



Fort Sumner Municipal Schools

ATHLETIC & ACTIVITIES HANDBOOK

FORT SUMNER MUNICIPAL SCHOOLS BOARD OF EDUCATION VISION STATEMENT

The Fort Sumner Municipal Schools will graduate students prepared with the knowledge and skills essential to function in a democratic society.

ATHLETIC PROGRAM PHILOSOPHY

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

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

GOALS

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

GUIDELINES

Athletics is governed by the [Fort Sumner Municipal Schools Policy Manual](#), [Fort Sumner Municipal Schools Secondary Parent/Student Handbook](#), and the New Mexico Activities Association (NMAA) regulations (see www.nmact.org). It is the responsibility of individuals to become familiar with and abide by the regulations governing athletics.

****This handbook is subject to revision at any time by the Board of Education. Approved by the Board of Education on July 23, 2012.**

SPORTSMANSHIP

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

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

ATHLETIC DIRECTOR (AD or AC) RESPONSIBILITIES

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

- Work with the Attendance Clerk to monitor student absence.

ROLE AND RESPONSIBILITIES OF THE COACH

- Set an example for the athletes by modeling the highest moral character, behavior and leadership.
- Respect the integrity and personality of the individual student athlete while striving to develop their qualities of leadership, initiative, and sound judgment.
- Support academic programs, sports and all school activities by taking part in the total school program.
- Educate athletes as to rules and regulations of the game.
- Establish sound training rules that promote good health habits, physical fitness, health practices, and social behavior.
- Respect the integrity and judgment of sports officials, and be responsible for all bench personnel according to the rules.
- Display modesty in victory and graciousness in defeat, demonstrating good sportsmanship at all times.
- Promote cooperation and ethical relationships among coaches at home and from other schools.
- Promote the importance of personal skill building as well as teamwork.
- Take responsibility for the conduct of players while under the coach's supervision.
- Refrain from making any negative remarks to the news media.
- Work under the direct supervision of the AD.
- Communicate frequently with the AD in order to facilitate program needs and/or resolve issues.
- Seek professional development opportunities within the goals of Fort Sumner Municipal Schools and funding availability.
- Work with the AD to schedule games.
- Head coaches recommend assistant coaches to the AD.
- Head coaches direct assistant coaches.
- Establish rules of conduct and participation for each sport coached. Provide a copy of the rules to all athletes and the AD.
- Enforce discipline and sportsmanlike behavior at all times.
- Monitor athlete eligibility status and promote academic success.
- Teach the fundamental skills and rules of the sport being coached.
- Report all injuries requiring medical attention to the AD as soon as possible.
- Demonstrate/teach the rudiments of nutrition, physical conditioning, and care of injuries.
- Oversee the safety conditions of the facility or area in which the assigned sport is conducted while students are present.
- Distribute/collect and properly inventory/store all uniforms, equipment, and supplies.
- Report obligations to the athletic secretary only after aggressive attempts have been made to collect items from athletes.
- Assist in securing help for the concession stand.
- Ride the bus to and from all games.
- Head coaches are to submit, within two weeks after official practice begins, the roster of players, managers, and any other student support for input into the NMAA site. Head coaches will also submit a varsity team photo and report scores throughout the season.
- Assist in prepping facilities for athletic contests.
- Submit a list of participants for each out-of-town event (that requires early release) to the attendance clerk prior to departure.
- Secure facilities after practice.
- Get approval of all fundraising activities from the AD.

- Follow correct purchasing procedures at all times. No expenditures will occur without first completing the approval process.
- Present all known travel requests to the athletic secretary at least two weeks prior to travel (preferably at the beginning of the season).

PARENT RESPONSIBILITIES

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

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

ATHLETE RESPONSIBILITIES

- An athlete must maintain eligibility status.
- Athletes are expected to report on the first day of each sport season unless participating in another sport that is still in season. The AD and coach must be informed of any extenuating circumstances that keep an athlete from participating at the start of a season.
- An athlete dropping a sport shall first discuss the departure with coach. He/she must also return all equipment and clear all financial responsibilities with the AD.
- An injured athlete shall report to practice sessions and meetings unless excused by the coach. An injured athlete can continue to observe and help the team as much as his/her condition will allow.
- Athletes are expected to attend all scheduled practices and meetings. If circumstances should arise whereby an athlete cannot attend, the athlete shall notify the coach prior to the meeting or practice through personal contact or arrange for the notification by his/her parents. The validity of any missed meetings or practice will be determined by policy.
- Athletes are expected to give a 100% personal and team effort at practice and games.
- Varsity playing time is not negotiable. Playing time is up to the discretion of the coach.
- In order to participate in an event, the athlete must attend all applicable classes on the corresponding day or all classes on Friday for weekend events. Unusual circumstances (i.e. medical or dental emergency) will be handled on an individual basis with the principal. Written verification of doctor or dentist appointments must be provided.
- Cell phones or other electronic devices are never used during practice or games. Use during travel is at the coaches' discretion.

- All students participating in athletics will adhere to the dress code set by the Fort Sumner Municipal Schools and by their coaches whenever they are representing the school in any way.
- Student athletes must display good sportsmanship, respect for others, and high moral character at all times.
- When athletes have concerns or issues arise during a season, they are encouraged to discuss the matter with the coach. This is an important relationship building element that helps athletes build character and maturity.

Junior High Athletic Policy

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

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

In junior high school football, ninth graders can play on the Ft Sumner Junior High Football Team when the opponent also has ninth graders playing; and/or the Athletic Director from both schools has met an arrangement with the opposing team prior to the game. Junior high student athletes are to play junior high team competition, and high school student athletes play in high school team competition, where student athlete numbers allow. (E.g.—8th graders can play 7th grade football if the number of 7th graders are not sufficient).

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

Junior high coaches will follow the weekly practice code to determine the playing time for each individual junior high athlete:

One (1) each athlete must attend all practices prior to any competition, two (2) athletes with school discipline will not be allowed to participate in any competition, and three (3) any athlete who does not follow or complete a daily practice will not be allowed to compete.

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

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

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

Run the same base offenses and defenses that our high school programs are using. This will only increase the quality of our high school athletic programs.

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

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

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

ATHLETE ELIGIBILITY

In order to participate in athletics at Fort Sumner Municipal Schools, a student athlete must meet the academic requirements set forth by the NMAA (currently a 2.0 and no more than one F). The athlete must also have a physical form, parent permission form, and proof of medical insurance turned in before being issued any equipment or practicing. If an athlete quits one sport, he/she is not eligible for another sport until the corresponding season has ended or permission has been granted by the AD and both coaches.

BEHAVIOR

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

- Athletes represent themselves, the Fort Sumner Municipal Schools, and the community every time they compete in an athletic event. Good sportsmanship and respect for others must be displayed at all times.
- There will be no tolerance for illegal activity or the possession/use of any illegal substance including alcohol, tobacco, marijuana or any other type of drugs.
- If misbehavior occurs during an out-of-town trip, parents may be required to pick up the athlete from the event.

As stated, participation in athletics is a privilege, not a right. Any infraction may result in suspension or expulsion from the sport or athletics.

PARENT/ATHLETE/COACHES MEETING

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

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

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

Students must earn eligibility status according to the New Mexico Activity Association (NMAA) guidelines (see www.nmact.org) and the policies of Fort Sumner Municipal Schools in order to participate in any extra-curricular activities/athletics. Failure to maintain eligibility will result in a student's disqualification from the athletic event/activity.

Basic Participation Requirements:

1. All participants in athletics must have completed physical and parent permission forms as well as proof of medical insurance turned in to the Athletic Director before participating in any athletic function. The physical must be performed by a licensed physician. Though it is the responsibility of the athlete to get a physical, the school makes every effort (before school ends in

May) to coordinate with the local clinic to set up physical appointments at the school. The parent permission form includes an authorization for medical services. The form will be signed once during the school year and is acceptable for both in-town and out-of-town contests. Coaches will keep a copy of the parent permission forms on hand at all games. The forms will also be kept on file in the school office in the event hospitals request verification of authorization.

2. Current Eligibility Requirements - The student must be enrolled in at least 4 classes (if only enrolled in 4, the student must pass all 4). The student must earn a 2.0 G.P.A. with no more than 1 F. This is based on the 1st or 3rd nine week grades. At the end of the semester, eligibility is based on the 2nd or 4th nine week grades or the semester grades.

3. Students that are ineligible at the end of a nine-week grading period will be ineligible the following nine-week grading period. This carries over to the succeeding school year if a student is ineligible at the end of the school year, except for students entering 9th grade for the first time.

4. The student must remain in good behavioral standing.

5. Students are required to follow Fort Sumner Municipal Schools attendance policies including the ineligibility rule after 10 unexcused absences.

6. Any students that owe fines or have not turned in books or equipment are NOT eligible for extra-curricular activities.

7. Verbally or physically accosting any administrator, teacher, coach, sponsor, parent, or student will result in immediate suspension for the remainder of the school year from all activities and athletic events.

10. Each activity sponsor/coach will have a participant/parent meeting to review guidelines for each specific sport. This will occur at the beginning of the year for all sports.

11. When a student quits a sport after the first contest or game, he/she may not go out for another sport until the sport he/she quit is concluded for the season (exception: injury that limits participation as verified by a doctor).

GENERAL ATHLETIC AND ACTIVITIES GUIDELINES

- It is the responsibility of the athletic/activity participant to understand and comply with all Fort Sumner Municipal Schools and NMAA policies and procedures found in the *Parent/Student Handbook*, Policy Manual, Athletics Handbook and NMAA website (www.nmact.org).
- It is impossible to have a regulation for every circumstance. Coaches, administrators, and sponsors shall use discretionary judgment in dealing with individual situations not covered by a specific written rule.
- Students are expected to attend all practices/meetings involved in their sport/activity. Students are encouraged to participate in multiple activities/sports. If a student chooses to participate in more than one activity at the same time, it is the student's responsibility to meet with the coaches/activity sponsors to work out a participation plan that will be best for the student and the organization/sport. If a student cannot attend practice or a meeting, the student shall notify the coach prior to the meeting or practice through personal contact or arrange for the notification by his/her parents through a written statement or telephone call. When an athlete has an injury (verified by a doctor) that keeps him/her from participating, the athlete should still show up to practice unless excused by the coach. An injured athlete can continue to observe and help the team as much as his/her condition will allow.
- Good sportsmanship is required at all times. Administrators, teachers, coaches, sponsors, parents, and students shall treat opponents with respect; show self-discipline in and out of the place of competition; follow other specific rules set up by the coach/sponsor; and shall not use profane language.
- Coaches will regulate cell phone use.
- Coaches will regulate dress code with the goal of following the school dress code as closely as possible and adhering to high standards of personal appearance.
- An athlete is responsible for the personal equipment issued at the beginning of the season and must return it at the end of the season. Students must pay for misused, lost, stolen or equipment damaged beyond normal usage. Report cards or transcripts will not be issued until items are returned or replacement cost is paid.
- Athletes are to use athletic facilities only under the supervision of a school coach or designated school employee. Athletes who violate this policy will be restricted from use of these facilities or subject to other disciplinary measures as set for the high school handbook.

OFF SEASON PARTICIPATION

Off-season participation, as governed by the NMAA, is highly encouraged. It is during this time that athletes can significantly improve their skills, stay in good physical condition, and decrease the danger of injuries; thus allowing participants to have an

advantage over athletes who chose not to benefit from this opportunity. As per NMAA regulations, level of participation in off season activities will not have a bearing on student awards, letters or position.

TRAVEL REGULATIONS

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

SPORTS LETTERING

Athletes participating in Football, Volleyball, Basketball, will letter under the following conditions:

- Suit out for 75% of VARSITY games
- Complete the season

Athletes participating in Cheerleading, will letter under the following conditions:

- Suit out for 75% of home games for Varsity football, basketball and volleyball
 - In the event that a cheerleader participates in one or more of the varsity sports, lettering will be based on 75% of the available home varsity games.
- Complete the season

Athletes participating in Rodeo, will letter under the following conditions:

- Participate in 50% of sanctioned rodeos
- Compete in the New Mexico High School Rodeo Finals

Athletes participating in Track will letter under the following conditions:

- Score at least 1 point or achieve a personal best at the district meet or qualify for the state meet
- Complete the season

Students with a sports related injury are encouraged to continue to participate in their sport by being at all practices and games. Lettering for the injured athlete will be at the discretion of the coach. Students who do not letter will receive a certificate of participation or meritorious certificate at the end of year athletics awards ceremony.

FOX/VIXEN AWARD

Athletes who have competed in and complete the same three district sanctioned sports seasons each year, beginning the sophomore year (total of three years of participation in the same three sports) will receive the Fox/Vixen Award. Students who cannot play due to a school sports injury must continue to attend practice and participate in some other form (i.e. manager) in order to be considered for the award.

ACTIVITY/ATHLETIC PROGRAM FUNDING

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

Football, basketball, volleyball and track programs are funded partially through operation accounts and supplemented with gate receipts and concessions. Operational funding is primarily used to pay for all coaches' stipends, most uniforms, supplies, equipment, and some travel. Gate receipts are used primarily for paying officiating fees. Proceeds from the concession go toward

meals for athletes in football, basketball, volleyball and track and supplies not covered through operational funds. Each sport will do their own fundraising to cover the cost of summer programs and extras such as practice uniforms. All participants in school activities are expected to help in fundraising and can expect to work in the concession multiple times during the school year. Parent volunteers are always much needed and welcomed.

OFF-SEASON PARTICIPATION

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

TRAVEL REGULATIONS

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

ATHLETIC PROGRAM FUNDING

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Rodeo participants are expected to cover all of their own expenses. Rodeo athletes are not expected to work in the concession stands. All other participants in school athletics and activities are expected to

help in fundraising. Football, basketball, volleyball, cheer and track athletes can expect to work in the concession multiple times during the school year. Parent volunteers are always much needed and welcomed.

ADMISSION/ACTIVITY TICKET PURCHASES

Regular admission prices are \$5/adults and \$4/students high school games and \$4/adults and \$3/students at middle school games. If both high school and middle school are playing, the cost is \$8/adults and \$6/students/senior citizen.

Student activity tickets may be purchased in the high school office daily before or after school. The price of student activity tickets is \$20.00. Family prices shall be as follows and must be purchased at the same time to qualify for this discount:

Individual Adult-	\$100
Family of 3-	\$150
Family of 4-5	\$ 180
Family of 6-8	\$ 210
Individual Senior	\$ 75

Admission into the EPAC tournaments, district, regional, and state games is set by NMAA. No passes or activity tickets will be accepted at these contests.

DRUG TESTING FOR EXTRA-CURRICULAR PARTICIPANTS

The Fort Sumner Municipal School District Board of Education, in order to:

- Help prevent students participating in school activities from using illegal drugs and alcohol;
- Protect the health and safety of its students involved in activities from the use and abuse of illegal drugs, alcohol, and performance-enhancing drugs;
- Ensure that students involved in activities set an appropriate example for their fellow students, for whom they are often role models;
- Give students an additional incentive for declining to use drugs; and
- Provide any student involved in activities found to be using or abusing drugs or alcohol with assistance in overcoming this use or abuse,

Hereby adopts this Student Activities Drug and Alcohol Testing Policy:

Statement of Purpose and Intent: It is the intent and desire of the Fort Sumner Municipal School District Board of Education, Administration, and Staff that every student involved in activities in the Fort Sumner Municipal School District refrain from using or possessing illegal drugs/alcohol. Members of the Board of Education, Administration, Fort Sumner Municipal School District Staff, Community and Parents, have long been concerned about the alcohol/substance abuse problem that has become evident in Fort Sumner during the preceding months. Evidence of a problem with experimentation and use of drugs/alcohol comes from anecdotal evidence, from student/administration discussions, discussions with parents, athlete/coach discussions, the increasing number of discipline referrals, violations of the FORT SUMNER Athletic/Activity Contract, and observations of changing behavior patterns in students. With a great number of violent crimes being committed in the nation's school districts, and the direct link between drug use and violent crimes, the evidence of a local problem is alarming. This Policy is intended to supplement and complement all other policies and regulations of the Fort Sumner Municipal School District and the New Mexico State Public Education Department regarding possession or use of illegal drugs/alcohol.

Participation in school-sponsored activities is a privilege: Students who participate in activities are looked to as positive examples and are held to a higher standard of behavior and discipline by the student body and community. They are expected to hold themselves as good examples of conduct, sportsmanship, and self-discipline. Accordingly, as part of the privilege of participation, students involved in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible example of conduct, which includes avoiding the use or possession of illegal drugs or alcohol.

The purpose of this Policy is to prevent drug/alcohol use. Some goals are:

- To educate students as to the serious physical, mental and emotional harm caused by illegal drug/alcohol use;
- To alert parents and students with possible substance abuse problems to the potential harm of illegal

- drug/alcohol use,
- To prevent injury, illness, and harm as a result of illegal drug/alcohol use,
- To strive for an environment free of illegal drug/alcohol use and abuse,
- To provide students the ability to say “no” to peer pressure when dealing with substance abuse situations,
- To foster school/parent/student communication and teamwork for the benefit of each student,
- To encourage students to make proper, informed, decisions that positively affect their lives.

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

Illegal substance abuse of any kind is incompatible with participation in any activities program offered by the Fort Sumner Municipal School District. For the safety and well-being of the students involved in activity programs, the Fort Sumner Board of Education has adopted this Policy for use by all eligible students grade 7-12 involved in athletic or activity programs.

Based upon the foregoing statement of purpose and intent, consent to this Fort Sumner School Drug/Alcohol Testing Policy is a mandatory prerequisite for all students to participate in any school athletic, extracurricular or activity program.

Definitions:

"Student Activities" are defined as extra- or co-curricular activities where students represent the Fort Sumner Municipal School District in school-sponsored events or NMAA-sanctioned events, including athletics and extra-curricular activities. Students participate in student activities by invitation and as a supplement to the curricular aspects of their educations.

"Drug/Alcohol Use Test" means a scientifically substantiated method to test for the presence of illegal drugs, alcohol, performance-enhancing drugs, or the metabolites thereof, in a person's urine, saliva, or blood.

"Random Selection Basis" means a mechanism for selecting eligible students for drug/alcohol testing. The District will use a random selection process to select eligible students for testing.

"Illegal Drugs/Alcohol" means:

- **Alcohol:** Any liquor, wine, beer, or other beverage containing alcohol.
- **Drugs:** Any drug, including illegal drugs, marijuana, inhalants, legal prescription and over-the-counter drugs used or possessed or distributed for unauthorized purposes, including, but not limited to marijuana, cocaine, opiates, amphetamines, methaqualone, benzodiazepines, phencyclidine (PCP) methadone, barbiturates, and propoxyphene.
- **"Performance Enhancing Drugs"** includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term "performance-enhancing drug" does not include dietary or nutrition supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.
- **"Positive"** when referring to a drug/alcohol test administered under this policy means a toxicological test result that demonstrates the presence of illegal drug/alcohol or a performance-enhancing drug or the metabolites thereof, using the standards customarily established by the testing laboratory administering the drug/alcohol use test.
- **"Substance Use Violation"** refers to a positive urinalysis, blood test, or saliva test. The District will not test for substances or purposes other than drug or alcohol use prohibited by this policy.

Procedures:

- Each student grades 7-12 who wishes to participate in school activities shall be subject to the random testing program for the entire school year or for as long as he or she chooses to participate in the District's activity program(s) or in any required training program that is a prerequisite to the activity program(s).
- Each student in activities shall be provided with a copy of the "Fort Sumner Student Activity Drug/Alcohol Testing Policy" and "Fort Sumner Student Activity Drug/Alcohol Testing Consent" which shall be read, signed, and dated by the student and parent or legal guardian before that student shall be eligible to practice or participate in any activities program.

Consent: The consent form shall be to provide a urine sample. Students will be chosen by the random selection basis. No student shall be allowed to practice or participate in any activity program unless the student has returned the properly signed Student

Activity Drug/Alcohol Testing Consent Form. The student must also have met all other eligibility requirements as set forth by the Fort Sumner Municipal School District.

Selection for Testing: On the first of each month the authorized testing company will randomly select the date of the unannounced testing for that month. Five to fifty percent of students involved in activities will be randomly tested each school year. Students will be selected by the authorized testing company using a random selection process on the testing dates. The authorized drug testing company will use a random selection system to determine which students are to be tested to ensure that all students will have an equal chance of being selected on an unannounced basis for the testing. The selection process will utilize a random numerical selection of all eligible students grade 7-12. Each student will be assigned a confidential number. Numbers will be selected by a computer or drawn randomly from a container containing all student numbers. Students who are selected to be tested during one test period will be eligible for future tests and if selected may be tested in successive tests. Students will be notified the day of the testing at school and will be escorted to the designated drug testing area to be processed. There will be no prior warning or notice.

A refusal to provide a sample will be treated as resignation from all activity programs for the remainder of the current school year. In addition, if the student refuses to provide a sample, the student must have a drug/alcohol test prior to participation in any future school activity.

Fort Sumner will follow the Federal Department of Transportation (DOT) Title 49: Part 382 and Part 40 regulations as a guide for each student selected for testing:

- a. If a student provides a specimen that is not adequate for testing, allow a specimen-collector (of the same gender) to observe while the student provides another specimen.
- b. If the testing laboratory determines that an adulterant has been added to the student's specimen, the student will be subject to suspension from school activities.

The random testing of students will be performed by an authorized company: (a certified drug testing company contracted by the District.) The company chosen to conduct the testing shall be required to have detailed written procedures to assure proper chain of custody of the samples, proper laboratory control, and scientifically-validated testing methods. All students, regardless of country of domicile, are required to have prescription by medical doctors or dentists as a basis for explaining positive test results on the basis of medications necessary to health.

The drug testing company will contact the Superintendent or designee with the test results. If a test result is positive, the Superintendent or designee will immediately contact the student and the student's parents or legal guardians and schedule a conference at which time the student, parents, or legal guardians may explain the positive result. Parents or legal guardians may provide doctor's prescriptions and documentation in the form of prescription containers of any drugs that the student was taking that might have affected the outcome of the drug/alcohol use test. These prescriptions must be properly dated and must be verified by pharmacy records.

Parents/Guardians may request that another test be conducted on the remaining portion of the urine sample at their cost.

The Fort Sumner Municipal School District reserves the right to investigate anomalies in the timing and documentation of prescription labels.

No student shall receive an academic penalty solely as the result of a positive test result.

VIOLATIONS: A STUDENT FOUND TO HAVE BEEN IN VIOLATION OF THIS POLICY SHALL BE SUBJECT TO THE FOLLOWING CONSEQUENCES:

FIRST VIOLATION:

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

The student will be suspended from participation in any activity program as per the Fort Sumner Athletic/Activities Contract.

The student will be required to fulfill the requirements of his/her class schedule including participation in the activities class during the suspension period. There also may be a forthcoming schedule change should the circumstances of the suspension from the activity dictate a student be removed from the activities class.

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

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

SECOND VIOLATION:

The student will be suspended from participation in all activities for a calendar year.

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

THIRD AND SUBSEQUENT VIOLATIONS:

The student will be suspended from participating in activities for the remainder of his/her tenure at Fort Sumner Municipal School District.

RIGHT OF REVIEW:

A student may request a review of a suspension under this policy by providing a written request for review with the Superintendent and a copy to the Principal whose decision is being challenged within 5 school days of the Principal's decision. The request for review shall state the reasons the suspension should be reversed. The Principal shall provide the Superintendent with the reasons the suspension should be sustained.

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

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

Students will remain ineligible pending requests for review.

ILLEGAL DRUG/ALCOHOL ABUSE SUSPENSION NOTIFICATION FORM

Date: ____/____/____

The undersigned administrator has determined that _____

Student Name

has violated the Fort Sumner Activities Drug/Alcohol Testing Policy. The administrator has imposed the appropriate consequence/suspension for this offense as per Activities Code, and the Student has been made aware of the consequences of subsequent offenses in the space provided below.

Check One:

_____ **This is a first offense.**

The student is suspended from participating in any activity program for thirty (30) school days beginning on: ____/____/____.

_____ Date
and ending on: ____/____/____.
Date

The student has been made aware of the additional criteria for continued participation in any activity program as per Activities Code. The student will sign a statement acknowledging the consequences of a second offense.

_____ **This is a second offense.**

The previous offense occurred on the following date: ____/____/____.

The student is suspended from all activities for a calendar year from the date of the infraction. The student has been made aware of the additional criteria for future participation in any activities program. The student will sign a statement acknowledging the consequences of a subsequent offense.

_____ **This is a third offense.**

The previous offense occurred on the following date: ____/____/____.

The student is suspended from all activities for the remainder of his/her tenure at Fort Sumner Municipal Schools.

Signature of Administrator Date:

Signature of Student Date:

Signature of Parent Guardian Date:

REFUSAL TO SUBMIT TO RANDOM DRUG/ALCOHOL TEST

Student: _____ has been randomly selected for the Fort Sumner Activities Drug/Alcohol Test on

(Date): ____/____/____

He/She has refused to provide a sample to be tested on this date as required by the Student Drug/Alcohol Testing Policy. As stated in the Fort Sumner Policy, a refusal to provide a sample will be treated as a resignation from all activities for the remainder of the current school year.

Signature of Administrator _____ Date _____

Signature of Student _____ Date _____

Signature of Parent Guardian _____ Date _____

Signature of Witness _____ Date _____

Parent Notification of Student Drug Test

Dear _____ Date: ____/____/____

Your child has been randomly tested on ____/____/____ according to your agreement with School Board Policy and the Activities Code that you signed at the beginning of the activity. The results have been sent to the lab for testing. You will be notified whether your child has tested positive or negative. If your child tests positive, you will be contacted and will meet with administration to discuss the disposition of the case.

Thank you for your time and patience in this process.

Sincerely,

Matt Moyer, Superintendent

Fort Sumner Municipal Schools
Staff Initial Request for Out-of-State Student Travel

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

Name of Group _____

School _____

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

Date Request Submitted _____ Date(s) of Proposed Activity _____

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

1. Purpose of the trip: _____
2. List faculty member(s) responsible for students. List all other supervisors on trip. Be aware that parent or community sponsors will require criminal background checks and the fee is \$75. This background check must be completed prior to the initiation of the travel. _____

3. School equipment to be used: _____

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

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

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

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

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

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

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

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

Estimated number of students _____ Number of supervisors _____

10. Describe supervision plans to ensure maximum safety for students. _____

Parent permission slips on file Yes No

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

Person or persons initiating request _____

Date of Request _____

Principal Signature _____

Date of Approval _____

Decision: Preliminary approval to continue with planning YES NO

Additional Information Required

Denied Reason

District Superintendent

Date of Approval

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

Board Consideration of Out-of-State Travel

Date Approved

Date Denied

Final Approval YES NO