

**LOS ALAMOS PUBLIC SCHOOLS
EXTRACURRICULAR ACTIVITIES CODE****I. PHILOSOPHY**

Extracurricular activities are an integral part of the educational process, providing students with opportunities to further develop their unique capabilities, interests and needs beyond the classroom. Participation in these activities is a **privilege** offered to and earned by students. Because participants are representatives of their school and community, their conduct is expected to exemplify high standards at all times.

II. DEFINITIONS

- A. **Extracurricular Activities** -- School-sponsored activities which are not required by law or Educational Standards of New Mexico Schools and which require time either during or outside the regular school day for practice, meetings, events, performances or interscholastic competition (School Reform Act of 1986). Examples: Interscholastic competition of any type including all athletic/activity competition, music festivals, concert tours, conventions, and performing arts activities which do not adhere to criteria established for co-curricular activities.
- B. **Co-curricular Activities** -- Activities that are extensions of classroom instruction required by law. See Educational Standards for New Mexico Schools or local board policy. Not more than five hours per week or 20 hours per month may be required for practice, meetings, events or performances outside the regular instructional day. Co-curricular activities are required as part of the course work if a student is to receive credit for the course. Co-curricular activities may not require a student to be absent from class other than for the performances/competitions (School Reform Act of 1986). Examples: Vocational or fine arts club activities, field trips.
- C. **Participant** -- A student who is actively trying out for an activity or participating as a member of any school-sponsored activity or team.
- D. **Activity Leader** -- The adult person responsible for directing, leading, planning, implementing, and supervising the extracurricular activity. This is a school representative who is generally a club or group sponsor, coach, or teacher/sponsor, e.g., astronomy club sponsor, track coach, music teacher/sponsor.
- E. **Sport Season or In-season programs** -- The New Mexico Activities Association determines the starting and ending dates of all interscholastic athletic sport seasons. For the purposes of this regulation, a program is considered to be in-season from the first day of official practice as determined by the NMAA calendar until the elimination of that program from state-level competition.
- Activity Season** -- When a participant is involved in any aspect of a non-athletic, extracurricular activity.
- F. **School Representative** -- Any adult, employee or volunteer, who is acting on behalf of or under the auspices of the Los Alamos Public Schools.
- G. **Illegal Drugs** -- For this regulation, illegal drugs includes alcohol, controlled substances, prescription drugs used or possessed without a prescription, solvents used for intoxication, synthetic drugs, and those substances possessed, sold, and/or used that are represented to be controlled or illegal substances. Additionally, the Los Alamos Public Schools prohibits students from being under the influence of, possessing, selling, or giving away alcohol, other illegal drugs, or drug paraphernalia on school property or at school-sponsored activities.
- H. **Referral or Report** -- A referral is a report sent to the Juvenile Probation Office. A report is filed by the police department following an incident.

III. GUIDELINES

- A. It is understood that it is impossible to have regulations for every possible circumstance. Activities leaders and administrators shall use discretionary judgment in dealing with individual situations not covered by a specific written regulation.
- B. Prior to tryouts, practice, competition, performance and/or participation in extracurricular activities, it is the student's and parents' responsibility to sign the *Permission to Participate* form, *Authorization for Medical Services* form, the *Agreement to the Rules of Conduct* form (which acknowledges their understanding and compliance with the code; assures that the student abides by all regulations and procedures; and enforces all regulations and procedures), and (if necessary) the *Permission Form for Administering Medication in Schools*. In addition, athletes and parents need to complete the forms for *Sports Related Medical History*, *Acknowledgment of Injury Risks*, *Authorization for Health Care Service*, and *Personal Medical Notification*. These forms need to be completed **ONLY ONCE** for all sports and activities during the school year. A physical exam can be completed any time before the student participates or anytime after April 1 for the following school year.
- C. Participants who engage in disruptive or negative behavior including, but not limited to, hazing, harassment, and intimidation related to the school and during its activities are subject to suspension or removal from participation. The school administrator or designee, upon conferring with the activity leader, will determine any necessary disciplinary action, concerned with removal from an activity or any suspension from school. If it is necessary because of code infractions to send the student home from travel, the expense will be the parents' responsibility.
- D. It is the responsibility of the activity leader to explain the Extracurricular Activities Code and Board Policy 5131R to each student in his/her activity and to answer questions concerning this document. The activity leader will share regulations with participants and parents at a mandatory meeting prior to the first competition or travel. In addition, the activity leader is the first line of enforcement for the regulations while students are under the activity leader's supervision.

IV. ELIGIBILITY AND PARTICIPATION

Statutory Requirements -- Any student who meets the requirements of the New Mexico Activities Association and the State of New Mexico and whose conduct conforms to Los Alamos Public Schools' policies may participate in the activities program.

- A. **Class Attendance** -- In order for students to participate in an extracurricular activity, they must attend all classes the day of the activity up to the departure time set by the activity leader. Participants must attend all classes on Friday in order to participate in an activity on the weekend. Unusual circumstances will be handled on an individual basis with the school administrator. No student shall be absent from school for school-sponsored extracurricular activities in excess of 10 days per semester, and no class may be missed in excess of 10 times per semester (School Reform Act of 1986 - SB 106). Waivers for excess days may be granted in compliance with the State Superintendent's directive of September 4, 1986.
- B. **Los Alamos Middle School students who participate in Los Alamos High School extracurricular activities** must meet eligibility requirements for both schools. Eighth grade students may participate at the High School level if there is not a same sport activity program available at the Middle School. In addition, eighth graders may compete at the high school level in middle school offered sports if they: A. compete at the high school varsity level or B. have completed their season at the middle school level. Seventh graders may not compete in any level of Los Alamos High School activities.
- C. **Seasonal Sports** -- Students may participate in only one interscholastic seasonal sport at a time. Athletes shall enjoy as many sport seasons that the students/athletes and their parents wish them to participate in without influence from coaches to specialize in one sport. All coaches should encourage participation in other sports. Although athletes may choose the sport they wish to enjoy, once the season has started, **no**

athlete shall change sports without the consent of each coach involved. Athletes cut from one sport may try out for another sport providing that the athlete was not cut from the first sport for disciplinary reasons.

Students who participate in a club sport during the same season as the regular high school sport season, must have the approval of the head coach, athletic director, and school principal for this concurrent participation. This approval must be on file in the athletic director's office prior to the beginning season.

- D. A complete copy of NMAA eligibility regulations is available in the LAPS athletic office or online at www.nmact.org.

V. TRAVEL

Students must follow all school and transportation regulations, public laws, and regulations of any place being visited; and must obey the activity leader, chaperones, bus drivers, and adults working at any place being visited.

- A. Private vehicles shall not be used to transport a student to or from school-sponsored activities outside the boundaries of Los Alamos Public Schools, except by the student's parents. Parents must sign their student(s) in or out at the site of the activity or at another prearranged site. Carpooling is prohibited except within the boundaries of Los Alamos Public Schools. Private vehicles may be used to transport students to after-school, school-sponsored events taking place within the boundaries of Los Alamos Public Schools, with the approval of the other students' parents, the site administrator, or the Athletic Director. An activity school bus must be used any time the school-sponsored activity involves more than eighteen passengers including sponsors and coaches or would require more than two vehicles to transport students. Only school employees are permitted to drive school vehicles when transporting students.
- B. If a student has two school-sponsored events on the same day, a prearranged written release of custody from the activity leader to the parent must be signed and turned in to the Athletic Director's/Activities Director's Office before the activity.
- C. On the rare occasion that the student is unable to travel to the activity with the team, it will be necessary for the parent to sign a prearranged written release delivered to the Athletic Director's/Activities Director's Office. The parent assumes personal responsibility to see that the student is delivered to the activity site and released to the activity leader.
- D. Students shall not be permitted to leave the area of supervision of the activity leader to visit friends or relatives. Relatives such as parents, aunts, uncles, etc., may visit the student in the presence of the group or in places where the group is eating. Students may be released only to their parents while on an extracurricular activity trip.
- E. On overnight trips, students shall stay in assigned rooms and observe all curfews (lights out and quiet). The activity leader is the only person who can change room assignments. Persons of the opposite sex are not permitted in the same motel/hotel bedroom unless an adult sponsor is present.
- F. Students shall understand that the activity leader and/or chaperones, with reasonable cause, may examine student rooms and personal belongings such as luggage.

VI. GENERAL CONDUCT AND APPEARANCE

Students involved in the Los Alamos Public Schools' extracurricular activities are expected to:

- a. conform to state and local laws, New Mexico Activities Association regulations, LAPS regulations, and the specific regulations of the activity. Acts of unacceptable conduct such as, but not limited to, disrespect, hazing, immorality, unsportsmanlike conduct, theft, vandalism, or any violation of the law, tarnish the reputation of every person associated with the LAPS activity/athletic program and will not be tolerated. Students who are charged with a criminal act that requires police investigation may remain with their group/team and participate in practices, but will be suspended from competition and/or performances until the school investigation provides a resolution;

- b. adhere to standards of personal appearance determined by the activity leader for the activity;
- c. display sportsmanlike conduct; and
- d. act in a mature manner.

Disciplinary action for infractions will be considered on an individual basis and will be determined by the activity sponsor/coach, in conjunction with the school administrator. Infractions involving specific board policies (such as but not limited to sexual harassment or substance abuse/possession) must be referred to the site administrator as outlined in the Rules of Conduct.

VII. SUBSTANCE USE AT SCHOOL, ON SCHOOL PROPERTY, OR AT SCHOOL-SPONSORED ACTIVITIES

Students are expected to follow all regulations as defined in LAPS Board Policy and Regulation 5129 and 5129R. Violations of this policy and regulation can incur school and extracurricular code disciplinary consequences.

VIII. USE OF ALCOHOL, OR ILLEGAL DRUGS

- A.** As a condition of the code, students participating in or being at activities/athletics are prohibited from using, possessing, or distributing alcohol and other drugs at any time. This includes being present at or remaining at a social gathering where minors are using or possessing alcohol or illegal drugs.
- B.** A violation of the LAPS extracurricular code may be confirmed by any one or more of the following:
 - A police arrest, report, or referral.
 - Identification of the violation by district or school personnel or activity chaperones on school grounds or at school-sanctioned events.
 - Evidence, which lends credibility to a student's use of alcohol or illegal drugs or attendance at a social gathering where minor are using illegal drugs or alcohol.
- C. ALCOHOL AND ILLEGAL DRUGS CONSEQUENCES:**
 - 1.** Use, Possession, Under the Influence, Suspicion of Being Under the Influence, or Possession of Drug Paraphernalia:
 - a.** First Offense – suspension from participating in activities for 30 calendar days during the season in which the student intends to participate from the date of the infraction. The student will be allowed to practice or participate during class time or after school. Students in activities other than athletics should be given outside assignments by the sponsors to allow them the opportunity to earn credit for the activity class, if competitions or performances are missed. Students who violate this rule will be required to complete a Substance Abuse Intervention Plan with the Prevention Specialist. Students who violate this rule may be referred to a Student Assistance Team meeting. A student in violation of this code must meet with the Athletic Director before and at the end of the suspension, in order to ensure that the student meets all the requirements of the suspension. In addition the student must view and complete the course, The Life of an Athlete located on the NMAA's sponsored website, www.lifeofanathlete.com. Details of access and registration are available from the Athletic Director. Verification of course completion is required before the student is allowed to return to participation.
 - b.** Second Offense – student ineligible to participate in extracurricular activities beginning at the date of the infraction for a calendar year. Students who violate this rule will be required to complete a Substance Abuse Intervention Plan with the School Counselor. Details of the plan are available on the LAPS website at www.laschools.net or by contacting the Prevention office at 663-2783. Students who violate this rule may be referred to a Student Assistance Team meeting. A student in violation of this

code must meet with the Athletic Director before and at the end of the suspension, in order to ensure that the student meets all the requirements of the suspension.

c. Third Offense—no longer eligible to participate in activities and athletics at Los Alamos Public Schools for the remainder of the student's school career.

2. Sale, Dealing, Trading, Manufacturing, or Distribution of Controlled Substances or Drug Paraphernalia

- a. First Offense -- student ineligible to participate in extracurricular activities for one year (365 days) from the date of infraction.
- b. Second Offense -- no longer eligible for activities and athletics at Los Alamos Public Schools for the remainder of the student's school career.

Any suspension as a result of violation of this code will be effective from the date of discovery of the violation by the activity leader or school administrator. Violations that take place over school breaks will be effective the date of the return of students to school. These offenses are cumulative from year to year and do carry over from the middle school to the high school. Any violations that incur the consequences listed in the Extracurricular Code: Rules of Conduct, will accumulate, whether they take place in the middle school or the high school.

IX. CONSEQUENCES FOR USE, POSSESSION, OR DISTRIBUTION OF TOBACCO

A. TOBACCO CONSEQUENCES:

Use or Possession:

- a. First Offense -- suspension from one game/event and a No-Use Contract.

Students who violate this rule will be required to complete a Tobacco Cessation Program through the LAPS Tobacco Cessation Program. Students who violate this rule may be referred to a Student Assistance Team meeting. A student in violation of this code must meet with the Athletic Director before and at the end of the suspension, in order to ensure that the student meets all the requirements of the suspension

b. Second and Subsequent Offenses -- suspension from school activities and athletics for 30 calendar days from the date of the infraction. The student will be allowed to practice (athletics) or participate during class time (activities). Students in activities other than athletics should be given outside assignments by the sponsors to allow them the opportunity to earn credit for the activity class if credit is issued. Students who violate this rule will be required to complete a Tobacco Cessation Program with the LAPS Tobacco Cessation Program. Students who violate this rule may be referred to a Student Assistance Team meeting. A student in violation of this code must meet with the Athletic Director before and at the end of the suspension, in order to ensure that the student meets all the requirements of the suspension.

Any suspension as a result of violation of this code will be effective from the date of discovery of the violation by the activity leader or school administrator. Violations that take place over school breaks will be effective the date of the return of students to school. These offenses are cumulative from year to year and do carry over from the middle school to the high school. Any violations that incur the consequences listed within **the** Extracurricular Code: Rules of Conduct will accumulate, whether they take place in the middle school or the high school.

X. DUE PROCESS/APPEAL

The procedure for appeal of a decision involving participation involving extracurricular activities and athletics participation is separate and different from that outlined in Policy 5129 and 5129R for appeals of academic suspension and expulsion. Violations of the Extracurricular Code of Conduct which occur off school grounds

and may not be subject to academic discipline are nevertheless subject to the requirements of this Extracurricular Activities Code.

After the Athletic Director has determined the consequences for any violation of the code, if an extracurricular participant denies allegations of the Extracurricular Code of Conduct, s/he will be given the opportunity to present information relevant to the incident on his/her behalf to the principal of the school administration to whom the report was made. Such presentation must be in writing and submitted to the principal within 72 hours of the verbal or written notification by the Athletic Director. The participant's parents will be invited to the hearing. The participant and his/her parents will be notified of the decision within 5 business days of the hearing, whenever possible. If a parent or student contests the decision of the principal, they may submit a written appeal to the Superintendent or designee within 72 hours. Written notification may be submitted by e-mail to a Los Alamos Public Schools address. Appeals at this level are heard within 5 business days. Parents may appeal the Superintendent's decision within 72 hours by submitting written notification by e-mail or hard copy to the Superintendent or designee indicating their intention to appeal for a hearing with the School Board. Such hearings by the School Board will be conducted in Executive Session within twenty calendar days of receipt of the intention to appeal. Decision of the School Board is final.

XI. LETTERS/AWARDS

Students competing for the Los Alamos Public Schools who meet the standards presented for each extracurricular Activity will be awarded a letter/award. The block "LA" will be awarded to a student only once in his/her high school career and middle school students receive certificates. Certificates/pins may be awarded for each extracurricular activity when the student meets requirements for a letter/award. In order to receive a letter/award, the student must complete the prescribed standards established by the activity leader for that activity. The standards are available to each student and their parent/guardian in written form upon request. Managers will receive letters and/or certificates on satisfactory completion of requirements established by the activity leader.

XII. EQUIPMENT AND SCHOOL BUILDINGS

- A.** A student is responsible for personal equipment issued at any time during the activity and must return it at the end of the activity or when requested. Students must pay for equipment that is misused, lost, stolen, or damaged beyond normal usage.
- B.** Students are to use school buildings only under the supervision of an activity leader or designated adult. Students who violate this policy will be restricted from use of these buildings or subject to other disciplinary measures as set forth in the secondary schools student handbook.

Regulation Revised 5/94, 9/95, 1/9, 12/01, 4/02, 7/03, 8/09,

9/09, 10/11, 12/12 _____