

MAGDALENA MUNICIPAL SCHOOL DISTRICT

**EXTRA-CURRICULAR
ACTIVITIES HANDBOOK**

2017-2018



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SECTION I. GENERAL

NEW MEXICO ACTIVITIES ASSOCIATION PHILOSOPHY

The NMAA is the governing body of all interscholastic student athletic/activity functions in the state. Their philosophy is as follows:

“The aims, the organization and the policies of the NMAA are based on the philosophy and interscholastic athletics and other extra-curricular activities are important parts of the educational process; that they should therefore be encouraged, directed and supported by a statewide organization; that this organization’s leaders should be representatives of the state’s school; and that the most important single consideration in the regulation of any school activity must be the welfare and healthy development of the individual students. “All individuals who have activities covered by the NMAA will make themselves familiar with the contents and rules and the regulations in the NMAA handbook.”

1.1 DISTRICT PHILOSOPHY

It is the philosophy of the Magdalena School District that athletics and extracurricular activities are an extension of the classroom and play an important part in the physical and emotional development of the student. Every effort will be made to instill a feeling of pride in oneself and in the school and community. Athletics and activities do not in any way replace or detract from the main purpose of the schools, which is to provide a quality education for our students. Rather, they are an integral part of the educational process. The ultimate goal of the athletic and activities program is to help form a positive self-image of the student and to instill morals and values that will aid them as they become contributing members of the community.

1.2 ADMINISTRATION OF ATHLETICS

The Superintendent of Schools is responsible to the NMAA for all matters pertaining to interscholastic activities. As such, all coaches and sponsors are directly responsible to the Superintendent. The Superintendent will designate her/his middle/high school Principal as building supervisor, and the middle/high school Principal will, in turn, delegate responsibility for athletics to the Athletic Director.

All head coaches must meet the required coaches' certification and possess the knowledge and skills to effectively develop and administer a successful program.

1.3 ORGANIZATION OF PROGRAM

It is the responsibility of the head coaches, with the guidance of the Athletic Director, to establish the philosophy, goals and objectives for his/her sport at all levels. Said goals and philosophy will be in line with general philosophy of NMAA as stated in 1.1 of this guide and will be adhered to by all coaches within the program.

1.4 ASSIGNMENT OF COACHES

All coach vacancies will be publicized both inside and outside the school district. Varsity head candidates will be screened and interviewed by a committee made up of the following: High School Principal, High School Athletic Director and two members of current coaching staff. The Athletic Director will make recommendations to the Principal with final approval of the Superintendent.

All coaching vacancies will be posted and advertised both inside and outside the district.

1.5 COACHING LICENSURE/CERTIFICATIONS

All coaches must possess the New Mexico Public Education Department coach license. This is required for all levels of athletic areas (Varsity, Junior Varsity, Middle School).

SECTION II. COACHING

2.1 PROFESSIONAL INTERACTIONS AND GENERAL CONDUCT

All coaches are expected to conduct themselves as professionals in all interactions with staff, students, parents and the community. All coaches will be respectful of each other's talents, abilities, responsibilities and positions. **Staff will work together, in harmony, to support student athletes, the coaching staff, and the mission of the school district.** Disagreements and differences in opinions of philosophies will be discussed privately, in a rational and professional manner. Professional, constructive communication between staff members is expected at all times. Willful circumvention of another coach's authority or intentional, disrespectful, or unprofessional conduct directed toward another coach will not be condoned.

Each coach will promote the respect of other coaches by the athletes in their charge.

When in public, all athletes and coaches will address school employees by their professional titles. Athletes referring to the school employee by only their last name will be corrected and made aware that such action is considered inappropriate. **Coaches will not use or condone the use of foul language and are expected to foster positive respectful social habits of athletes.**

As official school representatives, all coaches will foster a positive image of our school and district. Unprofessional conduct or behavior when **dealing with students, staff members or outside personnel** will not be condoned.

Disrespectful behavior or language directed at game officials is considered unprofessional and unwarranted and will not be condoned.

Intra-staff problems will be dealt with at the staff level before being brought to the attention of the appropriate supervisor.

Persons who fail to adhere to the rules and regulations or their intent will be subject to disciplinary action and/or dismissal. Violations and sanctions will be investigated and applied by the local school administration.

The conduct of coaches/sponsors at practice or events will be held to the same high standards that are expected of them in the classroom. Athletes look to coaches as role models and as such, coaches' conduct should be exemplary at all times.

2.2 ATHLETIC STAFF DRESS CODE

All athletic staff members are in the public eye at both home and away events, so it is important to dress in a manner which denotes a positive, professional image. Athletic staff members are expected to set an example by being well groomed and properly attired at all events and practices. Clothing should be well-coordinated, appropriate for the event, as well as being clean and functional.

2.3 VARSITY HEAD COACH (GENERAL DESCRIPTION)

The varsity head coach is the overall director of his particular sport at all levels and are accountable for all phases of the program. Head coaches are ultimately responsible for the following:

1. Implementation of the goals, objectives and philosophy of the program.
2. Instruction and orientation of assistant coaches.
3. Monitoring and supervising assistant coaches.
4. Foster a positive working relationship between middle school and high school levels.
5. Promote the program with the school and community.

2.4 HEAD COACH RESPONSIBILITIES

The head coach is responsible for:

- Every piece of equipment used in the sport
- Organization, scheduling and evaluation of practices
- Eligibility rosters and records to Athletic Director
- Equipment fitting, use, maintenance care and return
- Supervision and care of facilities
- Enforcement of all athletic codes
- Coordination of scheduling, transportation, meals and lodging with Athletic Director
- Establishment of a conditioning program for the sport
- Knowledge of rules and regulations of the National Federation and the New Mexico Activities Association
- Conducting the activity as positive teaching and learning experience
- Keeping accurate written records regarding attendance, eligibility, equipment, participation, and practice schedules
- Providing written job responsibilities for assistant coaches
- Assisting in the evaluation of assistant coaches
- Instruction and orientation of assistant coaches at all levels

- Monitoring and supervising assistant coaches at all levels
- Completing all forms and reports as required by A.D. including on-line reporting to the NMAA
- Determining playing time for athletes at varsity level
- Designating team assignments at all levels
- Making cuts at varsity levels when numbers dictate
- Any other assignment or requests deemed necessary by agreement between coach, principal and A.D

2.5 ASSISTANT COACHES (ALL LEVELS)

Assistant coaches will:

- Adhere to all rules, regulations, objectives, goals and philosophy of head coach
- Enforce any and all rules, under the direction of the head coach
- Provide input into the evaluation of the total program
- Perform other duties as directed by the varsity coach.

2.6 CONDITIONING AND OFF-SEASON PROGRAMS

Each sport will organize an off-season program that is well-organized and designed in regards to both scientific theory and to practical implementation.

- All programs should take into account the physical demands of the particular sport.
- All programs should take into account the proper percentages of the following parameters in relation to their particular sport: muscular strength, muscular endurance, cardiovascular endurance, power, reaction time, movement time, speed, ability and flexibility.
- A sound practical basis for judging the development and progress of each individual should be established before the start of any program.

- An in-depth analysis and evaluation of each participant's physical abilities should be measured and taken into account before the start of the program. All programs should be designed and tailored to the strengths and weaknesses of the individual athletes.
- Periodic re-evaluations should be made of each athlete during the course of the program.
- The length and extent of the off-season program must take into account the availability, number and willingness of the participants to become involved on a regular basis in the program, following NMAA rules and regulations.
- All participants must be directly supervised and instructed when working on the program, by coaches.

2.7 EVALUATION OF ATHLETIC POSITIONS

All athletic coaches will have an evaluation folder kept on file with the local school administration. At the beginning of each school year, the Athletic Director will hold an in-service for all persons who will be involved with athletics during the school year. A pre-season conference will be held with the head coach of each sport. An individual post-season evaluation and review will be held with all head coaches.

All head coaches are responsible for submitting an End of Season Report including a written narrative evaluating the performance of all assistant coaches in the program.

SECTION III. SUPERVISION

3.1 GENERAL SUPERVISION

It is state Board policy that adequate supervision be provided and maintained throughout the course of all district-sponsored activities. Supervision will include but not be limited to the following:

1. Locker Rooms
2. Practice playing areas or facilities
3. Conditioning areas

4. School sponsored transportation/trips
5. School authorized lodging
6. School authorized eating establishments

Coaches will be considered on duty as long as athletes remain under their supervision, whether for practice, home or away events. Never leave athletes unsupervised.

No athletes are allowed to use the weight room unless a supervisor is physically present.

3.2 HYGIENE

Coaches will encourage athletes to shower after every practice or event. The necessary allotment of time at the end of each event should be made to allow the athletes sufficient time to shower, dry and dress. Athletes should develop positive social health and personal grooming habits.

3.3 TRAVEL – SUPERVISION RESPONSIBILITIES

Coaches will be considered on duty from the time the first athlete arrives at the school until the last athlete leaves the school. Students must travel to and from all away events with their teams in a school-sponsored vehicle unless other arrangements have been made. A student athlete must be signed out from the activity, with approval of the coach, by the parent the using the form provided by the coach. Anyone other than the parent must have permission twenty-four (24) hours in advance, with a letter from parent/guardian on file with Athletic Director.

- All school rules and policies are in full effect during all home and away events, regardless of the location. Enforcement of these rules and policies are not subject to interpretation of individuals.
- Coaches will keep their students together in a supervised area when they are not participating in an activity. The coach will remain in the general area of the students for visual supervision of students.
- When supervising athletes overnight, spontaneous, unannounced room checks and head counts will be made until lights out. Random checking of the grounds around the athletes' rooms will be made.

- Coaches must ensure that students are supervised appropriately at all times.
- In the process of traveling to, during, or returning from any away event, no side trips will be made unless the proper authorization has been received prior to the trip. Only accepted routes of travel will be used from event to eating location, from lodging to eating location and/or event, from eating location to lodging or to school, etc.
- Non-licensed personnel cannot be given sole supervisory responsibilities. Licensed personnel must be present at all times.
- Information sheets will be distributed to all students to share with parents before overnight trips. Information included should state departure and return times, destination, motel name and phone number, and local school person to contact for emergencies.

SECTION IV. SCHEDULING

4.1 SCHEDULING OF EVENTS

HIGH SCHOOL The Athletic Director will schedule all games with input from the individual sport coaches as necessary.

MIDDLE SCHOOL The Athletic Director will schedule all games with input from the individual sport coaches as necessary.

No coach will schedule or make verbal agreements on an individual basis.

4.2 SCHEDULING PRACTICES

As a rule, practices should not exceed two to two and one-half (2 to 2.5) hours of actual practice time. However, an additional 30 minutes/day may be used for meeting or warm-ups and shower/dressing.

Teams wishing to practice on non-school days must obtain prior approval from the Athletic Director.

4.3 OFFICIALS, TRANSPORTATION, GAME WORKERS, SECURITY, TOURNAMENT AWARDS

The Athletic Director at the high school and at the middle school will schedule officials, transportation, game workers, security, and tournament awards. Coaches will be consulted when applicable.

Coaches will be responsible for meals, purchase orders, calling restaurants and lodging, with approval from A.D. or his/her designee. Only persons directly associated with teams will be housed and transported. Those persons considered to be directly associated with athletic teams are:

- The assigned coaches
- Travel squad members or cheerleaders
- Managers
- Trainers
- Scorekeepers
- Bus drivers
- Video Technicians

4.4 DISTRICT MEAL POLICY

No meals will be provided by the district for any event within a 60-mile radius of Magdalena. One meal will be provided per day @ \$7.00. Meals for overnight trips will be provided as necessary.

4.5 PURCHASE ORDERS

Purchase orders be requested one (1) week in advance of the date needed, more time is recommended. Requests for purchase orders should be submitted to the Athletic Director. Requests for purchase orders should be submitted in writing.

Coaches are not allowed to order equipment or supplies. Athletic Director or Principal will order equipment.

4.6 FUNDRAISING

All advertised programs and solicitations of funds from the public or private sectors will have prior authorization from the principal and superintendent. Requests for such proposals must be submitted in writing on the district activities form and must include the following:

1. Name of organization
2. Purpose of activity

3. Outside persons/companies/organizations involved
4. Proposed dates of activity
5. Facilities to be used
6. Approximate amount of funds to be raised
7. Mechanics for solicitation and collection

All funds must be properly deposited with the school bookkeeper for accounting purposes within twenty-four (24) hours of receipt, or next work day. No accounts outside the district may be established. Students will be given numbered receipts for all items given or received including merchandise and money. Funds raised or donated under the name of the school will become the property of the school.

SECTION V. EQUIPMENT AND FACILITIES

5.1 COORDINATION OF FACILITIES AND EQUIPMENT

Staff will cooperate with the use of facilities and equipment. Coordination of facilities and equipment will be the responsibility of the high school Athletic Director, with consultation with the principal and superintendent as needed. Coaches will be consulted when applicable.

5.2 FACILITIES

MAINTENANCE – Request for repairs, alterations, and cleaning of facilities will be directed to the Maintenance Supervisor via the work order process. Repairs that are of an emergency nature should be directed to the school principal immediately. Items that are considered essential for the conducting of an event or a safety hazard should be considered emergencies.

USE – Facilities should be inspected daily prior to their use. All repairs should be noted and filed for repair as soon as possible. Scheduling of facility use for athletics will be at the discretion and authorization of the A.D. In-season programs will have priority over off-season programs.

SECURITY – It will be the responsibility of all coaches who are utilizing a facility to see that all lights, doors, gates and windows are properly secured after use.

KEYS – Keys will be issued to coaches by front office personnel. Keys are to remain in the possession of the school employee who checked them out and are

not to be given or loaned to students or non-school personnel. All keys will be turned in to the appropriate supervisor at the end of the year/season.

5.3 ISSUING EQUIPMENT, INVENTORY, AND ORDERING

- It is the responsibility of all head coaches of a particular sport to be in charge of all equipment.
- Coaches issuing equipment to athletes will use an equipment checkout form.
- Each item issued will be fully described stating such things as size, color, condition, number and quantity.
- Upon return of each item, the receiver will inspect all returned materials for signs of abnormal use or abuse. Items in need of repair will be marked, stating the nature and location of the needed repair. All such items will be placed in a separate location.
- Items not clearly lettered and/or numbered will not be issued to any athlete.
- No item may be given to athletes for permanent use or thrown away without the proper authorization from the A.D.

5.4 ALL ITEMS, REGARDLESS OF THEIR CONDITION, ARE TO BE RETURNED TO THE EQUIPMENT ROOM.

- In sports that require the mandatory use of protective equipment, the coach has the legal obligation to properly instruct each athlete in the proper fitting, use and care of these items.
- All equipment must be issued on a first come, first served basis. The amount or quality of equipment may not be distributed in regards to the athlete's perceived value or worth to the team.
- Routine inspection of all mandatory protective equipment in regards to proper fit, proper use and proper condition will be the responsibility of the sport's head coach.
- The ultimate responsibility of issuing equipment to and from athletes belongs to the individual coaches. Coaches must encourage and

promote, and when necessary, enforce the required respect for school owned equipment. No athlete should be allowed to mistreat or abuse school equipment.

- Any and ALL athletes missing equipment signed out to them will be made to pay the replacement cost for the individual item. Students will not be eligible to join another sport until all equipment has been cleared. Middle School equipment debts will be carried over to the high school, and students will not be allowed to participate until all debts are cleared.
- School owned or issued equipment will not be used or worn for unauthorized activities such as physical education classes, weekend recreational activities and/or other non-school athletic activities.
- Before established deadline, all coaches will turn in a list of athletes owing athletic equipment.
- All head coaches will be responsible for providing a pre- and post-season inventory to the A.D.
- All protective equipment mandatory during competition will be mandatory during practice.
- Equipment losses which are excessive or unaccounted for will be the personal financial responsibility of the head coach.

SECTION VI. CLINICS AND SCOUTING

6.1 CLINICS AND PROFESSIONAL ENRICHMENT

As professionals, all coaches are expected to update themselves to current trends, rules and/or technique changes and any other areas of knowledge that relate to their activity. District funding for participation in professional education programs may be provided when available.

6.2 ATTENDANCE AT STATE TOURNAMENT AND COMPETITION

Head coaches may apply in writing to Athletic Director to attend state competition for his/her sport. Transportation and professional leave may be granted with recommendations by A.D. and Principal.

SECTION VII. ELIGIBILITY

7.1 ACADEMIC ELIGIBILITY REQUIREMENTS

1. Follow the NMAA eligibility requirements.

7.2 MEDICAL/LEGAL ELIGIBILITY REQUIREMENTS

Participants in athletics will include but are not limited to the following: athlete/player, manager, statistician, mascot, cheerleader, video technician.

Before a student may be issued any equipment, begin practice or in any way participate in a sport or activity related to athletics, he/she must complete and provide the following required information and materials to the proper school officials.

- Participants and athletes must complete and return an “Athletic Participation and Physical Form.” This must contain a passing physical examination, signed by a physician licensed to practice medicine within the United States. Head coaches must make copies of each physical and give to the A.D.
- All participants must provide proof that they are covered by a current HEALTH insurance policy, which will cover any incurred medical expense.
- All participants must return a completed “EMERGENCY INFORMATION” card.
- All participants must return a signed confirmation of receipt of handbook.
- All of the required forms can be picked up and returned in person to the HEAD COACH.

7.3 ACADEMIC ELIGIBILITY PROCEDURES

The mechanics for determining the student’s academic eligibility will be detailed in accordance with the guidelines established in the NMAA Handbook.

7.4 DEADLINES FOR JOINING ATHLETIC TEAMS

The deadline for joining a sport will be two weeks after the first official day of practice. This can be waived by the A.D.

EXCEPTIONS

- The athlete transfers to the school from another district.
- The athlete was unable to join at the proper time due to a health or physical condition or emergency situation

According to NMAA policy, athletes must have a certain number of practices in certain sports prior to participating in a scheduled event unless they are moving from sport to sport, season to season.

7.5 LETTERING AND AWARDS

INDIVIDUAL SPORT GUIDELINES FOR ATHLETIC LETTERING

Baseball, Basketball, Football, and Volleyball

- Played in 50% of the quarters, halves, innings during the season.
- Met the criteria above.
- Any senior who has not met the award requirements but has been a member in good standing in a given program for two or more years.
- The head coach may recommend awards in special cases to athletes who have not met the requirements.

Track

- Any one of the following:
 - Scored ten (10) points over the course of the season
 - Placed at the district track meet
 - Qualified for state

Rodeo

- Member in good standing for entire season
- Placed in at least one rodeo

General Guidelines

- It is expectation of Magdalena Schools that all varsity athletes will attend the Letterman's Award Banquet. If the varsity athlete is unable to attend, he/she must meet with the A.D. regarding receipt of awards.
- An athlete must display sportsmanship and conduct which exemplify the school to his or her opponent, spectators, teammates, and officials and must conform to team, district, and state rules as established by the coach, school, and state.
- An athlete must conform to all the training rules established by the coach.
- The athlete must return all equipment issued to him or her to the satisfaction of coach and/or Athletic Director.
- In the event of injury or other legitimate extenuating circumstances, letter winners will be made on the recommendation of the coach to the Athletic Director.
- Only one letter will be awarded to any athlete in attendance at Magdalena High School. When a letter is awarded to an athlete, the athlete will also receive a representative pin for that sport. Letter winners in more than one sport will be designated by a representative pin for each sport. Athletes who have earned a letter in a sport for more than one season will be given a service bar for each year lettered.
- Certificates are awarded to all athletes who participate for a full season.
- Pins are given to captains and co-captains.
- Special recognition for teams for district, region, and state accomplishments, as well as, individual district, all state, all star, etc., will be recognized and awards given.

- Awards for all Middle School and Junior Varsity Team Members will be awarded at the Annual Awards Assembly.

7.6 ELIGIBILITY FOR ATHLETES DURING SEASON AND OFF SEASON

All athletes will be required to meet NMAA eligibility standards during off-season as well as during season. Eligibility will be used to determine the academic status of athletes.

7.7 COACHES’/SPONSORS’ COMMITTEE

Coaches/Sponsors may ask a member of an organization to leave. The Coach/Sponsor will request that the Coaches/Sponsors Committee meet and review the case before the athlete/member is dismissed from the team/organization. The Coaches/Sponsors Committee will include the Principal, Coach/Sponsor for the student considered for dismissal, another head coach, one of the student’s instructors, and one sponsor for an activity other than the activity from which the student may be dismissed. The final decision must be approved by the superintendent.

7.8 DUAL PARTICIPATION

Dual participation will be allowed and encouraged. Head coaches will work out any conflicts due to scheduling of practices and games. It may be necessary for athletes participating in two sports in the same season to designate a primary and secondary activity to avoid such conflicts.

SECTION VIII. ATHLETICS

8.1 OBJECTIVES OF ATHLETICS

The student athlete will develop and maintain a high level of physical fitness while participating in athletics.

- The student athlete will learn to make decisions under stress and quickly react to changing conditions.
- The student athlete will learn that practice and discipline provides the resources to implement choices effectively.
- Participation will offer athletes an opportunity to experience:

- Cooperation
- Competition
- Individuality
- Group Membership
- Responsibility to promote growth as a stable member of society
- Participation in the interscholastic program encourages the participants to:
 - Develop self-pride
 - Identify with the team members and the school
 - Learn teamwork
 - Learn self-discipline in the acquiring of skills necessary to the sport
 - Learn to make decisions and operate under pressure
 - Respect the necessity for authority and the needs of the group
 - Succeed in the total educational academic program

8.2 EXPECTATIONS OF PARENTS

The parents will communicate fairly and openly with coaches by:

1. Communicating openly, honestly, and with respect.
2. Communicating issues and concerns in an appropriate and timely manner, including those of physical and emotional well-being on behalf of their student-athlete.
3. Following an appropriate chain of communication such as:
 - a. Parent and Head Coach/Assistant Coach.
 - b. Parent and Athletic Director or their designee.
 - c. Parent and Principal.
4. Attend parent meetings and reading information disseminated by the coaching staff.

The parents will demonstrate good sportsmanship by displaying the following behaviors:

1. Providing support for coaches and officials to foster a positive, enjoyable experience for all student-athletes.
2. Understanding the game is for the student-athletes and not for the adults.
3. Recognizing that student participation in athletics is a privilege, not a right.
4. Using good sportsmanship as a spectator and conduct themselves in a manner that reflects well on both the team and the school.
5. Promoting the team by being supportive and helpful of the school program.
6. Refraining from coaching their student-athlete from the stands or the sidelines.
7. Expecting consistent student-athlete attendance at practices and games.

The parents will create a positive and supportive environment to promote their student-athletes well being by:

1. Supporting good conditioning and healthy lifestyle habits.
2. Placing the emotional and physical well being of their student-athlete ahead of any personal desire to win.
3. Expecting their student-athlete to play in a safe and healthy environment.
4. Supporting their student-athlete in planning how to meet their academic responsibilities given the demands of training and practice.
5. Being a role model for other parents by remaining positive at sporting events.

8.3 ATHLETIC REGULATIONS

Magdalena Schools acknowledges that participation in extracurricular athletics is a privilege and not a right. Every effort is to be made by the coaching staff to explain to the student athlete that he/she is constantly on display and a great amount of responsibility rests on his/her shoulders regarding personal habits and behavior.

Appropriate parent/legal guardian behavior before, during and after events supports positive student participation and provides affective adult role models for our students. At no time shall a parent/legal guardian approach a sponsor/coach with a complaint during or immediately after an event. A parent/legal guardian can arrange a meeting with a coach to discuss concerns.

The following procedures will be followed in the event of the suspension of any student from the athletic program by the coaching staff:

- The coach will notify the parents or legal guardian of the student who has been suspended and arrange, if requested by the parent or legal guardian,

for a meeting with the Coaches' Committee, parents or legal guardians, and the student.

- If the decision made by the Coaches' Committee is not agreeable to either the parents or guardian, the decision of the Coaches' Committee can be appealed by notification in writing within two days to the Athletic Director and the Principal. The Principal and Athletic Director will then be required to make an independent investigation of all allegations and render a decision from there within three (3) school days.
 - A further appeal can be made to the Superintendent. Within five (5) days, the Superintendent will determine if the decision of the Principal and Athletic Director was arbitrary or capricious and was based on substantial evidence.
1. TRAINING: The use of alcohol, drugs, and tobacco will not be tolerated.
 2. QUITTING: A student quitting a sport will not be able to start another sport until that particular sport is over and he/she is released by the coach whose sport is in season.
 3. UNSPORTSMANLIKE CONDUCT: Any act of unsportsmanlike conduct will be dealt with according to the New Mexico Activities Association Handbook and Policies of the Board of Education of Magdalena Municipal School District.
 4. DRESS: Coaches will instruct their athletes to dress neatly and in good taste when on a trip representing our school.
 5. ACADEMIC ELIGIBILITY: Magdalena Schools will strictly adhere to the New Mexico Activities Association rules for interscholastic eligibility and scholarship.
 6. Suspension (In-School or Out-of-School) will result in the minimum loss of participation in one event/activity. If a suspension is assigned for multiple days, the student will miss all activities for the duration of the suspension as well as additional days equal to the amount of suspended days.
 7. Athletes that are assigned athletic P.E. will be required to attend that class as well as practice after school.

8.4 RETURN FROM TOURNAMENT PLAY

Teams qualifying for participation in District/Invitational Tournaments will be expected to return home after being eliminated. Budget limitations do not permit the District the luxury of allowing teams to remain at the tournament through the championship game. Teams qualifying for participation in the State Tournament will be allowed to stay if allowed by the Athletic Department and Superintendent.

8.5 RODEO

Magdalena Schools, with NMAA, recognizes rodeo as a junior high and high school sport. Students that are officially participating in the NMHSRA or NMJHRA and are also in the athletic period class may be released to practice their sport for two (2) days a school week. These days must be on a regularly established schedule that is approved by the Athletic Director, High School Principal and the Superintendent. Students must participate in the athletic class on the days they are on campus. Students must have a letter on file with the school releasing the student to their parents for these days. The student must also officially check out of school on these days.

SECTION IX. EXTRACURRICULAR ACTIVITIES CODE OF CONDUCT

9.1 EXTRACURRICULAR ACTIVITIES CODE OF CONDUCT

Magdalena Municipal School students must abide by the Extracurricular Activities Code of Conduct in order to participate in sponsored activities. Sanctions will include those noted in the Magdalena Student Discipline Handbook.

1. I am required to complete “Life of an Athlete,” annually, prior to my participation in the first event/game of the season/school year. (NMAA website)
2. I will regularly attend all classes. I must provide appropriate documentation when absent to be allowed to participate in practice/game/activity on the day of my absence. I will be on time for all classes.

3. I will strive for academic excellence. A 2.0 GPA is the minimum requirement for participation in any sanctioned activity. NMAA policy will be used to address eligibility. Academic dishonesty can be grounds for suspension.
4. I understand that I am required to be a law abiding citizen. Magdalena Municipal Schools will require all students participating in extracurricular activities to be drug tested through the nurse's office at the beginning of each athletic season or school sponsored extra-curricular event and randomly selected throughout the season.
 - The first offense related to the use or possession of tobacco, drugs, or alcohol, during enrollment at either the Magdalena Middle School or Magdalena High School, or any related law enforcement referral, will carry an automatic suspension from all events/activities for 30% of the regular season/activity.
 - A second offense will result in removal from all activities/athletics for 365 calendar days.
 - A third offense will remove a student from all activities/athletics for the remainder of his/her attendance at either Magdalena Middle or Magdalena High School. NOTE: Offenses are cumulative. Any offense that occurs during the middle school grades or from grades 9-12 will be recorded as one of the three "chances" to correct behavior. Each student has a "clean record" at the initial entry to either the Magdalena Middle or Magdalena High School. Also, the code is in effect 24/7 during your participation in any school athletics/organization.
5. I will show respect to all school personnel, sponsors, and coaches.
6. I will respect the rights and property of the school and of others.
7. I will provide leadership for my peers/team-mates in the area of behavior, both in and out of school. (Buses, restaurants, school events, etc.) I will never do anything to discredit my school, sponsor, coach, peers, or myself. The first offense may result in temporary or permanent removal from the team/club.
8. I understand that the following infractions can result in the loss of privilege to participate: fighting, profanity, and truancy.
9. I will follow the school dress code at all times.

10. I recognize the need to be well rested and will make a conscious effort to be home at a reasonable hour on weekdays and nights prior to any activity.
11. I will discuss any desire to drop out of an activity/sport/club with the sponsor/coach prior to taking action to leave. If I choose to quit the team/club during the course of the school-year, I will not be reinstated that same season/semester.
12. I will seek prior approval from the sponsor/coach and Athletic Director if I wish to take part in “dual” participation of sports/activities in the same season.
13. I will travel to and from each activity with the rest of the team. Only with prior, written permission to the sponsor/coach will I be allowed to schedule other travel arrangements with my legal guardian/parent.
14. I am responsible for informing my parent/guardian should a problem arise. An appointment with the sponsor/coach will be made.

Each program may have additional expectations beyond those in the Code of Conduct. The expectations will be given to parent/athletes at the “Beginning of the Season Meeting” and will be in a contract to be signed by coaches, parents, and athlete. A copy will be provided to the Athletic Director and administration and will become a part of this policy and be strictly adhered to. Attendance of the “Beginning of the Season Meeting” is required, by both parent/guardian and student/participant, prior to participation in any scheduled event/activity.

All students involved in NMAA sanctioned activities are required to sign the “Confirmation of Receipt of Handbook” (final page) to assure that the Extracurricular Procedures Manual has been reviewed/received. I understand the signing must be completed prior to my participation in any scheduled event/activity.

Any student participating in a sport should check with his or her coach before participating in any other school or non-school sponsored physical activity: roller skating, town team basketball, skiing, etc.

When a student is found to be violating the code, he/she is subject to disciplinary action. The action taken is dependent upon the nature of the violation. The student must recognize that violation of this code will not be tolerated and that it is the responsibility of the individual to conduct him/herself properly.

SECTION X. CONFIRMATION OF RECEIPT OF HANDBOOK

10.1 CONFIRMATION OF RECEIPT OF HANDBOOK

(For Parent/Guardian/Student Signatures)

We, the parents/guardians of _____, _____ (Grade) have read and understand the Extracurricular Procedures Manual of the Magdalena School District. We are willing to abide by the athletic requirements, regulations, Extracurricular Code of Conduct, responsibilities and possible consequences of it.

Parent/Guardian Name (print)

Parent/Guardian Signature

Date

I have read and understand the Extracurricular Procedures Manual of the Magdalena School District, and I am willing to abide by the rules and regulations included in the document.

Student Name (print)

Student Signature

Date

Parent/Legal Guardian Questions: