



Laguna-Acoma Jr./Sr. High School

Athletic Handbook

School Year 2019-2020

Laguna-Acoma Jr./Sr. High School Athletic Handbook

- I. **INTRODUCTION.** The legacy and vision of the Grants/Cibola County School Community is to produce students who are life-long learners and productive citizens of character and pride. Since the court, track, and playing field are extensions of the classroom, the same goals, standards and principles are expected in those places of learning. Athletes will adhere to any of these standards and principles while they are participating in any sport.

- II. **PHILOSOPHY AND PURPOSE OF THE INTERSCHOLASTIC ATHLETIC PROGRAM**
 - A. The major goal of an interscholastic athletic program is the same as any other educational program--to provide youth with the opportunity to develop to their maximum potential. In this case, the program provides for development of physical and mental skills through competitive athletics, which enhances students' personal and social skills. Competitive athletics generates a pride in achievement; an appreciation of team effort, hard work, and fair play; respect for rules of the game; and respect for the abilities of others. It should be noted that participation in athletic activities is a privilege offered to and earned by students.

 - B. Interscholastic athletic programs are designed to give special opportunity for maximum development of athletic skills for physically gifted students. However, every student who is interested in athletics should have the opportunity to compete for positions on teams. The talented student is expected to give more and produce more because of that talent. An athlete gains a healthy respect for self and others and values diligence, achievement, and excellence. These are the positive reasons for providing a program of athletic competition.

 - C. A sound athletic program must be based on sound educational principles. Every activity sponsored and supported by the schools must be considered a phase of the educational process. If an athletic program does not serve positive educational goals, the expenditure of time and money is not justified. Athletics are an integral part of the total educational program. They are extracurricular only in the sense that they are assigned time outside of the students' academic class schedule. The academic and athletic programs should be mutually complementary.

 - D. A coach should be a dedicated teacher who has a great influence on students. As a professional educator, the coach should set high standards and serve as a model for students. A coach has the responsibility to be a teacher first and a coach second. A coach should be a professional who works closely with the administration, teachers, and counselors. A worthy coach will stress the importance of achievement in all endeavors as well as sports. A coach must work continually with the student body, parents and general public to help them understand the relationship between the goals of education and interscholastic athletics. As an educational endeavor, the coach identifies and strives to attain specified objectives through methods and techniques based on sound principles of learning.

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III. OBJECTIVES OF ATHLETICS

- A. Development of Physical and Mental Fitness:** The most obvious objective of athletics is the development and maintenance of physical fitness. The student who participates in athletics will improve physically and mentally while learning activities that will maintain a high level of physical fitness. Many activities in their entirety carry over into adult life as vocational or recreational pursuits. Some activities do not, but the skills and attitudes developed contribute to continued fitness.
- B. Development of Skills and Mental Alertness:** A sport is a learning activity—the rules, the principles, the individual skills, and the cooperative effort. An individual learns to make decisions under stress—something that is frequently missing in adolescent experience. A student learns to think quickly and react to changing conditions. He/She learns to accept the consequence of his/her choices. The student learns that practice and discipline provide the resources to implement choices effectively.
- C. Development of Personal Qualities:** The coach through the interscholastic program encourages the participants to:
1. Develop self-pride
 2. Identify with the team members and the school
 3. Learn teamwork
 4. Learn self-discipline in the acquiring of skills necessary to the sport
 5. Learn to make decisions and operate under pressure
 6. Respect the necessity for authority and the needs of the group
 7. Succeed in the total educational academic program
 8. Develop good sportsmanship and conduct
- D. Development of Character:** The coach maintains an emphasis on character education through the development of:
1. Trustworthiness
 2. Respect
 3. Responsibility
 4. Fairness
 5. Caring
 6. Citizenship
- E. Development of Community Acceptance and Pride:**
1. Develop a positive public image of the district athletic program.
 2. Works toward being consistently competitive in all sports.
 3. Encourages active community support and involvement.

IV. FUNDING

- A. Funding of Athletic Program:** The responsibility of providing the necessary funds to support the athletic program lies with the Board of Education and the Grants/Cibola County School's administration. Some of the funds to meet expenditures are allocated in the District's operational budget; however, the Athletic Office relies heavily on resources from gate receipts.

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- B. Fundraising:** The objective of any Grants/Cibola County Schools Athletics fundraising program is to develop a progressive and deliberate enterprise to provide additional resources for nonrecurring expenses.
- C. Fundraising Procedures:** New Mexico Statutes and LAHS Funding Policies will govern all fundraising and expenditures that are considered by definition to be “public fundraising”. A fundraising request form must be submitted for each fundraising activity. Student Council will look at each request form and will approve/deny.

V. SCHEDULING

A. Grants/Cibola County Schools Athletics Schedule Guidelines

1. Game scheduling should minimize time away from the classroom.
2. If possible, schedule non-conference games during first part of the season.
3. Consider scheduling local area teams for non-conference games.
4. No unnecessary overnight travel.
5. Due to limited funds it will be necessary to curtail overnight trips. There are specific situations that may be allowable for overnight stay such as having to play two conference games away on consecutive nights and the distance to Laguna-Acoma makes it inadvisable to return home. Scheduling of two consecutive nonconference games away from home for the purpose of “arranging” an overnight trip is prohibited. The Site Athletic Coordinator in consultation with the principal will determine all other situations that merit consideration for overnight stay.
6. Teams qualifying for participation in State Tournaments as well as those competing 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.
7. Release time for athletic contests should be kept to a minimum. Early dismissal for games should be scheduled so those athletes maximize class time. Arriving significantly early to athletic contests will not be tolerated.

VI. POSTPONEMENT OF ATHLETIC CONTESTS

- A.** Postponement of any athletic contests because of inclement weather or playing conditions/facility problems will be determined and announced by the school principal or his/her designee.
- B.** On-Campus Sports
 1. Postponement of any athletic contests because of inclement weather or playing conditions/facility problems will be the responsibility of the school principal or his/her designee.
 2. Direct personal call/contact with the visiting coach and assignor/officials announcement of postponement is the responsibility of the school principal or his/her designee.
 3. As soon as possible after the postponement the school principal or his/her designee should consult with the visiting athletic office to arrange make-up date and time. The Athletic Coordinator will then notify the official assignor.

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4. In case of cancellation for reasons other than inclement weather or playing conditions (facility problems); the school principal or his/her designee will work in conjunction with the opposing Athletic Coordinator to reschedule the event. Due to potential communication and scheduling problems rescheduling may be limited.

VII. TRANSPORTATION OF STUDENTS

- A. Transportation of Athletes by Coaches:** Staff members should be advised that they are not permitted to transport athletes to or from practices and/or games unless they have met the district transportation requirements and are using a school owned vehicle. In case of emergency, the staff member should contact an administrator to arrange transport of the athlete.
- B. Method of Transportation:** The District provides round trip transportation for all out-of-town contests. This is the only method of transportation allowed. An exception may be made only if the parents or guardians provide written authorization, signed by an administrator, to the coach that they will transport the athlete. An authorized number of student athletes plus managers, coaches, and trainers constitute the normal travel group. If necessary, administrative personnel or the principal's designee may travel with the team. All others are prohibited from riding in a bus transporting a Grants/Cibola County School's athletic team.
- C. Grants/Cibola County Schools Transportation Guideline**
 1. Bus schedule changes should be made at the time of any scheduled event change.
 2. Cancellations should be made as soon as possible, but a minimum of 24 hours prior.
 3. The only authorized pick-up/drop off will be the school for all sports.
- D. Conditions of Use**
 1. To provide transportation for student-athletes, managers, trainers, coaches, and administrators only.
 2. Athletes and coaches are to be picked up and dropped off at the school site only. No other pick-up or drop-off sites will be permitted.
 3. Personal property left on the bus is the sole responsibility of the owner.
 4. Departure must occur in a timely manner after completion of local contests.
 5. In conjunction with the Superintendent, the Transportation Coordinator or his/her designee can be the driver are responsible for decisions regarding weather, safety, etc.
 6. When Co-ed teams travel together, teams must be separated to the front/back of the bus (example: girls must sit in the front of the bus and boys in the back of the bus, or vice versa).
- E.** Every effort will be made to provide two across seating for all athletic travel, unless emergencies arise. Transportation of student athletes will take into consideration gender equity and appropriateness of equipment.
- F. STUDENT RELEASE FORM POLICY** Student release forms should be given to coaches 24 hours before the scheduled trip takes place. The forms can be picked up from the site Athletic Coordinator or from the coach. The forms must have the appropriate signatures and students **may only be released to a parent or guardian.**

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VIII. ADMISSIONS

A. Admissions Policy

1. Pre-school children admitted free when accompanied by parent.
2. Student admission extended to all school-age children.

B. Admission Prices

1. Varsity and Varsity/JV/C Combinations
Adults-\$5.00
Students and Senior Citizens-\$4.00
2. District and state playoffs require a different admission pricing schedule.

C. District Employees, Board Member

1. District employees with district identification badges will be permitted to sign-in.
2. Employees who work at the site will be given a plus 1 free entry. District employees must present identification badge to be given one free entry.

IX. PRAYER

In accordance with Grants/Cibola County Schools directives, any activities related to religious issues and ceremonies must be student initiated and “religion neutral” (neither promoting nor inhibiting religious beliefs) so as to assure comfort to all students.

X. CONDUCT. Participating in sports for Laguna-Acoma Jr. /Sr. High School is a privilege. Student athletes are held in the highest regard and are seen as role models in the community. As leaders you have the responsibility to represent your team, your school, and yourselves in a positive manner at all times. All incidents will be reported to the NMAA.

- A.** School sponsored or approved extracurricular activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved extracurricular activities are provided for the enjoyment and opportunity for involvement they afford the students.
- B.** Spectators are permitted to attend school sponsored or approved extracurricular activities only as guests of the school district, and accordingly as a condition of such permission, they must comply with the school district’s rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the school sponsored or approved extracurricular activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but also embarrassing to the students, the school district and the entire community.
- C.** To protect the rights of students to participate without fear of interference, and to permit the sponsors and officials of sponsored or approved extracurricular activities to perform their duties without interference, the following provisions are in effect:
 1. Abusive, verbal or physical conduct of spectators directed at participants, officials or sponsors of sponsored or approved extracurricular activities or at other spectators will not be tolerated

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2. Verbal or physical conduct of spectators that interferes with the performance of students, officials or sponsors of sponsored or approved extracurricular activities will not be tolerated.
 3. The use of vulgar, or obscene or demeaning language directed at students, officials or sponsors participating in a sponsored or approved extracurricular activity or at other spectators will not be tolerated.
 4. If a spectator at a sponsored or approved extracurricular activity becomes physically or verbally abusive, uses vulgar, or obscene or demeaning language, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event and the school administration may recommend the exclusion of the spectator at future sponsored or approved extracurricular activities.
 5. Upon recommendation of the Athletic Coordinator, the school administration may approve a notice of exclusion from sponsored or approved extracurricular activities to be sent to the spectator involved. The notice shall advise the spectator of the school's right to exclude the individual from Laguna-Acoma activities and events and the duration of the exclusion. If the spectator disobeys the school official or district's order, law enforcement authorities may be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends a sponsored or approved extracurricular activity, the spectator shall be advised that his/her attendance will result in prosecution.
 6. The Executive Director of NMAA may invoke penalties upon a member school for actions, which violate the principles of "Compete with Class." These actions include, but are not limited to, hindering the normal progress of an event, creating situations that may lead to the restriction or discontinuance of interscholastic competition, or endangering or threatening the personal safety of any individuals involved. Unsportsmanlike conduct by coaches, students, and/or spectators may cause the school or individual to be placed on probation or suspension for 180 school days/365 calendar days. (Bylaw 7.7.4)
- D. Social Media.** Student athletes should be aware that third parties, including the media, teachers, coaches, school officials and future employers could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posts. Student athletes are expected to observe appropriate social media conduct at all times. Examples of inappropriate and offensive behaviors concerning online communities may include depictions or presentations of the following:
1. Photos, videos, comments or posts showing the personal use of alcohol, drugs and tobacco e.g. no alcoholic beverages, shot glasses, drug paraphernalia, etc.
 2. Photos, videos, and comments that are sexual in nature. This includes links to websites of pornographic nature and other inappropriate material.
 3. Pictures, videos, comments of posts that condone drug-related activity. This includes but is not limited to images that portray the personal use of drugs and drug paraphernalia
 4. Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding your school and/or another school, taunting comments aimed at a student athlete, coach or team, and derogatory comments against race and/or gender etc.)

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5. No post should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).

XI. PARENT-COACH GUIDELINES

A. Communication You Should Expect from Your Child's Coach

1. Parent/Guardian meeting.
2. Philosophy of the coach.
3. Expectations the coach has for your child.
4. Locations and times of all practices and contests.
5. Team requirements, i.e., fees, special equipment, off season conditioning, etc.
6. Procedures to follow should your child get hurt during participation.
7. Participant conduct code and discipline.
8. Requirements to earn a letter.
9. Eligibility requirements.

B. Communication Coaches Expect from Parents

1. Concerns expressed directly to the coach first.
2. Notification of schedule conflicts well in advance.
3. Specific concern in regard to a coach's philosophy and/or expectations.

C. Appropriate Concerns to Discuss with Coaches

1. The treatment of your child, mentally and/or physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

D. Issues Not Appropriate to Discuss with Coaches

1. Playing Time
2. Team Strategy
3. Play Calling
4. Matters concerning other student athletes

E. Procedure for Discussing a Concern with a Coach

1. Parents and guardians should not attempt to confront a coach before or after a contest or practice. Parent should wait 24 hours prior to any discussion with team coaches as can be emotional times for both the parent and coach. Meetings of this nature do not promote resolutions and even exacerbate the issue.
2. Laguna-Acoma Jr./Sr. High School follows the chain of command.
 - a. Call the Site Athletic Coordinator or the Coach to set up an appointment with the coach.
 - b. If the meeting with the coach did not provide a solution, then call and set up an appointment with the school principal. At this meeting the next step can be determined.

XII. IN-SEASON PARTICIPATION AND COACHING

These guidelines (in addition to the general eligibility guidelines) apply to all students during the season, i.e. from the first day of legal practice through the state championship event.

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- A.** Any eligible student has the right to try out for any sport and be evaluated on merit and performance. Selection of team members shall not be made on any basis other than ability and compliance with regulations established by NMAA and the Laguna-Acoma Athletic Department. Students shall have free choice of sports without dictation, condition or coercion.
- B.** Students may not tryout for, or participate in, a sport if they are ineligible academically, do not have a current physical, have not met all the expectations of the NMAA, and have not completed all athletic forms required by Laguna-Acoma on the first official day of practice. (As determined by the NMAA).
- C. Attendance**
1. Students practice only if they are present for **all periods that day**. If a student is absent from any period, they will not participate in any activity, game, or practice that day.
 2. Exception—Pre-approval from an administrator before absence takes place. If a student receives In School Suspension (ISS) or Out of School Suspension (OSS) for a referral, that student will miss practice, activity, or game the same number of days as they are in ISS or OSS.
 3. If a game or activity is on a Saturday, students must be present at every class on Friday, unless they have pre-approval from an administrator.
 4. A game or activity may be cancelled at the discretion of the principal and/or Superintendent.
 5. If there is no school, or if school is dismissed early, due to weather conditions there will be no practice or activity.
- D. Quitting a Sport**
- Commitment. Having selected a sport, a student athlete shall not quit the sport in season to try out for another sport or take part in an off-season program, until the sport in season terminates. Exceptions may be made at the discretion of the School Principal.
- E. Practice Sessions.** These are vital for both the student athlete and the team. It is for this reason that the student athlete should meet all attendance requirements as set forth by the head coach and as designated in the New Mexico Activities Association Handbook. If there are extenuating circumstances, which may prevent a student from being present at all sessions, it will be the responsibility of the parent to notify the coach and school administration prior to an absence and to present a valid reason for non-attendance.
- F. Pre-Competition Practice.** Football athletes must have 10 days of practice prior to competition. All other sport athletes must have 5 days of practice prior to competition.
- G. Religious Holidays/Cultural Activities.** Students missing practice/events during recognized religious holidays and cultural activities will not be penalized.
- H. Travel.** Parent(s), guardian(s), and student will assume all legal responsibility for the personal safety and actions of the student while the student is traveling to and from practices and games when Grants/Cibola County Schools do not provide the transportation.
- I.** Time and game limits as prescribed by the NMAA shall apply to all students.
- J. Dual Participation (NMAA Rule 414.3).** Non-School Competition

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1. **Permission.** The School principal may grant permission to his/her students who wish to participate simultaneously in school and non-school competition as an individual and/or team member if all of the following conditions are met:
 - a. The non-school organization or student presents a list of participants and dates of non-school competition to the school principal prior to the beginning of the non-school competition in that sport.
 - b. There is not a conflict with the school's practice or competition schedule. School Principal determines conflict, if any.
 - c. Game limitations in team sports (football, basketball, volleyball, baseball, softball, and soccer), as set by the NMAA or the local school district shall apply. Games, school and/or non-school, from the first day of permissible legal practice to the state championship count toward the limit. Non-school meets/matches in individual sports (cross-country, wrestling, golf, tennis, and track) will not count toward the NMAA team limits.
 - d. Any student participating in non-school competition, which do not have already established minimums, must participate in at least (3) school sponsored meets in order to be eligible to enter the district or state meet. (This applies to all sports, which do not already have established minimums).
2. **Penalty.** Any student participating in non-school competition without the written permission of the school principal shall be ineligible for school competition. Ineligibility shall be for that particular sport season only.
3. **Sunday Practices.** Sunday practices or meetings of any kind are prohibited except high school varsity teams involved in NMAA District or State Tournament games scheduled on Monday. In this case practice may be held on Sunday, not to exceed 60 minutes and beginning after 1:00 P.M., with the approval of the school principal.
4. School sponsored activities will be given priority over non-school competition activities.
- K. Dual Participation.** School Sponsored Sports. Nothing precludes a student from participating in more than one sport per school year. Students will not be discriminated against because of their desire to play more than one sport during a sports season.
 1. If a student can and desires to participate in more than one sport during the same sport season, the respective Head Coaches affected shall meet and work out the level of participation and practice time necessary for the athlete to compete at the highest level possible in both sports. The agreement shall be in writing and approved by the school principal. A copy of the agreement will be kept on file with the site Athletic Coordinator.
- L. Additional Requirements.** The school may establish additional rules and regulations, which must be approved by the school principal and distributed to the students in writing. These regulations must conform to the philosophy and purpose of the interscholastic athletic program adopted by the Board of Education.

XIII. MIDDLE SCHOOL PARTICIPATION

Eighth grade students will be allowed to participate in high school athletics if they submit the Open Enrollment Choice Form to the NMAA and have a current physical on record.

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XIV. LETTERING AND AWARDS

Student athletes receive letters in the initial sport in which they met the criteria and receives bars for any other sport thereafter.

- A.** Lettering in a varsity sport requires the student to satisfactorily meet the following:
1. Finish the season in good standing.
 2. Compete in varsity competition to the level established by the Head Coach.
 3. Maintain good attendance in school and at practice.
 4. Return all property issued to the participant and belonging to the Grants/Cibola County Schools.
 5. Maintain academic eligibility.
 6. Adhere to the rules and expectations of the Head Coach.
- B.** Conditions for lettering will be established and communicated by all Head Coaches at the mandatory meeting prior to the start of the season. This criterion will be furnished, in writing, to parents and guardians.

C. *Senior Athlete of the Year*

Each coach shall rate all senior athletes that participate in their sport. The athlete must compete the season to be rated by their coach. The athlete must be a fourth year senior to be eligible for the award. The following point system will be used to evaluate each athlete. The top point value that the athlete achieves will be used. Each coach will evaluate their player for both categories listed. One male and female will be awarded.

a. Performance

8 Points – All State, Individual State Champion in Track, Cross Country, or Golf

6 Points – All State Honorable Mention/North-South All-Star Selection, Individual 2nd, 3rd, 4th, or 5th at State Cross Country, Track, or Golf

5 Points – All District, top 10 finisher at District Cross Country, top 3 finisher at District Track and Golf, State Qualifier

4 Points – All Area

3 Points – Starter, Dependable, Leader

2 Points – Quality Performer

1 Point – Letterperson/Participant

Administration and coaches shall rate on the basis of sportsmanship/citizenship/leadership and average the ratings for a final point total.

b. Leadership: Select only one of the following.

5 Points – Excellent example of a student athlete – no referrals, coachable, leader on and off the field, good role model, and an exceptional team player

4 Points – Above average – coachable, steps up to be a leader when needed, good work habits, dependable, and a good team player

3 Points – Average

0 Points – Below average – not coachable, undependable, does not take charge, misses practice

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XV. ELIGIBILITY

These guidelines apply to all student-athletes' participation in school sponsored activities throughout the year. To limit coach's personal liability, it is recommended that students in non-school sponsored programs (summer), meet all guidelines.

A. Academic Eligibility (NMAA Bylaw 6.2.1). *Any section of the NMAA Bylaws is subject to change by the NMAA at any time.*

1. A Student shall have a 2.0 grade point average with no F's, based on a 4.0 grading scale, or its equivalent, for the semester grading period immediately preceding participation. For students not eligible at the semester, the next nine week grading period can be used to regain eligibility. Grades earned during a summer session must be placed on a student's transcript by the school registrar prior to the first day of the Fall semester in order for the course to be utilized for eligibility purposes.
 - a. All class work counted for eligibility must be acceptable for graduation.
 - b. The GPA is based on a 4.0 scale with an allowance for consideration of honors points.
 - c. Cumulative provision
 1. A student who is ineligible at the end of a semester may utilize the cumulative provision.
 2. Only semester grades can be used, and all semester grades starting with the 9th grade year must be utilized. (As cumulative grades start with the 9th grade year, the cumulative provision cannot be used for middle school/junior high students.)
 3. The cumulative provision may not be applied if a student has one or more F's in the semester grading period immediately preceding participation.
 4. A student must have passed a minimum of 51% of coursework taken by a fulltime student in the semester grading period immediately preceding participation to take advantage of the cumulative provision option.
 5. The cumulative provision may be used only ONE time during an athletes four years of high school eligibility.
 - d. Stricter guidelines may be imposed by the school/district at any time with appropriate notification.

B. Procedure for Checking Scholastic Eligibility

1. Check the student's last semester grades. Did he/she have a 2.0 or better GPA and NO F's for that grading period?
 - a. If YES, the student is eligible for the current semester.
 - b. If NO, the student is ineligible for the current semester but may regain eligibility at the next nine weeks of the semester.
2. A student may make up multiple classes during summer school by earning a passing grade in that class. The passing grade will then be substituted for the failing grade for the failed course in determining scholastic eligibility.
3. A transfer student who enrolls in a high school outside the attendance boundaries of the student's bona fide residence or resides with someone other than his or her parent(s) or

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legal guardian(s) after his/her initial open enrollment choice, or who transfers to his/her home district school after an open enrollment choice, is classified as transfer student and is subject to all transfer rules and regulations. (See NMAA Handbook section 6.5.)

C. Bi-Weekly Grade Checks

Grade checks will occur bi-weekly the entire school year and athletes will be placed in one of the three categories:

1. 2.0 or higher, no F's – no restrictions on participation
2. If a student has one F or a GPA below 2.0, mandatory tutoring is required.
3. If a student has two F's, he/she cannot participate in practice or games and mandatory tutoring is required.

D. Academically Ineligible Player

1. Participation. The student CANNOT participate in any interscholastic event at any level of competition during the period of ineligibility.
2. Academic Ineligibility. Academically ineligible students may not tryout for, or participate in, a sport until they regain their academic eligibility.

XVI. DEADLINE FOR JOINING TEAMS

- A. All students are encouraged to join a sport on the first official practice day. If an athlete wishes to join a team after the first day of practice, it is up to the coaches' discretion up to the midpoint of the season.
- B. Athlete moving from one sport season directly to another will be up to the coaches' discretion. Athletes moving from one sport to another will be allowed the opportunity to tryout and will be afforded a tryout opportunity equal to other participants prior to the coach making final team makeup decisions.
- C. Athletes quitting a sport or being dropped for disciplinary reasons may not begin another sports program until the end of the season.
- D. All students are required to practice the appropriate number of days in advance of participation in a contest/game/match/event.

XVII. PLAYER SELECTION

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program, we encourage coaches to keep as many students as they can while keeping the integrity of their sport. Obviously, time, space, facilities, and other factors will place limitations on the most effective squad size for particular sport. However, when developing policy in this regard, strive to maximize the opportunities for our students without diluting the quality of the program.

- A. Cutting Policies- Choosing the member of the athletic team is the sole responsibility of the coaches of those teams. Criteria for cutting must be clearly presented to the athlete in writing before tryouts begin from the Head Coach.
- B. Prior to trying out, the coach will provide the following information to all team candidates:
 1. Extent of try-out period.
 2. Criteria used to select the team.

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3. Number to be selected.
 4. Practice commitment if they make the team.
 5. Game commitments.
- C. No academically eligible student will be allowed to try-out for an athletic team without a doctor's physical, proof of insurance, parent permission, and all required athletic forms.
- D. When a squad cut becomes a necessity, the process will include the following elements:
1. Each candidate must have competed in a minimum of 3 practice sessions.
 2. The coach will have the option of meeting personally and privately or posting a list to inform each athlete if they have made the team and the reason for the action. Cut lists are not to be posted! Posting of team lists shall be considered acceptable.
 3. Coaches will discuss alternative possibilities for participation in the sport or other areas of the athletic program.
 4. If a coach foresees difficulties arising as a result of squad cuts, he/she should discuss the situation with the athletic coordinator/building principal.

XVIII. PLAYING TIME AND TEAM MAKE-UP

A. In-season

1. The coach of each sporting group or team has the ultimate and final responsibility for playing time and team makeup.
2. Selection/Assignment to a team does not constitute any guarantee (written or implied) for the athlete to receive any playing time.
3. At the varsity level, teams are expected to be competitive, and on the varsity level, a player should be used when he or she is the best candidate available for the job at the time.
4. Because our philosophy for teams, other than the varsity, is that they are developmental in nature, the selection of players should be done with the intent of getting a reasonable amount of playing time during the season without sacrificing the competitiveness of the team. It shall be the sole responsibility of the coach to define "reasonable".

B. Off-season and summer programs

Although off-season and summer programs are encouraged, they are not mandatory.

1. During the off-season and summer programs, team makeup and playing time decisions should be predicted in terms of player development as the primary goal. Each student during the off season and summer programs should be given an equal opportunity to participate and develop their skills to their individual potential, regardless of their position on in-season teams.
2. Off-season and summer programs should be less restrictive, in terms of membership, than in-season teams. Coaches will make an effort to make offseason and summer programs more developmental than competitive, and will utilize as many athletes as possible in an effort to raise the level of participation, as well as proficiency of all participants.
3. Coaches will have a total of 7.5 hours each week to work with athletes during the off season. This does not include summer play.

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XIX. INJURIES DURING COMPETITION OR TRAINING

- A. Injuries designated significant should be handled according to standardized methods. Significant injuries are designated such by athletic trainers, coaches, school nurses, or physicians present at the time of the occurrence. A significant injury may include but is not limited to the following:
 - 1. Head injury resulting in a loss of consciousness, severe headaches, or prolonged amnesia, or bleeding from the ear or nose. Concussion protocol must be followed for any head injuries.
 - 2. Knee injury resulting in a limp for more than 24 hours, swelling within the joint; dislocation of the kneecap or clinical instability.
 - 3. Back injury resulting in leg pain, changes in bowel or bladder habits (frequency or urgency); blood in the urine; pain causing a loss of two practice sessions.
 - 4. Neck injury resulting in recurrent shoulder or arm pain; spasticity in legs; pain causing loss of one practice session.
 - 5. Pulmonary conditions resulting in prolonged cough, wheezing, or blue skin color.
 - 6. Serious medical illnesses resulting in weight loss, jaundice, or prolonged fatigue.
- B. Students who have been under the care of a licensed medical physician for any injury or illness shall present a written statement to the coach or Athletic Coordinator stating diagnosis and guideline for return to activity.

XX. SPORTS SAFETY

- A. Coaches are required to communicate to all of their student athletes the risks of severe bodily injury inherent in sports. Exercising reasonable care for the protection of athletes, and providing proper conditioning and instruction in the necessary individual techniques and as game participation skills will generally satisfy this responsibility.
- B. Specific Requirements
 - 1. Coaches will include in their practice plan time for instruction regarding the risks of bodily injury in that particular sport. This will be done at the beginning of each sport season and as the need arises during the season.
 - 2. It is the responsibility of the coach to report to the school administration those athletic facilities or equipment in need of repair.
- C. Laguna-Acoma Jr./Sr. High School Injury Management Protocol

The health and safety of the athletes at Laguna Acoma High School is of the utmost importance. We are committed to providing a safe environment for students to practice and compete, and we strive toward best practices in prevention and care for student athletes.

First Aid and Emergency Preparedness

*Most injuries are minor and can be attended to with basic first aid procedures. However, if an athlete suffers a serious injury, the coach shall insure that one of the following is contacted and that the **Emergency Action Plan (EAP)** is followed:*

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If at Laguna Acoma High School, call: Laguna Police Department Dispatch at 552-6685 or Laguna Fire and Rescue at 552-1102.

OR when traveling to other schools, please ask if they have an athletic trainer or medical personnel on site and determine the best way to reach them if needed or call 911.

Medical Kit: *Each team will be provided with a stocked medical kit. Teams should regularly check the medical kit to insure it is stocked with all needed supplies. The coaches should become familiar with the first aid supplies provided within the medical kit and use universal precautions when providing care.*

Emergency Booklet: *The AC will provide each head coach a booklet that contains the emergency contact information of their team, medical authorization for treatment, and the Emergency Action Plan. Coaches should have the booklet available at all times while they are coaching.*

Emergency Action Plan (EAP):

Laguna Acoma High School has a written emergency plan that should be followed in the event of a medical emergency. All coaches should be familiar with this document and their role and responsibility in an emergency. Any questions should be directed to the school principal or the athletic coordinator.

An emergency is the need for Emergency Medical Services (EMS) to give further medical attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the coaches, administrators, and available staff be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur.

Chain of Command

Physician

EMT

Certified Athletic Trainer

Head Coach

Assistant Coach

School Resource Officer

Athletic Coordinator

Administrator

Other Athletes

The highest person in the chain of command who is present at a scene will be the designated person in charge, or leader. The leadership may change hands as individuals higher on the chain of command arrive. That person is responsible for deciding whether or not to call 911, instructing others how they may be of help and will be the person who stays with the athlete until EMS arrives.

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Once it has been decided that EMS should be called, the following protocol should be followed:

- 1. The highest person on the chain of command will be deemed the leader, and will stay with the athlete to monitor the athlete's condition and administer necessary first aid. If possible, someone else on the chain of command should also stay and assist. The front office or an administrator should be notified as soon as possible that there is an emergency situation on campus.*
- 2. The highest person on the chain of command will make the call to EMS or will designate another person to make the call.*

Administrators, coaches, and supporting staff should be familiar and comfortable with their role in the EAP at each competition or practice site. Each coach shall be trained, familiar with, and often review the EAP. The athletic coordinator shall annually review the EAP and make adjustments as needed.

Concussion Protocol: *The NMAA requires coaches to be educated annually about sports concussions and to be familiar with the concussion protocol. A copy of each coach's certification shall be on record in the office of the athletic coordinator.*

Laguna Acoma High School follows the established NMAA guidelines to provide education about concussion for coaches, school personnel, parents, and athletes. Laguna Acoma also follows the NMAA protocol outlined procedures in managing sport-related concussions as well as protocol for return to play and academic activity following a concussion.

- 1. Coach Requirements • NFHS Learn Concussion in Sports:
<http://nfhslearn.com/courses/61037>*
- 2. Current Certificate of Course completion on file for each coach*
- 3. NMAA Fact Sheet for Coaches: http://www.nmact.org/file/Facts_4_Coaches.pdf*
- 4. Signed form on file for each coach*
- 5. Student Athlete and Parent Requirements*

NFHS Learn Concussion for Students: <https://nfhslearn.com/courses/61059/concussion-for-students>

Current Certificate of Course completion on file for each athlete

NMAA Fact Sheet for Athletes/Parents: http://www.nmact.org/file/Facts_4_Families.pdf

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Signed form on file for each Athlete and Parent

Return-to-Play Guidelines

Each school is required to follow their District's Return-to-Play Guidelines (See return-to-play minimum State of New Mexico requirements)

RETURN TO PLAY GUIDELINES UNDER NEW MEXICO SENATE BILL 38

- 1. Remove athlete immediately from activity when signs/symptoms of a concussion are present. Coaches and Athletes must be educated in signs/ symptoms of a concussion.*
- 2. Athletes must not return to full activity prior to a minimum of 240 hours (10 days).*
- 3. Athletes must be released to participate by an appropriate medical professional before returning – MD, DO, PA, CNP, PT, Licensed Psychologist, Licensed Athletic Trainer (as per Senate Bill 38).*
- 4. School districts are required to develop head injury protocols (guidelines).*
- 5. Coaches must follow school district's head injury protocol when allowing athletes to return to play.*
- 6. Coaches must continue to monitor for signs/symptoms once athletes return to activity.*
- 7. School districts are required to inform parents/ athletes of the potential risks of head injuries in sports.*

If a coach suspects that a student may have suffered a concussion, the coach must immediately remove the student athlete from participation until a qualified healthcare professional has evaluated the student. It is also necessary for coaches to make sure the athletes understand the symptoms of a concussion and appreciate the importance of keeping the coaching staff informed.

Injury Reporting

It is important that students, coaches, and parents understand that all injuries must be reported immediately to the athletic coordinator and or principal. If the injury is an emergency, the coach should immediately activate the EAP.

The coach is required to fill out a district incident report for any injury that requires medical attention by a medical professional. The coach/supervisor should complete the injury report and notify the athletic coordinator and principal of the injury on the same day the injury occurred (via text, email, or phone call). A copy shall be turned into the office. If in doubt about the severity of an injury, err on the side of caution, and submit the completed injury form to the athletic coordinator and or principal.

The coach is responsible to contact the parent/guardian to notify them of the injury. If an injury occurs while competing as the away team, the coach shall obtain the assistance of the home

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team's athletic trainer and or emergency personnel for evaluation. This is especially important in the case of a possible concussion.

The coach is also required to fill out an Injury Report (a copy is provided) for injuries that are not an emergency when the team is home or away or practicing. This report should also be turned in the athletic coordinator no later than the following school day.

Medical Treatment

Anytime an athlete's participation is restricted by a medical professional, it is necessary for them to also have a full written release before resuming activity. A medical note shall be given directly to the athletic coordinator who will place a copy in the athletic office for documentation. The athletic coordinator will interpret the document and communicate with coaches the status of the student.

Student Medical Document

Coaches should not accept medical documents that are intended to release the student/athlete from light or no participation due to injury. The coach should not return them to activity without the consent of the athletic coordinator and or principal.

Note: A parent may not release a student who has been restricted by a medical professional.

Note: Urgent Care, Doctors of Chiropractic Medicine and Homeopathic medicine are not able to authorize clearance for athletics.

Prevention and Injury Management

- 1. Always inspect facilities and grounds for safety hazards prior to activity.*
- 2. Maintain a stocked medical kit and have easy access to your emergency contact information.*
- 3. Know how to reach the principal or athletic coordinator. Have the Principal's and AC's office and cell phone number programmed into each head and assistant coach contact list. When traveling to other schools, please ask if they have an athletic trainer on site and determine the best way to reach them if needed.*
- 4. Reinforce, with players and parents, the importance of communicating with the coaching staff about all injuries.*
- 5. Support the EPA especially when met with resistance from students and parents or other coaches.*
- 6. Always err on the side of caution and stay within the limits of your recognized medical background (First Aid / CPR).*

Athletic Training and Sports Medicine

Laguna Acoma High School does not have athletic trainers on staff. The coaches are expected to work to maintain the health and safety of our athletes. When injuries occur, the coaching staff

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will work with parents, and possibly a physician to develop a plan for treatment, rehabilitation, and return to play following the injury. It should be noted that after receiving clearance from a healthcare provider, the final decision regarding a student athlete's health and return to play will rest with the athletic coordinator and or principal.

XXI. ATHLETIC DISCIPLINE. Student athletes are under the same disciplinary criteria as all other students as stated in the Laguna-Acoma Jr./Sr. High School Student Handbook.

A. Due Process Procedures for Investigation of Incidents and Parent Notification Regarding the Long Term Suspension up to 365 days:

1. When a student is sent to the principal or his/her designee (a certified administrator) for any discipline action or conference concerning an incident, the steps lists below must be followed. These guidelines for disciplinary action constitute a hearing for the student and represent the due process procedures that are required by law.
2. The Administrator:
 - a. Advises the student of the charge(s).
 - b. Advises the student of the facts on which the charge(s) are based.
 - c. Gives the student an opportunity to respond to the charge(s) and to provide his/her version. The student is asked to give a written or verbal statement concerning the incident.
 - d. Provides written verification of the proposed disciplinary action (including a written statement of appeal procedures) to the parents(s)/guardian(s).
 - e. Makes every effort to notify the student's parent(s)/guardian(s) by telephone, if action is going to be taken immediately to suspend that student.
 - f. Provides written notification of the action taken to the District Hearing Authority if the suspension recommendation is long term.
 - g. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disruption may be removed from school immediately. The notice of charges, explanation of facts and opportunity to present his/her version of what occurred, shall be provided as soon as practicable thereafter.
3. For purposes of Due Process Procedures, "days" mean calendar days unless otherwise specifically noted. For example: "within (3) school days after receipt" means if the principal received the appeal notice on Monday, the principal's written response must be received by the parent by the following Thursday. After the regular school year has officially ended, "school days" means school administrative office working days.

B. Ejection Policy

1. The New Mexico Activities Association requires that all coaches, school personnel, and athletes who have been ejected from a game or contest complete an on-line educational program in order to be approved to participate again.
2. NMAA Bylaw 7.7.2 states that any coach or participant who is ejected from an athletic contest/game, regardless of sport, is required to sit out the next contest/game minimally, at all levels. In addition to the one game suspension, ejected parties must complete an on-line Compete with Class component prior to returning to competition.

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3. Financial sanctions will be the responsibility of the ejected individual.

XXII. ATHLETIC SUBSTANCE ABUSE AND/OR ANY TYPE OF ILLEGAL ACTIVITY POLICY

- A. Philosophy-** Athletics 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 athletics 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. Suspension from athletics can be affected by the principal and does not require a due process hearing.
- B. Use/Possession of/ or in the presence of Controlled Substances and/or any type of illegal activity.** This policy will be 24 hours a day, 7 days a week from the start of the season as defined by the NMAA. (The golf season will begin and end when the fall sports begin and end and again when the spring sports begin and end.)
1. First Offense
 - a. Parent—participant—coach/sponsor--administrator conference.
 - b. Students involved in an athletic/activity program will forfeit their privilege of participation for thirty (30) calendar days. Students may forfeit their eligibility for all relevant awards, honors, or letters. Any suspension will automatically cease at the conclusion of the school year.
 - c. Violations or infractions occurring “to, from or at” extra-curricular events will result in notification to the appropriate law enforcement agency or juvenile authorities and then a referral of the student to the Hearing Authority. Appropriate discipline recommendations will be made consistent with substance abuse policies.
 - d. Students will be required to abide with district drug and alcohol counseling program requirements.
 - e. If the athlete’s first offense occurs during a scheduled activity, it will automatically be punished as a second offense.
 2. Second Offense
 - a. Parent—participant—coach—administrator conference.
 - b. Students involved in an athletic/activity program will forfeit their privilege of participation in all extracurricular programs for a period of one (1) year from the date of the second offense. Students will also forfeit their eligibility for all relevant awards, honors or letters.
 - c. Violations or infractions occurring “to, from or at’ extra-curricular events will result in notification to the appropriate law enforcement agency or juvenile authorities and then a referral of the student to the Hearing Authority. Appropriate discipline recommendations will be made consistent with substance abuse policies.
 - d. Offenses will be kept on record from 7th to 12th grade. Offenses will not re-start at the beginning of each school year
- C. End of season is defined by the NMAA (5.1.4) as follows:**
1. A team/individual does not qualify for play-offs.

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2. A team/individual is eliminated from play-offs. C-team season ends when the last C-team game ends, unless competing in a JV competition. JV season ends when the last JV game ends, unless competing at a Varsity competition.
3. Laguna-Acoma requires that all uniforms and equipment be returned to the Head Coach before their season can officially end.

XXIII. HAZING

Hazing will not be permitted. Hazing is defined as follows:

- A. To harass by exacting unnecessary, disagreeable or degrading tasks or activities which may result in harm or bodily injury to an individual.
- B. To play abusive and/or humiliating tricks on an individual by way of initiation. Consequences for Hazing will be punishable the same as 1st and 2nd offense for drug and alcohol abuse.
 1. Minor Infractions—Coaches Discretion
 2. Major Infractions—Inappropriate touching or physical and/or emotional harm. This will be punishable through the local law enforcement agencies.

XXIV. PARENTAL CONCERN PROCEDURE

A. Student/Athletic Parental Concern Procedure

1. A “concern” is a complaint brought by a student, group of students, or parent, who feels that a provision of an athletic school regulation has been misinterpreted or applied inequitably or unjustly.
2. When a parental concern is alleged, the following procedures should be followed:
 - a. Within three (3) school days of the alleged act, the student/athlete or the student and parent or guardian should attempt mediation through a conference with the coach involved. Should this prove to be unsatisfactory or undesirable, the concern may be taken to the school principal.
 - b. Within three (3) school days of the meeting with the coach, if the student or parent or guardian is still dissatisfied, he/she may present the concern to the school principal. The request for an appeal must be in writing to the school principal who, after hearing the facts and after consultation with the coach (es), will make a decision on the issue(s).
 - c. The student or parent or guardian has the right to appeal the school principal’s decision to the Superintendent of Schools. This appeal must be filed within three (3) days of notification of the school principal’s decision. The request for the appeal must be in writing. The Superintendent must review the issues presented and inform the student or parent of the decision in writing within two (2) weeks.
 - d. If the student or parent or guardian does not agree with the decision of the Superintendent of Schools, he/she has the right to appeal to the School Board. This appeal must be filed within three (3) days after receiving the Superintendent’s decision. The request for the appeal must be made in writing to the President of the School Board. Within four (4) weeks after notification, the School Board will conduct a hearing to decide the issues.

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XXV. MISUSE OF ATHLETIC UNIFORMS

Athletic uniforms, warm-ups, sweatshirts, jackets, etc. are property of the Grants/Cibola County Schools and are intended to be worn only for games and practice conducted by the school. Most uniform items are expensive and hard to replace. Students seen with any part of a Grants/Cibola County Schools uniform thought to be stolen, or misused, will be asked to surrender it. If the person does not immediately return the item, it will be reported as a theft to the appropriate authorities.

XXVI. CONDUCTING UNBECOMING

Athletes will not display behavior on or off the playing field which, in the opinion of the coaching staff or administration, is considered insubordinate or inappropriate to standards of conduct, attitude or sportsmanship. In the event of such behavior, discipline will be handled by the coach and the school administration. The range of discipline, from verbal warning to dismissal from the team, will be at the discretion of school administration.

XXVII. CONTACT INFORMATION

Dr. Richard Yzenbaard	LAHS Principal	(505) 285-2670
Dr. Delton Martin	LAHS Assistant Principal	(505) 285-2671
Mr. Nicholas Cheromiah	LAHS Athletic Coordinator	(505) 285-5306
Mr. Max Perez	GCCS Superintendent	(505) 285-2650
Mr. Dwayne Toivanen	GCCS Personnel Director	(505) 285-2606

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NMAA requires that coaches will have the following information in their possession for each student athlete before the student athlete can participate.

1. Emergency notification form
2. History Form
3. Physical Examination Form
4. Consent to Treat Form

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Student/Parent Athletic Handbook Agreement 2019-2020

I have read the enclosed information and hereby accept the stipulations and pledge to uphold this student athlete handbook. The student athlete will not be allowed to participate until both athlete and parent/guardian sign below.

Student Athlete Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____