelines to be followed are:
- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.

- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Students should file complaints on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. A parent or guardian who wishes to complain (other than an elementary student's parent) should do so by completing the forms following policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Signature of Student

I, _____, have read and understand the Cloudcroft Municipal School District's J-3632 © JII-EB: STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Signature of Parent

I, _____, have read and understand the Cloudcroft Municipal School District's J-3632 © JII-EB: STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

ORIENTATION MEETING

I participated in an orientation meeting with my student athlete, that included an overview of the Student Athletic Handbook, and the NMAA Compete With Class and Concussion Video.

Parent Signature: _____

Student Signature: _____

Date: _____

