

# Farmington Municipal Schools

*“Rising to excellence in every pursuit”*

## FMS Athletics & Activities

*“A community of champions”*



# Athletics & Activities Handbook

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## FARMINGTON MUNICIPAL SCHOOLS

<p><b><u>Board of Education</u></b>  <b>President:</b> Stephanie Thompson  <b>Vice President:</b> Keith Corley  <b>Secretary:</b> Joan Valle  <b>Deputy Secretary:</b> Kyle Rhodes  <b>Member:</b> Andra Stradling</p>	<p><b><u>Superintendent</u></b>  Cody Diehl</p>
<p><b><u>Executive Director of Human Resources</u></b>  Christopher Pash</p>	
<p><b><u>Director of Athletics and Activities</u></b>  Isaac Gamboa</p>	
	<p><b><u>Farmington High School Administration and Staff</u></b>  <b>Principal:</b> Rocky Torres  <b>Athletic Coordinator:</b> Johnny Curry  <b>Athletic Secretary:</b> Brenda Riley  <b>Athletic Trainer:</b> Taton Yazzie &amp; Brian Schmidt</p>
	<p><b><u>Piedra Vista High School Administration and Staff</u></b>  <b>Principal:</b> Kelly Thur  <b>Athletic Coordinator:</b> Aaron Lucero  <b>Athletic Secretary:</b> Stacy Wulfert  <b>Athletic Trainer:</b> Aaron Stem &amp; Mia Palomares</p>
	<p><b><u>Heights Middle School Administration and Staff</u></b>  <b>Principal:</b> Chris Jones  <b>Athletic Coordinator/Assistant Principal:</b> Casey Kelly</p>
	<p><b><u>Hermosa Middle School Administration and Staff</u></b>  <b>Principal:</b> Kyle Haws  <b>Athletic Coordinator/Assistant Principal:</b> Gladys Fitzgerald</p>
	<p><b><u>Mesa View Middle School Administration and Staff</u></b>  <b>Principal:</b> Cody Green  <b>Athletic Coordinator/Assistant Principal:</b> Kevin Beckner</p>
	<p><b><u>Tibbetts Middle School Administration and Staff</u></b>  <b>Principal:</b> Tammie Hansen  <b>Athletic Coordinator/Assistant Principal:</b> Richard Macsalka</p>

## MISSION STATEMENT

The mission of Farmington Municipal Schools athletics and activities is to promote academic and athletic excellence; develop life skills of discipline, character, accountability, and respect; develop and advance the athletic skills of student-athletes by implementing and maintaining quality instruction; and maximize the participation of student-athletes.

## VISION STATEMENT

Farmington Municipal Schools believes that a strong athletics and activities program is vital to a well-rounded education, while promoting esprit de corps in one's self, team, school, and community. Our plan is to maintain excellence in sportsmanship, competition, and ethics from all participants, which will prepare our student-athletes for the future and real-world experiences. This will be accomplished by implementing and maintaining quality instructional strategies and hiring and retaining quality educators.

## CORE VALUES



## INTRODUCTION - FMS ATHLETICS & ACTIVITIES

The Farmington Municipal Schools (FMS) Athletics and Activities Handbook is designed to serve as a reference guide to assist, coordinate, and facilitate coaches, sponsors, student-athletes, and parents concerning the policies that govern interscholastic athletics within the FMS District. In addition, the Athletics and Activities Handbook supports and drives the [Mission](#) and [Vision](#) of FMS Athletics, as well as abides by our [Core Values](#).

The head coach, and their assistant coaches, of an athletic team, as well as the sponsors of an activity, report directly to the District Director of Athletics and Activities. They are primarily responsible for the compliance by his/her team members to the rules, regulations, and policies stated in the FMS Athletics and Activities Handbook, as well as the rules, regulations, and policies stated in the [New Mexico Activities Association handbook](#).

Sound reasoning, good judgment, and adherence to the FMS Athletics and Activities [Core Values](#) will be the standard by which situations outside these stated rules, regulations, and policies are determined and evaluated.

Participation in interscholastic athletics and activities is voluntary, and therefore participation is considered a privilege and not a right. Student-athletes are not obligated to participate, and participation in athletics and activities is not required for graduation. Accompanying this privilege to participate in athletics and activities is the responsibility to conform to standards established by each of the high school and middle school programs. This privilege may be revoked if the student-athlete fails or refuses to comply with the rules, regulations, and policies stated in this handbook, as well as those rules, regulations, and policies set forth by athletic programs and activities.

**School Athletics/Activities are a privilege not a right.** Students choose to participate and abide by the conditions set down by the Farmington Municipal School System. The privilege to participate can be taken away without evidentiary hearings. **There are no appeals beyond the District Athletic Director (process principal and/or designee and then to the District Athletic Director).** Under due process doctrine, there are no rights for participants in athletics or activities.

It should be carefully noted that the rules, regulations, policies, and procedures detailed in this handbook are in accordance with [FMS School Board Policy](#) and the [New Mexico Activities Association Handbook](#). As such, all policies will be followed as written. This includes **any** school sponsored activity/event that occurs in or out of season.

## SPORTSMANSHIP

The ideal of sportsmanship permeates virtually every aspect of our culture. Student participants in athletics and activities serve as models to other students. Coaches may discipline students in any reasonable manner including temporary suspension from practice and suspension from participation for any incident of misconduct. Team expulsions require notification of the parents and athletic director. **Coaches, sponsors, parents, and spectators must display flawless sportsmanship and promote the same behavior on the part of their athletes/participants.** Our teams play a big part in how our community is viewed by the public.

## EJECTIONS

If the parent, fan, coach, or athlete is ejected from an event, they will be subject to [NMAA sanctions](#). Additional discipline is at the discretion of the District Athletic Director and will be handled on a case-by-case basis. Additional discipline could include:

- Coaches - additional game suspension, up to termination;
- Athletes - additional game suspension, up to removal from team;
- Parents/Fans - additional game suspension, up to a ban from all NMAA sanctioned events.

# FMS ATHLETICS

## ORGANIZATION

The District Athletic Director will represent Farmington High School and Piedra Vista High School at district and state meetings where official business is conducted. Contact with the NMAA will be through the District Athletic Director. The District Athletic Director is the official voter for Farmington Municipal Schools, which includes Farmington HS, Piedra Vista HS, Heights MS, Hermosa MS, Mesa View MS, and Tibbetts MS. Athletic Coordinators at each HS and at each MS are considered the administrators on duty and are in-charge of all competitions. Head coaches are required to attend district/area meetings/clinics/rules meetings that pertain to their sport.

## COACHES

Coaches who wish to attend a clinic, coaches' school, or other in- service related to their assignment must request leave from the principal at least 7 days in advance on the proper form. If reimbursement is expected, those agreements are reached at the time leave is requested and may be limited due to budget availability.

The district athletic/activity director evaluates practice procedures and games as the season progresses. At the end of the season, there will be a post-evaluation meeting between the coach and the district athletic director. The evaluation form will be filled out and discussed.

Coaches in the system are responsible to the high school head coach of a sport regarding the system of play, fundamentals, and drills. The head coach is responsible for meetings that furnish coaches' materials, expectations, and information needed to teach a particular system of play. Coaches are expected to comply with requests of the head coach of their particular sport.

All coaches are expected to follow district and NMAA policy. The NMAA [coach code of ethics](#) will be followed. The use of profanity or any other inappropriate language or gestures by coaches is not tolerated.

## PARTICIPATION AND ELIGIBILITY

Eligibility rules are contained in the [NMAA Handbook](#). Eligibility is determined by NMAA by-laws. Coaches and sponsors are responsible for ensuring an ineligible student does not participate; when in doubt, hold the student out. Eligibility requirements apply to all athletics and interscholastic activities such as drill team, cheer, band, orchestra, chorus, and other groups wherein Farmington High School and Piedra Vista High School compete against other schools or miss class time. Coaches and sponsors determine, at the end of each marking period, whether or not their students are eligible. Any questions must be discussed with the athletic/activities coordinator, since the aim is to comply with rules and avoid penalty.

Parents/students giving false information (i.e., address, living situation, transcripts, academic history, etc.) to the schools on matters affecting eligibility will result in the student(s) being declared ineligible in all sports for 365 days starting from the date of the discovery of the false information.

Class attendance is required for students to participate in an athletic activity. They must attend classes the day of the contest up to departure time. Unusual circumstances are handled on an individual basis with the school administrator.

Parent(s)/guardian(s) and the student assume all legal responsibility for the personal safety and actions of the student while the student is traveling to and from practice.

Coaches will provide a preliminary roster to the athletic secretary after the pre-season meeting, including player's name, grade, and identification number.

**NOTE:** A medical/permission form must be on file before any player can practice. Before a player can attend a practice they must be enrolled at the school where they are participating in athletics and/or activities, and complete and upload all electronic forms on RankOne: NFHS Concussion Certificate, Athletics Participant Form, Medical History, Insurance Card, and Medical Physical (dated after April 1st). If the athlete is a transfer, they must complete all transfer paperwork before they can participate in any competition.

## **PRACTICE**

Coaches are to notify the participants and the athletic office of practice schedules. Ensure everyone is aware of the procedure to change practice for bad weather or other reasons. Keep the athletic office informed. It is also the responsibility of the student-athlete to communicate practice times with their parent(s)/guardian(s).

No mandatory team practice shall occur between the last game of a team's season and the first NMAA authorized date of the following season. No mandatory practices or team meeting may be held on Sunday, Thanksgiving Day, Christmas Day or Wednesdays after 6 PM unless in a special circumstance as approved in advance by the District Athletic Director (i.e., game rescheduled due to insufficient officials).

On in- service days, when school is dismissed early, no practice may be scheduled and no students may be in/on the athletic facilities until in-service is concluded.

## **CUTTING AND SIZE OF SQUAD**

Coaches may make the first “cut” only after try-outs. Cutting may be appropriate and necessary at any level 7-12. Squads must be cut when additional coaching positions cannot be funded or filled with volunteer personnel, when the requirements of budget or space demand, when the nature of the program dictates, when there are Title IX compliance issues, or when the District Athletic Director and/or the NMAA determines maximum squad limit.

### **Size of squads**

At all levels, retain only the number of players who can be given proper levels of attention in practice and in contests. In addition, careful consideration must be given to the size of the squad and the availability of the coaches to supervise. In the 7th and 8th grades, coaches should emphasize participation and the development of fundamentals and techniques. All members should be involved in competitive play when the situation allows. Playing time is not guaranteed at any level. Emphasis on fundamentals and techniques is important. At the varsity level, coaches are encouraged to substitute when it is apparent the game is either won or lost. High school teams strive to build strong, competitive teams in which participants, other students, parents, and the school community can be proud of. Participation is not assured to squad members at (this) the varsity level; ability to perform is the primary determinant at the varsity level.

Tryouts should be conducted in a manner that is equitable to all participants. While “out-of-season” workouts are great opportunities for athletes to develop their skills, attendance cannot be a consideration in the evaluation of an athlete during tryouts. Tryout evaluations should include the following: attitude, skill set, athletic ability, motivation, commitment, practice attendance (during in-season), academic performance, school attendance, ability to communicate with peers and coaches, as well as any other criteria set forth by the coach with approval from the district athletic director. Additional criteria set forth by the coach, must match their program philosophy and purpose of interscholastic athletic program stated herein. All tryout criteria must be in compliance with the regulations established by the NMAA. While the evaluation during tryouts should be inclusive of all the areas aforementioned, it should be noted that one area could result in an athlete being cut from the team during tryouts.

Parents wishing to discuss their athlete being cut, should schedule a meeting with the coach. It should be noted that the schedule of the coach at the start of the season is extremely busy. Parents must understand that cuts are final, and that the purpose of a meeting should not be focused on getting the coach to overturn a cut that was made.

Students who try out and make a team are considered members of that team from the NMAA posted start date through state

competition and are subject to squad and school rules and regulations through that time. Sports and activities that are considered year round, the official start date will be determined by the district athletic director in accordance with the NMAA calendar.

In parent meetings, parents and students should be provided (in writing) the rules, regulations, and expectations of the activity, including philosophy, purpose, goals, objectives, costs, and time responsibilities/commitments.

Any equipment that is issued to athletes is school property and may only be worn for games and practices conducted by the school. They may not be worn or used as personal clothing items on or off the school campus (except as directed by the coach). The student-athlete will pay for any lost equipment or uniform before moving on to the next sport. The student-athlete will also pay for any damaged equipment that is not considered normal wear and tear that coincides with participation in their respective sport and/or activity.

## **MULTI-SPORT ATHLETES**

Student participation in a variety of athletics and activities is encouraged during each school year. To develop well-rounded individuals, not specialists, coaches and sponsors shall not prohibit or discourage students trying out for more than one sport/activity, working in the summer, or taking a family vacation prior to the official start of a season. If a potential conflict due to concurrent participation (i.e., cheer, dance, band, athletics, etc.) may arise, coaches/sponsors must confer to anticipate the problem and develop a solution that is best for the student-athlete and coaches/sponsors. Responsibility also lies with the student-athlete to communicate with their coaches and parent(s)/guardian(s).

## **COOPERATION WITH OTHER ACTIVITIES**

- Coaches are encouraged to work with their athletes and fellow sponsors to arrange for students to participate in other important school sponsored activities.
- It is expected that competitions take precedence over practices.
- In the event that there is a sport involved in competition whose season overlaps the start of a new sport season, the sport in competition takes precedence in scheduling appropriate space facilities.
- In the event of any conflicts, the building administration will resolve the issue.
- Athletes have an obligation to finish an existing sport season prior to trying out for a new sport season. If an athlete quits a sport before its season is complete, that athlete is not allowed to participate in another sport or activity (practices or competitions) until the sport in-season has reached the end of their season. In short, an athlete may not quit a sport to compete in another sport during the same season. Example: If an athlete quits volleyball, they are not allowed to attend any winter or spring sport practices outside of the academic schedule, until the volleyball season is over.
- Coaches of pending sport seasons must make allowances for equity in tryouts for athletes who have not yet completed a prior sport season.
- An athlete shall not compete in an upcoming sport until his/her team completes its season.

### **Conflicting Practices**

Student Choice is the policy with the understanding that school/grade requirements have first priority. The student-athlete must understand their choice may affect immediate playing time (within the time frame of conflicting practices), but will have no long term effect on playing time, spot on team, or grade (student may need to make up work). This short-term effect is due to the lack of preparation during the conflict for the activity not chosen.

Conflicting Practice with performance/contest: Any performance, contest, or competition has priority over practice. There are no penalties for the student regarding playing time, spot on team, or grade (student may need to make up work).

### **Conflicting Competitions**

Higher importance competitions have priority. State competitions have priority over district competitions. District competitions have priority over regular season competitions. The student-athlete has a choice when conflicting competitions

are of the same importance. There are no penalties for Student Choice (but the student-athlete may need to make up work) other than the immediate loss of playing time due to lack of preparation. Short-term for one time performances of equal importance will have priority over the longer term activity or sport (example: Drama performance for 1-2 days will have priority over sport that is in season). The concept for this priority is that short-term performances or activities have a limited (one time) opportunity where the long-term sport or activity has several opportunities.

## OUT-OF-SEASON SCHOOL SPONSORED ATHLETICS/ACTIVITIES/EVENTS

### *Out-of-Season Coaching - FMS Athletic Policy*

FMS is dedicated to developing multi-sport athletes. Multi-sport athletes are less susceptible to emotional burnout and overuse injuries. In addition, multi-sport athletes are able to develop as a well-rounded athlete and learn to socialize with multiple peer groups and coaches. It is essential that our coaches and parents encourage our student-athletes to be multi-sport athletes, and it is our job to help guide them in navigating that journey.

While out-of-season practices are essential in developing athletes, they should not deter athletes from participating in other sports. In order to help athletes become multi-sport athletes, the following are rules for out-of-season coaching in FMS:

- During the off-season, coaching staffs are allowed 7.5 hours of total contact time per week (Monday-Saturday), to work with student-athletes grades 6th-12th and live in their high school attendance zone (grades 6th-8th) or are enrolled in their high school (9th-12th). The 7.5 hours are to be calculated outside of the academic schedule.
- Out-of-season and summer practices, workouts, and competitions cannot be mandatory, and they cannot be used as a consideration for tryouts, in-season playing time, or in-season disciplinary action. Note: Out-of-season discipline cannot be for attendance to practices. However, discipline for out-of-season misbehavior can be carried to the start of the season for that sport (i.e., athlete violates the chemical abuse policy while his sport is out-of-season).
- Sunday practices are prohibited. However, if a program is at a tournament then the coaching staff may coach their team. Single games or double-headers may not be scheduled on Sundays. It is advised that coaches schedule no more than 1-2 tournaments during the off-season. This will eliminate emotional and financial burnout of the players, parents, and coaches.
- Athletes that are considered in-season in one sport are not permitted to participate in an out-of-season sport practice or workout, unless both head coaches, the athlete, and the parent have [signed an agreement](#). The decision of the in-season coach has precedence. Communication is key in developing a program for these athletes to avoid fatigue and/or injury.
- Athletes that are considered in-season in one sport are not permitted to participate in an out-of-season sport competition (i.e., games and/or tournaments) at any time. Out-of-season coaches must make it clear that athletes in-season need to commit to their teammates and coaches, and that the next sport will be there when they have completed their in-season sport.
- Out-of-season programs may not use their game uniforms for games or competitions. They may use practice uniforms or uniforms that are no longer being used during the regular season.
- Any adult working with athletes during the off-season must be licensed through the NMAA and have had their background clearance through FMS.

All policies and procedures of the district must be followed at all times. This includes any school sponsored activity/event that occurs in- or out-of-season. If any school or booster funds, equipment, school name or mascot, are being utilized for the activity/event, the activity/event is school sponsored.

During off-season practices, competitions, or games, athletes must still have the following on file or uploaded:

- Voluntary Transportation Agreement
- Notice of No School Transportation Form
- Forms uploaded in RankOne and the athlete is cleared "Green".

## DUAL PARTICIPATION

Student-athletes may wish to participate in concurrent sports. Prior to participation in concurrent sports, athletes, coaches, and parent(s)/guardian(s) must complete the “[Dual Participation Understanding](#)” form. Permission from both head coaches is needed. Provide the name of each sport. The student must pick a “PRIMARY” sport that will take precedence over the other sport should conflicts of events occur. Communication between coaches of both programs, the participant, and the parent(s)/guardian(s) is vital. No party should assume that the other is aware of all requirements or needs of the other. ***As a dual-sport participant, it is also the student’s responsibility to inform all parties at least 1 week prior to any conflicts.*** If there is no notification prior to the conflict, consequences as a result of non-communication from either and/or both programs will not be questioned. For conflicts, please refer to the FMS Athletic handbook to help resolve conflicting activities/practice under the sub-heading the Multi-Sport Athlete. However, for conflicting events in situations that two (2) sports are affected, the student will have an obligation to their primary sport first. (Protocol in the handbook makes reference to an athletic and co-curricular activity conflict). To be eligible for postseason, the participant must participate in at least 25% of the events for each sport. Example: Track has 10 events, must participate in 3 or more; Basketball has 26 events, must participate in 7 or more, etc.

These instances do not provide policy for all situations. The expectation is that sponsors and coaches work together, communicate, and collaborate when conflicts occur. Coaches and sponsors need to find solutions to situations that are not addressed in this document with the student’s best interest in mind. Administration needs to be notified of any conflicts. It is also essential that the athlete communicates to ensure that coaches and parents are aware of their needs and interests.

**Form: Dual Participation Understanding**

Students who wish to participate in concurrent sports. Protocol is as follows:

1. Permission from both head coaches is needed. Provide the name of each sport.

\_\_\_\_\_  
**Sport 1**

\_\_\_\_\_  
**Sport 2**

2. The student must pick a “PRIMARY” sport that will take precedence over the other sport should conflicts of events occur.

Primary Sport \_\_\_\_\_

3. Communication between coaches of both programs, the participant, and the parent/guardian is vital. No party should assume that the other is aware of all requirements or needs of the other. As a dual sport participant, it is also ***the student’s responsibility to inform all parties at least 1 week prior to any conflicts***. If there is no notification prior to the conflict, consequences as a result of non-communication from either and/or both programs will not be questioned.
4. For conflicts, please refer to the FMS Athletic handbook to help resolve conflicting activities/practice under the sub-heading the Multi-Sport Athlete. However, for conflicting events in situations that two (2) sports are affected, the student will have an obligation to their primary sport first. (Protocol in the handbook makes reference to an athletic and co-curricular activity conflict)
5. To be eligible for post season, the participant must participate in at least 25% of the events for each sport. Example: Track has 10 events, must participate in 3 or more. Basketball has 26 events, must participate in 7.
6. Signatures required for all parties involved in this understanding.

Student Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Signature of Primary Sport Coach: \_\_\_\_\_

Signature of Secondary Sport Coach: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

District Athletic Director Signature: \_\_\_\_\_

Copies need to be submitted to: Both coaches, parent/guardian, and athletic director

**Form: In-Season and Out-of-Season Practice/Workout Agreement**

Students who wish to participate in out-of-season workouts while they are in-season:

1. Permission from both head coaches is needed. Note: The in-season coach has final say on approval. In addition, while both coaches and the athlete should work together to ensure that an appropriate workout and practice plan are established, the in-season coach has the final approval on workout and practice plans.

\_\_\_\_\_ **In-season Sport**

\_\_\_\_\_ **Out-of-Season Sport**

2. The student must pick a “PRIMARY” sport that will take precedence over the other sport should conflicts of events occur.

Primary Sport \_\_\_\_\_

3. Communication between coaches of both programs, the participant, and the parent/guardian is vital. No party should assume that the other is aware of all requirements or needs of the other.
4. At no time will the athlete miss an in-season practice or competition to participate in an out-of-season practice or competition.
5. All in-season athletes are prohibited from participating in out-of-season competitions (i.e., games and tournaments).
6. For conflicts, please refer to the FMS Athletic handbook to help resolve conflicting activities/practice under the sub-heading the Multi-Sport Athlete and Out-of-Season Coaching.
7. Signatures required for all parties involved in this understanding.

Student Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Signature of In-season Sport Coach: \_\_\_\_\_

Signature of Out-of-season Sport Coach: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

District Athletic Director Signature: \_\_\_\_\_

Copies need to be submitted to: Both coaches, parent/guardian, and athletic director

**\*\*\*Note:** These practices and workouts should be focused on getting the athlete supplemental weight room time, or allowing the athlete to develop/maintain skills (i.e., free throws or throwing in baseball/softball). These practices should not be focused on conditioning, nor should they put the athlete at risk of being injured.

## MEDICAL

It is the athletic trainer and coach's responsibility to inform and ensure that all prospective participants, including managers and athletic training student aides, have the following on file before any participation begins: medical examination, medical history, insurance, consent to participate, authorization for medical services, personal medical notification (if appropriate), acknowledgment of injury risk, and substance abuse contract (as appropriate). Coaches/sponsors are responsible for the safety and well being of students under their supervision. Coaches are responsible for all of their athletes to complete a concussion baseline evaluation (according to concussion protocol) prior to the start of the season.

Student Athletes should inform coaches when they have been injured. Coaches must report injuries to the appropriate person immediately upon occurrence. While the school athletic trainer and parent/guardian must be notified of all injuries, notification may also include physician, nurse, or administrator, depending on the severity of the injury. At a contest, the decision as to whether or not an injured player may return to action is made in conference with the athletic trainer and physician (if available). When an athlete has sustained an earlier injury and has seen a physician, the decision to continue practice or play in another contest shall be made by the athletic trainer, assuming there is no physician's statement restricting participation. ***If you go to a doctor you will need a note with restrictions or times for return to play.***

Whenever an accident occurs, the sponsor/coach must complete an Accident Report Form available from the athletic office or nurse's office. The nurse receives a copy; the other is given to the principal.

Coaches have specific legal responsibilities. The following are those legal responsibilities:

- Warn players about the possibility of being injured;
- Properly condition and supervise a player for specific activity;
- Offer proper equipment, facilities, and instruction;
- Give proper first aid and/or emergency care.

**\*\*\*REMEMBER: SUPERVISION, SUPERVISION, SUPERVISION\*\*\***

## NEW PROGRAMS

When new athletic/activity programs are being considered for inclusion in existing activities, the following procedures are followed:

1. A proposal must be directed to the school athletic coordinator and/or district athletic director.
2. A group of interested school and community people may be formed to discuss the potential of the proposal.
3. In the event that the initiation of a new program comes from the community, rather than internally, the process could begin by the formation of a committee of school and community people.
4. If the new program has strong support from the school and community, a proposal will be submitted to the NMAA.
5. Implementation and determination of support would not take place until approved by the Board of Education and funded.
6. If the new program is not approved as an activity or athletic program, then the program may request to become a club.

## FMS ACTIVITIES & CLUBS

### CO-CURRICULAR AND EXTRA-CURRICULAR PROGRAMS

Students activities at school are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills. The greatest values derived from both co-curricular and extra curricular student school activities occur when such activities are developed and encouraged through participation of the student body, interested members in the community, and the school staff.

Any program of student activities should:

- o Require all student extra curricular participation to be on a voluntary basis.
- o Permit the formation of student clubs, and other organized groups to promote or pursue specialized athletic, social service and social activities.

Three types of clubs or groups are permitted in Farmington Municipal Schools:

- o **School-Sponsored Clubs:** Student clubs or groups that are sponsored by the school because their purposes and goals are related to the school's curriculum, (e.g., Spanish Club);
- o **Student-Initiated Club:** Student clubs or groups initiated by students that are recognized, but not sponsored by, the school because their purposes and goals are not related to the curriculum, but which are permitted to meet at school during non-instructional time; and
- o **Outside Clubs or Groups:** Youth clubs or groups, such as Boy Scouts and Girl Scouts, which include students as members, but which are neither "sponsored" nor "recognized" by the school, and which are merely permitted the use of school facilities after school hours on an equal footing with other community groups.

Student Clubs shall be formed as follows:

- a. Students who wish to form a School-Sponsored Club shall make a request to the Principal for approval and sponsorship.
- b. Students who wish to form a Student-Initiated Club shall make a request to the Principal for approval and recognition.
- c. Both types of clubs must be open to all students on an equal basis, must be voluntary, and must operate on the basis of the procedural guidelines established by the student council acting in concert with the Principal.
- d. School-Sponsored Clubs shall be assigned a faculty sponsor, and if no faculty member is willing to accept such appointment, the formation of the club may be delayed or denied.
- e. Student-Initiated Clubs shall have assigned to them a faculty supervisor, and, if the club is religiously oriented, the faculty member shall be limited to non-participatory and custodial responsibilities; if no faculty member is willing to accept such appointment, the formation of the club may be delayed or denied.
- f. Approval of the formation of any club will not be denied on the basis of the speech or viewpoint of the club or its members, except that such approval may be denied if the proposed clubs meetings would materially and substantially interfere with the orderly conduct of educational activity within the school, or would impede the ability of the administration to maintain order and discipline on school premises, to protect the well being of students and faculty, to assure that attendance at religious meetings is voluntary, and to make such regulations as required by consideration of space, safety, and the common good.
- g. Lists of School-Sponsored Clubs, sponsored by the school, and of Student-Initiated Clubs recognized by the school, will be maintained by the school and posted on the school's web site. Parents may request in writing to restrict their child's participation in specific clubs or activities.
- h. Students proposing Student Clubs must submit written application for authorization on the District Club Authorization Form **no later than the 20th Day of each school year**. The Principal will review and respond to all applications no later than the 40th Day of each school year.

In addition to other limitations and restrictions governing students and student organizations, all non-curricular, Student-Initiated Clubs are subject to the following limitations:

- a. Meetings or activities at school of religiously oriented Student- Initiated Clubs may include no employees or agents of the school except upon assignment by the administration in a non-participatory, custodial capacity; and
- b. Non-school persons may not direct, conduct, control, or regularly attend meetings or activities of such clubs at school.

Advertising in the school by Student-Initiated Clubs and by Outside Clubs or Groups shall be limited to announcements of the times and places of such clubs' meetings as part of the daily routine of the school in providing such information.

## **RESPONSIBILITIES OF FMS ATHLETICS/ACTIVITIES STAKEHOLDERS**

### **Our Coaches/Sponsors**

The coaches/sponsors within FMS Athletics are the most significant components of our athletic programs and activities. They are both teachers and role models. They have the responsibility to model moral behaviors and positive attitudes, which are aligned with our [Core Values](#).

In order to be an effective coach/sponsor and role model, FMS coaches/sponsors must also be thoroughly knowledgeable in their sport, capable of detailed preparation, able to motivate athletes and students, able to make adjustments during competition, and work effectively under the authority of the District Director of Athletics and Activities and their school administration. Our coaches will take seriously the opportunity they have to mold young lives to become productive members of society, who emulate strong moral values.

### **Our Parents**

Parents of student-athletes have a responsibility to both their child and to the team. Without strong parental support, the student-athlete will not be able to achieve his/her greatest potential and/or the team may suffer. It is important that parents provide positive reinforcement and understand their role as being part of the team. Parents, as well as players, should be supportive and encourage coaches and teammates at all times.

Parents are not coaches, and learning to trust coaches is a key step to learning the value of the life lesson experiences athletics provides. It is also important that parents conduct themselves with class and character when attending athletic events. In order for FMS athletic programs to be successful, coaches, student-athletes, and parents must make a firm commitment to hold themselves to the highest standards of moral character at all times.

### **Our Student-Athletes**

FMS student-athletes should be diligent in their preparation, giving their best effort at all times. They must also demonstrate personal discipline, integrity, respect, self-control, and humility. It is also imperative that our student-athletes aggressively pursue excellence during competition regardless of the opponent, score, time, official, or situation. The ultimate and final responsibility rests upon the shoulders of the student-athlete, for it is the student-athlete who is accountable to his/her parents, coaches, and teammates.

### **Our Teams**

Our teams should in all things strive to:

1. Give their best effort at all times
2. Be a great teammate on and off the field/court
3. Strive for excellence in all things
4. Demonstrate the highest level of sportsmanship
5. Have fun - enjoy the process

**Our Athletic Department**

Is committed to:

1. Setting the standard for work-ethic, sportsmanship, and character with the performances and work done by our student-athletes, coaches, administration, and athletic staff.
2. Developing a strong community in Farmington, NM by being great examples to our opponents of what it means to compete with class and represent our town.

## CHEMICAL ABUSE POLICY (Athletics/Activities)

### ILLEGAL DRUGS & ALCOHOL

The **possession, use, or being in the proximity** of the illegal use of drugs and alcohol by a *current* athletic/activity participant will result in:

- 1st offense: the immediate suspension from all sports/activities competitions for a period of thirty (30) days.
  - In order to return to athletics/activities competitions after 30 days, a student must have completed an assessment and established a contract with the Student Assistance Social Worker.
  - This suspension will not necessarily result in loss of academic credit.
  - A student suspended under the guidelines of school policy is prohibited from participating in any competition, traveling with the team, or participating in any form with the team during a competition (i.e., manager duties, warm-ups, standing on sidelines, etc.).
  - A coach/sponsor may implement stricter guidelines upon approval from the District Athletic Director (e.g., **a program may enact and enforce a policy that precludes reinstatement during the school year**).
- 2nd offense: a second confirmed violation of this policy will result in a suspension from all athletics/activities for a period of 60 *school* days. Athlete will be removed from all athletics/activities for the remainder of the school year and enroll in counseling with a substance abuse counselor;
- 3rd offense: a third infraction will result in permanent removal from athletics/activities for the remainder of a student's enrollment in the Farmington Municipal Schools.

In order to maintain consistency, any infraction of these rules must be reported to the District Athletic Director as soon as reasonably possible. The coach's/sponsor's decision on punishment will be subject to the District Athletic Directors approval. Student-athletes that self-report a drug and/or alcohol problem will be handled on a case-by-case basis by the District Athletic Director. Because athletics/activities are a privilege not a right, no participant may appeal a decision of discipline beyond the District Athletic Director. The District Athletic Director has the authority to handle situations on a case-by-case basis.

### TOBACCO & E-CIGARETTES (TOBACCO or NON-TOBACCO)

The **possession, use, or being in the proximity** of tobacco and/or e-cigarettes by an *in-season* athletic/activity student-athlete will result in:

- 1st offense:
  - The student-athlete will be suspended from 10% of their contest schedule.
- 2nd offense:
  - The student-athlete will be suspended for 25% of their contest schedule
- 3rd offense:
  - The student-athlete will be suspended from all athletics for 365 days
- Note:
  - Game suspensions can include regular season, district, and/or state games.
  - Game suspensions can be carried over to the next sports season.
  - The suspension of games and practice can be more, depending on the suspension imposed by the school administration.
  - A coach/sponsor may implement stricter guidelines upon approval from the District Athletic Director (e.g., a program may enact and enforce a policy that precludes reinstatement during the school year).
  - Student-athletes may still participate in practices and team events while serving their game suspensions for violating the tobacco/e-cigarette policy, as long as they are not serving in-school or out-of-school suspension.
  - Student-athletes that are suspended from games may not travel with the team to a game they are currently suspended from, nor can they be checked out of school for games they are currently suspended from. Student-athletes that are suspended from games may not dress-out, have manager duties, or participate in pre-game warmups for home games.

In order to maintain consistency, any infraction of these rules must be reported to the District Athletic Director as soon as reasonably possible. The coach's/sponsor's decision on punishment will be subject to the District Athletic Directors approval.

Because athletics/activities are a privilege and not a right, no participant may appeal a decision of discipline beyond the District Athletic Director.

### **CHEMICAL ABUSE POLICY VIOLATIONS: OUT-OF-SEASON ATHLETES**

Student-athletes that violate the FMS Chemical Abuse Policy, but are considered “out-of-season” will be disciplined according to the consequences implemented by the school. However, “out-of-season” athletes who are suspended cannot:

- attend open gym/field practices while they are serving their suspension (this includes in-school and out-of-school suspensions);
- attend any team functions, camps, clinics, etc., which are organized by the head coach/sponsor of the program, while they are serving their suspension (this includes in-school and out-of-school suspensions).

Violations of this policy while out-of-season will not affect the student-athlete while they are in-season, except that their offenses are counted against them. This means that if a student-athlete violates this policy once while they are considered out-of-season, and then violates the policy again while they are in-season, the student-athlete is now on their 2nd offense.

# ACADEMIC ELIGIBILITY & ATTENDANCE

## Academic Eligibility and Attendance

- All student-athletes within FMS must ensure that their academics are first priority. Coaches and sponsors are responsible for ensuring an ineligible student does not participate. *When in doubt, hold the student out.* If student-athletes do not meet academic eligibility, they cannot participate in FMS/NMAA athletics and/or activities. Eligibility requirements apply to all athletics and activities, wherein FMS schools compete against other schools.
- Any student who is academically eligible shall have the right to try out for any sport and be evaluated on merit and performance. Selection of team members shall be made on ability, commitment, motivation, attitude, and compliance with regulations established by both the NMAA and FMS Athletics. Coaches may establish more strict academic guidelines and regulations. Additional academic guidelines and regulations must be approved by the District Athletic Director and be distributed to the students in writing prior to athletes attending first official practice. These guidelines and regulations must align with the [Mission](#), [Vision](#), and [Core Values](#) of FMS Athletics.

Parents/Guardians and/or student-athletes giving false or misleading information to any school official on matters affecting eligibility (academics, home address, transfer paperwork) will result in the student-athlete being declared ineligible in all sports for 365 days from the date of the discovery of the false information.

Here are the academic standards set forth by both the NMAA and FMS Athletics for athletes to be academically eligible:

1. Per NMAA Handbook section 6.2 ([click here to read the full eligibility requirements in the NMAA Handbook](#))
  - a. A student shall have a 2.0 GPA with no F's, based on a 4.0 grading scale
  - b. All class work counted for eligibility must be acceptable for graduation
  - c. Cumulative Provision - If a student is deemed academically ineligible, they may use a cumulative GPA to determine eligibility, only if:
    - i. the student does not have more than one F in the semester immediately preceding participation;
    - ii. the student is currently in 10th-12th grade;
    - iii. the student has passed a minimum of 51% of coursework;
  - d. Athletic programs and activities may impose stricter guidelines;
  - e. Academically Ineligible Player -
    - i. Practice - The student may practice if it is determined by the school's administration that he/she is demonstrating academic progress towards eligibility;
    - ii. Participation - The student CANNOT participate in any interscholastic event at any level of competition during the period of ineligibility;
    - iii. Travel - The student CANNOT travel to any interscholastic event or activity with the team during the period of ineligibility;
    - iv. Games - The student CANNOT dress out in uniform or sit on the bench in street clothes with the team during games;
    - v. Quarter Grades - The student can regain eligibility at the end of Quarter 1 and Quarter 3 grading periods. However, it is at the discretion of the coach/sponsor as to whether they will allow the student-athlete to participate until the end of the quarter. The athlete must still participate in the minimum amount of contests set forth by the NMAA for state competition.
  - f. Attendance Requirements - Pursuant to New Mexico State Statute 22-12-2.1
    - i. Students shall not be absent from school for extracurricular activities in excess of 15 days per semester
    - ii. No class shall be missed in excess of 15 times per semester for interscholastic activities
  - g. Summer School - Make-up Class
    - i. A student may make up classes during summer school by earning a passing grade in that *exact same class* from an accredited program.
    - ii. The new grade may be substituted for the original grade in that class providing the local school policy permits.
    - iii. Summer school is defined as an extension of the spring semester for that year only.
    - iv. If the course is to be utilized for determining a student's eligibility, it must be placed on the transcript prior to the first day of the school year.

## 2. FMS Athletics Academic and Attendance Policies

- a. The coach/sponsor of a program may impose stricter academic and attendance guidelines and establish additional rules and regulations approved by the District Athletic Director and/or the school principal. Additional guidelines, rules, and regulations must align with the FMS [Mission](#) and [Vision](#).
- b. The coach/sponsor of a program requests for a cumulative provision to be used on an athlete - the coach can choose not to utilize a cumulative provision on an athlete at their discretion.
- c. It is at the discretion of a coach/sponsor as to whether or not they will allow an academically ineligible athlete to participate in practices or tryouts until they can regain their eligibility at the end of the grading period.
  - i. Athletic programs that have tryouts and are considered “cut sports”: academically ineligible student-athletes will be allowed to try out at the discretion of the coach/sponsor of that program. However, it should be clearly understood that academic ineligibility will be a major consideration on behalf of the coaching staff when selecting team members. Academically ineligible student-athletes put the program at risk, and if the student-athlete misses academic eligibility again at the next grading period, it will adversely affect team performance and accomplishment.
  - ii. The coach/sponsor has the discretion to evaluate each academically ineligible student-athlete on a case-by-case basis and determine whether or not they will allow them to participate.
  - iii. If the coach/sponsor decides to keep an athlete until they are eligible at the next grading period, the student-athlete must show continued improvement in their academic performance. This requires the coach and the athlete to be in constant communication regarding academic progress and current grades. If the student-athlete is not showing academic improvement, they should be let go from the team so they can focus on their academics.
- d. School Related Absences
  - i. Students who miss school to participate in a school-sponsored activity must be listed on an excused absence form or properly documented in the school attendance office in accordance with their current procedures.
  - ii. Students who are absent due to a school-sponsored activity and it is marked as “Excused” on their attendance, may participate in athletics/activities that day.
- e. Class attendance is required for the student to participate in an athletic event/activity and/or practice:
  - i. student-athletes must attend (not marked absent) all classes the day of the contest up to departure time or end of regular school day;
  - ii. student-athletes must attend (not marked absent) all classes to attend practice;
  - iii. student-athletes must attend school the day after a competition;
    1. if an athlete is marked absent in one or more classes the day after a competition, they will either receive reduced playing time or suspension from the next competition.
    2. consequence is determined on a case-by-case basis and can be imposed by the coach, principal, and/or athletic director.
  - iv. Parent Verified absences: these absences are not automatically excused, as student-athletes are still required to be in class. However:
    1. unusual circumstances are handled on a case-by-case basis with communication between the coach/sponsor and the school principal and/or District Athletic Director;
    2. in certain circumstances, it may be requested that the student-athlete and/or their parents provide documentation for a school absence (i.e., doctor appointments, family emergencies, etc.);
    3. it is expected that if a student misses school for a doctor appointment, they miss the minimum amount of school possible.
  - v. School Suspension:
    1. A disciplinary action severe enough to warrant out-of-school suspension will eliminate the student-athlete from all participation in interscholastic sports for the duration of the suspension, which includes practices, competitions, and team functions.
      - a. The coach or District Athletic Director may impose a more strict disciplinary action at their discretion for out-of-school suspension
      - b. Out-of-school suspension discipline may result in dismissal from the team
    2. If a student receives in-school suspension, they may attend practices, games, and team functions once the school day is over. This means that if a student is serving in-school suspension and the team departs to an away game during the school day, the athlete cannot participate in that competition, as the student-athlete, or their

parent(s)/guardian(s), cannot transport them to a competition. However, if the competition is home and is after school hours, the athlete can participate in the competition. It should be noted:

- a. the coach/sponsor of the program has the discretion as to whether or not they will allow an athlete to participate in practices, games, or team functions after serving in-school suspension.
  - b. the coach and/or District Athletic Director may impose stricter disciplinary actions.
3. The FMS Athletic Department may impose further disciplinary actions on student-athletes after serving either an in-school or out-of-school suspension.
  4. Coaches/sponsors may impose further disciplinary actions on student-athletes after serving either an in-school or out of school suspension.

## 8th GRADE PARTICIPATION AT THE HIGH SCHOOL LEVEL

### 1) Open Enrollment Choice ([per NMAA Handbook - Section 6](#))

- a) An 8th grade student who participates in high school athletics, at any level of competition, will make his/her Open Enrollment Choice at the 8th grade level.
- b) 8th grade students not already attending the institution they will be participating for ***must participate at their home attendance zone public high school.***
- c) Athletic Coordinators must submit the online “[8th Grade Participation at the High School](#)” form to the NMAA signed by the parent and athletic coordinator prior to 8th graders participating at the high school level. 8th graders are ineligible to participate at any level until the NMAA has confirmed receipt of this form.
- d) Failure to follow FMS and NMAA Open Enrollment procedures or providing false information (e.g., false address, false transcripts, and/or false narrative) to the school’s administration for enrollment purposes will result in the following:
  - i) The student is suspended from participation immediately.
  - ii) Once the student achieves an approved Open Enrollment to the school of his/her Open Enrollment Choice, he or she is ineligible for 180 school days/365 calendar days from the time of the approved enrollment.

### 2) Practices, Events, & Absences

- a) At no time will 8th grade students be released from school to attend a 7th hour athletics class at the high school.
- b) At no time will 8th grade students that participate at the high school level be excused to leave for pep assemblies or non-competition events during the school day, either away from or at the high school.
- c) Practice times for 8th graders at the high school level cannot start until 4:00 pm on regular school days and 2:00 pm on abbreviated days.
- d) All absences for competitions will be approved prior to the event. An excuse/absent list of student-athletes must be provided by the head coach of that sport to the middle school athletic coordinator/assistant principal. Excuse/Absent lists should be submitted to the middle schools a minimum of 24 hours prior to the absence.

### 3) Game Limitations & Recruiting

- a) For sports and activities that are offered at both the high school and middle school (i.e., basketball, wrestling, track, and volleyball), students may participate at the high school only in the number of events that are above the middle school limits.
  - i) For example: Middle school basketball is allowed 17 games, while high school basketball is allowed 23 sub varsity games. The 8th grade athlete can only participate in 6 high school events, regardless of how many they did not participate in at the middle school.
  - ii) Club sports: If an athlete participates in club sports, each of their events counts against their game/match limitations, for that sport while it is in-season. Once an athlete meets their game/match limitations, they are now considered ineligible for the remainder of regular season events. If it is found that the athlete is over their game/match limitations, it will result in team forfeitures for those events that the athlete participated in where they were ineligible.
- b) High school and middle school athletes are governed by the same policies and regulations of high school

- coaches in regards to recruiting and undue influence. See [NMAA Handbook - Section 6](#).
- c) Any middle school athlete (grades 6th-8th) that attend practices at a high school, must live in the attendance zone of that high school.
  - d) Before an 8th grader participates at a high school, they must complete an 8th grade participation form with the athletic coordinator at that high school.
    - i) 8th graders must participate at the high school of their home attendance zone.
    - ii) Once an 8th grader completes the 8th grade participation zone, they are making their open enrollment choice. If the athlete decides to switch high schools their 9th grade year, they are subject to NMAA transfer rules.
    - iii) Misinformation regarding home address, living situation, or academic status could result in the athlete being suspended from all athletics and activities for 365 days.

## COMMUNICATION

Prior to the start of a season (fall, winter, and spring), the head coach/sponsor of the program will conduct a meeting for all parent(s)/guardian(s) and student-athletes wishing to participate. This meeting is an opportunity for the head coach/sponsor to share their expectations, schedule of events (practices, competitions, fundraising events, and any other potential program events), as well as any other pertinent information regarding their program and the upcoming season. This meeting will also serve as an opportunity for all in attendance to ask questions and begin a positive environment for communication. Please see “Communication Guidelines” below to ensure that you adhere to appropriate topics of discussion.

### 24 Hour Rule

Because coaches have much to think about and prepare for prior to a game and are highly emotional following a game, we ask that parents not confront a coach with any concerns within 24 hours before or after the game. Often, these confrontations will lead to emotionally charged discussions that bring no resolution. Waiting 24 hours after the conclusion of the game will allow the parent and the coach time to “Cool Down” before discussing a concern.

### Chain of Command

The FMS Athletics & Activities Department will follow a strict chain of command when engaging in discussions. Following this chain of command allows the student-athlete to self-advocate. In addition, it helps maintain a positive relationship with the coaching staff, the student-athlete, and parent(s)/guardian(s). Please remember, when discussing concerns with the coaching staff, the goal should always be to reach a solution. The student-athlete and/or parent(s)/guardian(s) should be given an opportunity to present their concerns (while adhering to the communication guidelines) in a positive and respectful manner, and the coaching staff should also be given the opportunity to respond to those concerns. Please be mindful that the coaching staff may not be able to immediately address some of your concerns. In those cases, a follow-up meeting may need to be scheduled so that the coaching staff can investigate and address some of those concerns. The following is the chain of command that will be followed in all programs:

#### **1. Student-athlete & Coach:**

- a. Student-athletes will discuss their concern(s) with the coach/sponsor of the level they are playing (e.g., C-team, JV, Varsity). If the student-athlete is a sub varsity player, the head coach will be notified by the assistant coach of the meeting and concern(s) presented by the student-athlete. The head coach may be invited to that meeting.

#### **2. Student-athlete, parent(s)/guardian(s), and coaching staff**

- a. If a resolution was not reached in the previous meeting or the concern(s) continue, the parent(s)/guardian(s) will have a meeting with the coaching staff. Regardless of the level the student-athlete participates, the head coach will also be included in this meeting.

#### **3. All parties from previous meeting with District Athletic Director**

- a. If a resolution was not reached in the previous meeting or the concern(s) continue, all parties who met in the previous meeting will meet with the District Athletic Director. All topics in this meeting will strictly adhere to topics already discussed with the coaching staff. New topics will not be discussed. This is the final meeting that will take place regarding all concerns pertaining to athletics and activities.

#### **\*\*\*Please Note:**

- It is important to note that the FMS Athletics & Activities Department does not guarantee a resolution to all extracurricular concerns.
- These guidelines do not include concerns about the mental, physical, or emotional well-being of the student. If a parent has a concern about any of those areas, please contact the District Athletic Director.
- Any discussion regarding any extracurricular concern(s) will be passed along to the student-athlete and coaching staff. This includes communication via phone, email, and in-person.
- At the discretion of the District Athletic Director, not all concerns will be granted a Step 2 or Step 3 meeting.

### Communication Guidelines

The following are communication guidelines put in place by the FMS Athletic & Activities Department. All coaches, parents, and athletes are expected to follow these guidelines.

***Communication Parents Can Expect From a Coach:***

1. Philosophy of the coach.
2. Expectations of the athlete and the team.
3. Location and times of all practices and games.
4. Location and times of fundraising events and/or community service projects.
5. Copy of the team rules.

\*\*\*Discussion of your son or daughter's role on the team will be between the coach and athlete only\*\*\*

***Communication Coaches Expect From Parents:***

1. Concerns related to your son or daughter's mental, physical, or emotional well-being.
2. Specific questions about a coach's expectations of parents.
3. Notification of any injuries and illnesses.
4. Prior notification of any student absences from practices or games if the child cannot do so themselves.

***Appropriate Parental Concerns to Discuss with Coaches:***

1. Mental, or physical treatment of your son/daughter.
2. Ways in which you can help your son/daughter improve.
3. Concerns about your son/daughter's behavior.

***Inappropriate Parental Concerns to Discuss with Coaches:***

1. Team Strategy
2. Play Calling
3. Team Selection
4. Another Athlete
5. Playing Time

**\*\*\*Please Note:**

- Playing time discussions will be between the coach and athlete only
- If a conversation with a coach turns to any of the above five topics, our coaches are instructed to immediately end the discussion.
- Parents can reschedule a meeting with the coach to continue an appropriate discussion at a later date.
- Further, any vulgarity, rude behavior, or threats will signal an immediate end to any discussion.

## FINANCE

### *Athletics & Activities Account Procedures*

*For Sponsors/Coaches Per District Regulations*

#### *Fundraisers*

If anyone will be involved in performing activities or selling items that will help make a profit for the school by using the school Name or Logo, a [Fundraiser Permission Form](#) will need to be completed and approved before the activity takes place.

There are guidelines for any food or beverage items sold on campus between midnight and 3:42 p.m.. If we do not comply with these regulations, federal funding could be taken from our district.

The sponsor must maintain records of the following for each event:

1. Date and type of event
2. Number and name of participants
3. Name and amount received from every participant/donor

When the fundraiser is complete, you must submit a [Fundraiser Summary Report](#).

#### **DEPOSITS:**

1. IT IS IMPORTANT NOT TO HOLD CASH AND CHECKS MORE THAN 24 HOURS.
2. Checks older than 90 days will be returned to the sponsor.
3. Deposit envelopes are available in the Finance Office.
4. **Each deposit must include either an official roster sheet or reference an official receipt book receipt number series unless the deposit is from a fundraiser or donation.**
5. The sponsor is responsible for counting all funds for each deposit so that every deposit will end up being counted by a **minimum of two** people before it is deposited into the bank.
6. Checks must contain the following:
  - a. Checks must be made payable to the school.
  - b. The name of the activity must either be in the “pay to” line or the “memo” line.
  - c. The numerical amount must match the written amount.
  - d. The check must be signed.

**\*\*\*Checks that do not have the name printed and a check number printed should not be accepted. These tend to be Hot Checks\*\*\***

7. Cash and Coin totals must be listed on the envelope. Do not list total numbers of cash/coins, but list on the envelope the monetary total represented (i.e. don't list 6 Quarters, list \$1.50 instead.)
8. All deposits must reference the source of the funds (i.e., Fundraiser, player package, etc.) A different deposit envelope will need to be completed for each different source of funds. We have to be able to have a full accounting for each source of funds individually. After the deposit has been made at the bank, you will receive your deposit envelope back with the deposit receipt attached. Keep this for your records.

#### **BOOSTER CLUB FUNDRAISING**

[Board Policy Section 5.6.7 \(revised 4/13/17\)](#) Activities and Fundraising Booster clubs and PTO's shall notify and obtain the approval of the Deputy Superintendent or District Athletic and Activities Director to assure that scheduling of activities and fundraisers does not conflict with School District programs or activities, and that the activity or fundraising project is consistent with the goals and mission of the school or School District. All activities and fundraising projects shall comply with School Board Policies, federal, state, and local law, and in particular, shall comply with any applicable provisions of the [New Mexico Bingo and Raffle Act, NMSA 1978, Sections 60-2F](#). School employees, including athletic coaches, trainers or sponsors of school-sponsored student groups, shall not act as the primary organizers or spokespersons for any booster club or

PTO activity or fundraising project. Participation in fundraising activities or fundraising projects by a booster club or PTO shall not be considered as a factor in a student's level of participation in any school activity or athletic program.

A written proposal on a [fundraiser request form](#) is required for any activity or fund-raising project which involves the use of the school or School District name, school or School District mascots or logos, and/or use of School District facilities. The proposal must be approved by the Superintendent or Designee (building principal and/or District Athletic Director **and the District Chief Financial Officer**), before any final arrangements are made and before the activity or fund-raising project commences.

A written proposal on a [fundraiser request form](#) shall be submitted to the Deputy Superintendent or designee at least 30 days prior to the activity.

Alcohol shall not be served as part of an approved activity or fund-raising project regardless of where the activity or fundraiser is conducted.

Booster clubs and PTO's may make gifts or donations from activities and fundraising projects to a school or the School District. When gifts or donations are made, the booster club or PTO relinquishes all control over the gift, donation, or funds.

### **PURCHASES**

You cannot pay your vendors in cash. All income must be deposited into an Activity Account, and payments to a vendor must be handled through either an approved Purchase Order number or an approved credit card [purchase request form](#). In either case, the steps are:

1. Get approvals,
2. Spend the funds,
3. **TURN IN THE ITEMIZED RECEIPTS AND/OR CREDIT CARD WITH EXPENSE SUMMARY. ANY CHARGES NOT ITEMIZED MUST BE PAID WITH A PERSONAL CHECK BY THE SPONSOR TO FMS.**

### **CREDIT CARDS**

If you know of a large credit card expenditure, email the finance secretary the information (dates and amounts needed) so that they can reserve the funds for you on the credit card in advance.

Any district card used for personal charges gets a warning with the first occurrence. Card privileges will be revoked on the second occurrence.

Any time a staff member travels with students and a school credit card, he/she must fill out a Professional Development Leave Request and a [Purchasing Card Request](#) and have both approved. Upon return, a Travel Report must be completed and signed. Expenses exceeding the allowance must have a personal check made to FMS attached.

Food expenses incurred on a personal credit card when traveling without students can only be reimbursed if the Professional Development Leave Request Form and the Travel Report are both completed and turned in with the food receipts and with the Itinerary from the trip event.

1. Fill out a [Credit Card Request Form](#). Sign it and get the Principal to sign it as an approval. Once it has both signatures, the finance secretary will email to let you know that a card is ready for you.
2. Use the credit card and save the itemized receipts. **Request all ordered items Ship To The School and NOT to your home.** Fill out the expense summary form listing the expenses. If you purchase food, we must have the itemized receipt listing all food items purchased as well as the receipt listing the tip amount. If you stay at a hotel, we must have the itemized receipt for each room listing. Incomplete receipts will be returned to the card user for follow-up calls to the vendor
3. Turn in the credit card, expense summary and itemized receipts to the finance office. The original receipts go to the Finance Office. Copies of the receipts go with the travel reports.

## **PURCHASE ORDERS**

*In an audit, it is **ILLEGAL** to have an invoice date prior to a P0 approval date.*

1. You must submit a **Purchase Requisition** for permission to purchase goods and have permission in hand before making a purchase.
2. Take your Purchase Order with you to shop.
3. Within 24 hours of purchase, you must turn in an itemized receipt, invoice, or registration form in order to make payment. If you received goods as a shipment, make sure you received everything you ordered before turning in an invoice for payment. We do not want to submit full payment when items are backordered. A Purchase Order can only be used once. All Purchase Orders with matching Invoices turned in to Central Office by Tuesday morning FMS mail run will have checks cut the following Thursday. The exception to this is the last week of the month. No checks are cut the last week of each month, and your vendor will have to wait until the first week of the following month to receive payment.

## **GIFTS**

No Gifts may be purchased for any staff member out of a school account. Gift Cards can **ONLY** be used for gifts or prizes for Students or Parents. This must be clearly stated on a P.O. request by giving the name of the student or parent recipients and also stating the reason for the prize or gift. Gift Cards are not to be purchased/given to any employee for any reason. This applies not only to P.O.'s, but also to BofA purchases on VISA. You cannot purchase a Gift Card with a Visa for any reason.

Gifts for athletes cannot exceed \$100 in value per sport they successfully completed and per calendar year. This \$100 limit is set regardless of the source of funds (i.e., booster club, school account, parent donations, fundraisers, etc.).

## **BANQUETS**

Athletic and activity banquets will have a total spending cap for food of up to \$30 per student, and is set regardless of the source of funds (i.e., booster club, school account, parent donations, fundraisers, etc.).

Upon request, head coaches and sponsors should be able to provide an explanation and written documentation of how each banquet will be administered and funded.

If family members are to attend the banquet, they may either be accounted for in the \$30 per athlete allowance, or charged a fee for eating at the banquet. The fee charged should only be to cover the cost of food. Funds received must be deposited either in the program's booster account or the activity account of the program.

## **ADVERTISING**

Please use your credit card for all ads. Ask that they give you a confirmation for the ad with a billing amount indicated for our receipt.

## **ACTIVITY ACCOUNT BALANCES**

You will receive a copy of your account balances every month. You can stop by the Finance Office and receive a copy in addition to this one any time you wish. All funds to the school must be accounted for according to government regulations. Failure to comply can result in disciplinary measures up to and including termination.

## **QUESTIONS**

If you have any questions as to how to access the required forms, how to shop with a specific vendor, how to have a check sent to the school instead of mailed to a vendor, how to fill out a Deposit Envelope, or how to handle finances for an Activity Account, feel free to stop by the Finance Office for further assistance.

### **Cash Receipts - For Teachers, Coaches, & Sponsors**

- **Collecting Money:**
  - Teacher/Sponsor must issue a pre-numbered receipt to student/parent when receiving money.
  - The pink copy of the receipts and money collected are to be delivered to the office by the end of the day each day.
  - Collections are to be counted with the secretary/principal and the receipt envelope initialed off by both people.
  - The secretary will receipt the money collected into Business Plus noting each pink sheet and provide the teacher/sponsor with a Business Plus generated receipt.
  - Copies of the pink receipt copies are to be attached to the Business Plus receipt for filing.
- **Reconciling:**
  - The site finance secretary checks out the receipt books at the beginning of the year or as needed and receives them back at the end of the year or when the book has been used up.
  - A ledger of receipt books is to be kept by the site secretary.
    - This ledger is to include the receipt number range of the receipt book checked out.
    - The teacher's name and date of issue.
  - Deposits should reference the Roster information or receipt number range. If available include the fundraiser number or fine and fee tracker number on deposit.
  - Teachers and/or coaches/sponsors are to be given the receipting rules at orientation and upon the issue of the receipt book.
- **Teacher/Coach/Sponsor Rules:**
  - 24 hour deposit law ([NMAC 6.20.2.14\(C\)](#));
  - Do not toss or shred receipt books;
  - Do not remove yellow copies for any reason;
  - The Teacher/Coach/Sponsor is responsible for the books they checked out - Do not allow anyone to use them;
  - Do not use receipt books not checked out to you from FMS District;
  - All receipt books are to be checked in at the end of the year.

### **Purchasing Procedures**

The following procedures have been implemented to comply with State Of New Mexico regulations as established in the Manual of Procedures for Public School Accounting and Budgeting, Supplement 13 - Purchasing, and with the New Mexico Procurement Code, Statute Sections 13-1-28 through 13-1-199, NMSA 1978, which governs the use of Public Funds by State and Local Governments.

### **BID AND DOCUMENTATION REQUIREMENTS**

The Procurement Code specifies different levels of purchases according to the dollar amounts involved and, accordingly, specifies minimum procedures to be followed for each level. Listed below are the three different levels of purchases along with the statutory procedural requirements and the documentation required.

#### **Purchasing Level Procedures and Documentation for Non-Federal Funds**

- Less than \$20,000                      Issue a direct purchase order to a vendor based upon the best obtainable price.
- From \$20,000 to \$60,000    Must obtain three written quotes from authorized or legitimate vendors (use written quotation form). Attach all 3 quotes to purchase requisition in the accounting system.
- Over \$60,000                            A formal request for proposal (RFP) or formal sealed bid process is required. The RFP or BID must be advertised, received and approved by The Board of Education.

**Purchasing Level Procedures and Documentation for Federal Funds**

- Less than \$10,000                      Issue a direct purchase order to a vendor based upon the best obtainable price
- From \$10,000 to \$60,000    Must obtain three written quotes from authorized or legitimate vendors (use written quotation form). Attach all 3 quotes to purchase requisition in accounting system.
- Over \$60,000                            A formal request for proposal (RFP) or formal sealed bid process is required. The RFP or BID must be advertised, received and approved by The Board of Education.

**\*\*\*Gift Cards are not an allowable expenditure with Federal funds unless prior written consent is given by the PED Program and Fiscal office.**

**\*\*\*It is unlawful to divide purchases into two (2) or more orders to circumvent the limits of the Procurement Code and procedural requirements stated above.**

Any purchase by the District (including activity and club accounts) from any school employee or member of the Board of Education must comply with the State Procurement code as well as the following criteria:

1. All purchases that involve an employee or board member as the vendor must be informally bid by obtaining three (3) written quotes regardless of the amount of the purchase.
2. The Chief Procurement Officer must approve purchase orders issued to any business that involves an employee or board member that has the low quote in section A above. The Board of Education will receive a monthly report detailing these purchase orders for their review, as well as a monthly check register.

**EXCEPTIONS TO BID REGULATIONS**

Purchases may be made without bidding if the District has a:

- A. Copy of GSA (Govt. Service Agreement) contract on file, showing the eligible vendor and prices;
- B. Copy of a State of New Mexico Purchasing Division (or SPD) contract on file showing the eligible vendor and prices;
- C. Copy of a bid award from another school district, city, county or governmental agency in New Mexico, showing eligible vendors, with price equal to or above the purchase price;
- D. Purchase order issued to Cooperative Educational Services (CES) contract.
- E. Any other cooperative purchasing agency or organization Farmington Municipal Schools is a member of.

In order to qualify for one of these four exceptions, the documentation must be on file in the Business Office and the appropriate reference clearly made on the purchase order. The reference can be a contract number or referral to the appropriate file.

**INVENTORY**

It is very important for your school's inventory to be kept current with correct serial numbers, room numbers, and descriptions that make the equipment easy to locate should it be necessary to do so.

All requisitions for equipment over \$5,000 for each item (line item 57331) should have the **shipped to address** as the warehouse. The warehouse custodian will label the equipment as it is received into the warehouse with an inventory number that will be entered into the database along with the purchase order and fund used to purchase the equipment.

## TRAVEL

For team travel, the athletic coordinator, working with the head coach, establishes dismissal, departure, and return times and sets the trip budget. Central Office establishes the mileage charge. When a meal budget is available, allowance is \$10.00 maximum per person.

School transportation requests must be completed on the [Travel Tracker](#) website. Requests must reflect accurate data for departure, number of riders, and any special needs for storage of equipment, uniforms, or instruments. A mileage charge is made to the budget, which must also cover the driver's meals and lodging (if trip request is for overnight). Athletic director may limit travel squads and the number of meals. Changes in departure times, etc, must be taken care of by the head coach. Changes to trip tickets must be made by the head coach or designee via email and sent to the following people: Director of Transportation, Athletic Secretary, and District Athletic Director. Do not attempt to change times or dates by calling the central office or the transportation department.

Administrative personnel may travel with the team. ALL OTHERS are prohibited from riding in a bus transporting a team, unless authorized by the District Athletic Director and the Director of Transportation. High school students can drive their own vehicles to practices and events within Farmington city limits. Written permission from all parents/guardians must be obtained by completing a [No Transportation Form](#)

Any school activity that requires students to be transported without the use of district transportation will require a parent to complete a [No Transportation Form](#). Coach/sponsor will be required to keep these permission forms on file for the entirety of the school year.

School transportation must be used for all students for any travel outside of the Farmington city limits. In special circumstances, the head coach/sponsor may request for approval for other means of transportation (for the entire team or one student-athlete) other than school transportation, from the District Athletic Director and Director of Transportation.

### **Required Travel Forms**

Students and coach/sponsors are required to complete several forms in advance of activity trips. These forms are located on [RankOne](#). The following forms are required:

**\*Consent to Treat** - Every student who participates in an activity that requires the student to leave the district must complete a medical release form.

**\*Parent Permission Agreement**- Every student must have parent permission to participate in activities and to travel with organizations such as band, choir, and speech and debate. Parental permission may be provided at the beginning of the year and does not have to be repeated for each trip. Organizations that do not travel on a regularly scheduled basis must get permission for each trip.

**\*Rank One Forms**

### **Overnight Trips**

1. Coaches/sponsors who have squads on overnight trips must notify the Athletic Secretary, District Athletic Director, Director of Transportation and parents as to the itinerary.
2. Assign students to rooms - Room roster must be submitted to Athletic Secretary and District Athletic Director
3. Set a reasonable curfew at which time every student must be in his/her assigned room and may not leave that room except in case of an emergency.
4. Damage or theft is paid by the student and may justify suspension.
5. Periodic room checks assure that students are in assigned rooms.
6. Block long distance calls and movie access billed to the room.
7. Fully investigate incidents concerning student behavior.
8. Presence, possession, or use of alcohol, drugs, or other contraband results in the student or students becoming ineligible and on suspension from the activity. In cases where a student is suspended from an activity, parents may

- be contacted to pick up the student immediately.
9. Report rule infractions to the District Athletic Director and/or school Athletic Coordinator by telephone at the earliest opportunity.
  10. Failure to comply with these regulations may result in the suspension of duties.
  11. Teams are expected to return home as near to the trip ticket time as possible.
  12. All participants will return with the team. Exceptions may occur only with coach/sponsor approval. If the coach approves the student-athlete to be released to their parent(s)/guardian(s), the parent must hand deliver a written request for approval using the [Voluntary Transportation Form](#). This form needs to be filled out one time per season and the coach will keep the form on file for the entire season. Coaches will annotate on their roster that an athlete is traveling with their parent(s)/guardian(s). If the student will be traveling back from an event with someone other than their parent(s)/guardian(s), prior approval must be obtained from the District Athletic Director; such requests will be denied if requested at the event.
  13. Teams are expected to return the day/night of their last game in all tournament situations. A request must be made to the District Athletic Director in special situations (safety considerations).

### **Student-athlete Absences & Travel Release Times**

#### **School Related Absence**

Students who miss school to participate in a school-sponsored activity must be listed on an excused absence list, which is sent via email to your school's attendance liaison. Your list must include the student-athlete's name, student ID, and time excused from class. In-season sports will be excused. Out-of-season sports going to a competition must schedule their departure so that staff and students do not miss school.

A student shall not be absent from school for interscholastic extracurricular activities in excess of fifteen days per semester, and no class shall be missed in excess of fifteen times per semester for interscholastic extracurricular activities.

#### **Release Times**

##### **Baseball/Softball/Football**

- Farmington - 2 hours before competition start time;
- County and Surrounding Area- 2 hours plus travel (under 150 miles 1 way);
- Out of County - 2.5 hours plus travel (over 150 miles).

##### **Basketball/Volleyball/Soccer/CC/Tennis/Golf/Swimming/Cheer/Drill/Track/Band/Choir/Drama/ROTC/SP&D/Orchestra**

- Farmington - 1.5 hours before competition start time;
- County and Surrounding Area -1.5 hours plus travel (under 150 miles one way);
- Out of County- 2 hours plus travel (over 150 miles).

Coaches and Sponsors should make sure their release time is at a natural break in the schedule and are as close to these times as possible. Coaches and Sponsors **should not** ask for an "All-Call" to release the students. While it is the responsibility of the head coach/sponsor to post times of departure, the student has to take responsibility for knowing when they are leaving and informing their parents/guardians, as well as their teachers prior to the date and time of departure. These times apply to school days when students are in session or in-service days where teachers are working. Saturdays and holiday departure times are at the discretion of the administration. If you have any questions, please consult with your administration.

No student who is ineligible or serving out-of-school suspension should go on any trip for any reason. This includes athletics and activities. Students who are serving in-school suspension may not attend a trip when the departure time is during the school day.

**FMS BOARD POLICY PROVIDES MORE REGULATIONS ABOUT TRAVEL RULES.**

**Travel Per diem and Travel times**

Below are the guidelines for school purchased meals and hotels during athletic/activity travel. Requests for meals, hotel stays, and travel times may be altered as deemed necessary. Travel times and expenses must be approved prior to travel.

- a. Meals will not be provided for any travel within San Juan County.
- b. Only one meal will be provided for travel outside of San Juan County up to 150 miles.
- c. Two meals will be provided for travel over 150 miles and the travel will be completed on the same day of the event.
- d. Limit is \$10.00 per meal per student/coach/bus driver (Person signing credit card receipt is financially responsible for any overages).
- e. A roster of students/coaches traveling will be submitted prior to acquiring a credit card to purchase meals and/or hotels.
- f. Overnight stay is permitted for tournaments and multiple games on back-to-back days that exceed 150 miles, and expenses must be within your budget.
- g. It is recommended that reservations be made at hotels that included breakfast. This allows for only one meal (lunch) on return travel days and two meals on another stay night.
- h. Overnight stay is permitted for single games when the event start time does not allow for ample driving time from 5am or expected completion time does not allow for ample driving time to return by 1am. See example below:

Ex: Not permitted: Albuquerque area event has a 9am or later start or 10pm or earlier finish

Requests for variances and exceptions will be heard on a case by case basis.

**\*\*\*NOTE:** SCHOOL/DISTRICT POLICY REGARDING STATE or ELIMINATION Tournaments is that travel home is required as soon as possible after elimination.

**Transportation Costs**

Within City of Farmington	Flat fee = \$85	*Note - If it is requested that the driver stay during the event, the program will have to pay additional hourly wages at \$22.14/hr for the duration that the driver is on site.
Outside City of Farmington, but < 50 miles	Flat fee = \$170	*Note - If it is requested that the driver stay during the event, the program will have to pay additional hourly wages at \$22.14/hr for the duration that the driver is on site.
Travel > 50 miles	\$1.00/mi + \$22.14/hr (driver wages)	*Note - Overnight trips where the bus is required to stay results in a minimum of 8 hours/day at the rate of \$22.14/hour charged for the driver.
District Vehicle - Staff Travel	\$35/day + Fuel Costs	* Note - This is travel that includes staff only. Staff members driving a district vehicle must be cleared through the Transportation Department.

District Vehicle - Travel w/Students	\$0.75/mi + Fuel Costs -if driver needed, add \$22.14 for driver wages	*Note - If a staff member is transporting students, they must be certified. Contact the Transportation Department for more information.
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### **BUS INFORMATION: Driver Time Rules**

Per NMAC 6.41.4.9

The following maximum driving and on-duty time shall apply to drivers of school-sponsored activities:

- A. A driver operating a motor vehicle for the purpose of transporting students to or from a school sponsored activity shall not have more than 10 hours of total driving time, or more than 8 hours of continuous driving time. A driver shall not be permitted to be on-duty a total of more than 15 hours in a 24 hour time period.
- B. The following conditions shall be met in order for a driver to be considered "off-duty":
  - a. The driver is relieved of duty and all responsibility for the care and custody of the vehicle, its accessories, or any cargo or passengers;
  - b. The duration of the driver's relief from duty is a specified, adequate period of time to allow the driver to rest and to pursue activities of his/her choosing OFF the premises where the vehicle is situated.

### **Responsibilities of Coaches/Teachers/Sponsors/Bus Drivers**

- A. A coach, sponsor, or teacher must be on the activity bus while students are on board the bus. At no time will students be allowed to be on the bus or return to the bus without a coach, teacher, or sponsor on the bus with them.
- B. Prepare and submit trips in accordance with [school board policy](#).
- C. Notification to the school district administrator or designee of any schedule changes.
- D. Assurance that students are at the departure points at the appointed time.
- E. Supervision of the loading and unloading of the vehicle.
- F. Assurance of the orderly conduct and discipline of students during the trip.
- G. In an evacuation of the vehicle, supervision of students and maintain control of student passengers.
- H. Arrange for overnight trip accommodations: meals, lodging (including driver), and itinerary (sent to Athletic Secretary, District Athletic Director, Director of Transportation, parents, and athletes).
- I. Provision for adequate rest stops.
- J. Maintenance of a student roster and taking roll each time students disembark and return to the vehicle.
- K. The person responsible for the group or activity shall not have the additional responsibility of driving the school activity bus.
- L. A completed itinerary, for multi-day trips, turned in with a trip request or as soon as possible for review.
- M. All volunteers must be cleared through a background check before supervising students on a trip or activity.

### **FIELD/ACTIVITY TRIPS**

The Board of Education of the Farmington Municipal Schools recognizes that field trips are extensions of the curricular and extracurricular programs. Field trips are opportunities for students to participate in activities and gain experiences that cannot be duplicated in the classrooms or on the school site. Field trips will be developed to minimize disruption to instructional time.

The Board of Education encourages appropriate, carefully planned trips that lead to new learning or reinforce what has already been learned in schools.

The building administrator shall develop procedures for the operation of an outside trip that will ensure that field trips directly support the instructional program, the safety of the student is protected, and that parent permission is obtained before the student leaves the school.

**Student Travel Definitions:**

- a. School sponsored means any activity that has a staff member assigned as an agent of the school and has been approved by the principal and/or superintendent.
- b. Field Trip is a school-sponsored activity that is directly related to the instructional program and must be aligned with NM Content Standards, Benchmarks and Performance Standards, district curriculum, and the schools Educational Plan for Student Success. A field trip may be an overnight trip.
- c. Student Organization Trip is an activity that provides extended opportunities related to an officially recognized organization. Participation is limited to the members of the organization or club. Out-of-state organization trips should be scheduled for non-school days whenever possible.

**Athletic & Activity Contests Within New Mexico**

High school and middle school state-level competitions within New Mexico, both athletic and non-athletic, must be sanctioned by and conducted in accordance with the rules, regulations, procedures and guidelines of the New Mexico Activities Association.

**Athletic & Activity Contests Out of State**

“Extended Trips” are defined per sport/activities as out-of-state travel to any site over 300 land miles from Farmington. Each school is limited to one extended trip per team/activity per academic year for athletics. All such trips shall have 90-day prior approval and comply with any and all National Federation sanctioning procedures, which apply.

**Board Approval**

Elementary schools must have Board approval for any trip that exceeds the limits set forth in the field trip matrix. Middle Schools and High Schools must have Board approval for any out of state trip that exceeds the limits set forth in the field trip matrix. The building administrator must approve every trip and all fundraising for the trip before going to the Board for approval. Buses will not travel more than 500 miles from Farmington. Alternate approved transportation must be secured.

**Field Trip Matrix**

If any of the below apply, request requires Board Approval:

<b>Elementary Field Trip Matrix Requiring Board Approval</b>					
<b>Radius Over</b>	<b>Benefit/Purpose</b>	<b>Cost Per Student Over</b>	<b>Time out of School Over</b>	<b>Frequency of Trips Needing Board Approval After</b>	<b>Overnight Trips Require</b>
100 Miles	Must meet Board Policy 2.46.2	\$50.00	1 School Day	1/ Grade or Group (Consent Agenda)	See Box Below
Requires Board Approval Consent		Requires Board Approval as an Action item			

Field Trip requests not needing board approval are approved by the building principal, in collaboration with Curriculum and Instruction and as needed the Fine Arts Coordinator/ District Athletic Director, and may not exceed 1 field trip per semester per grade level or group and must meet Board Policy 2.46.2. No child is to be left out of attending due to inability to pay if a fee is being charged.

**Field Trip/Activity/Athletic Matrix Middle Schools and High Schools**

<b>Middle School Field Trip/ Activity/ Athletic Matrix Requiring Board Approval</b>					
<b>Radius Over</b>	<b>Benefit/Purpose</b>	<b>Cost Per Student Over</b>	<b>Time out of School Over</b>	<b>Frequency of Trips Needing Board Approval After</b>	<b>Overnight Trips Require</b>
500 Miles	Must meet Board Policy 2.46.2	\$250.00	3 School Days	1 per Group every 3 years	Central Office Approval
Requires Board Approval Consent		Requires Board Approval as an Action item			

<b>High School Field Trip/Activity/Athletic Matrix Requiring Board Approval</b>					
<b>Radius Over</b>	<b>Benefit/Purpose</b>	<b>Cost Per Student Over</b>	<b>Time out of School Over</b>	<b>Frequency of Trips Needing Board Approval After</b>	<b>Overnight Trips Require</b>
500 Miles	Must meet Board Policy 2.46.2	\$500.00	5 School Days	1 per Group every 2 years	Central Office Approval
Requires Board Approval Consent		Requires Board Approval as an Action item			

Field Trip requests not needing board approval are approved by the building principal, in collaboration with Curriculum and Instruction and as needed the Fine Arts Coordinator/ District Athletic Director, and may not exceed 1 per semester per group and must meet Board Policy 2.46.2. No child is to be left out of attending due to inability to pay if a fee is being charged. These do not include Activity or Athletic trips.

**Procedures for a Field Trip/Activity Trip**

Per School Board Policy [2.46.8](#) (pg. 77-79)

Teacher must obtain principal and parental permission for student field trips and adhere to the following procedures:

1. Staff and students, when appropriate, develop plans for the school sponsored field trip according to the guidelines listed in Board Policy and submitted to the principal for approval.
2. The principal must approve a trip before any fundraising begins, contractual commitments may be made or any payments collected from students or parents.
3. If utilizing chaperones, chaperones must have a background check. See approved chart for student/adult ratios.
4. An adult (teacher, chaperone, coach, sponsor, etc.) must supervise the student participants actively and effectively. This includes frequent checks from the front to the back of the bus.
5. At least two adults (Full time employee and/or head coach, teacher, chaperone, sponsor, etc.) must be on the bus to monitor student behavior when traveling to events outside of Farmington, Aztec, Bloomfield and Central Consolidated School Districts.
6. Staff members are on duty when they are with students after school or on a school trip. Have enough staff members

present to supervise the student participants actively and effectively. This includes frequent checks from the front to the back of the bus.

The chaperone minimum standard for general education student supervision shall be:

- I. Elementary School - 1 chaperone for every 7 students
- II. Middle School - 1 chaperone for every 10 students
- III. High School - 1 chaperone for every 15 students

These are minimum standards; higher chaperone/student ratios are encouraged to reduce the risk of student injury/accident.

**Trip Approval Flow Chart Requiring Board Approval**

**Academic/Activity Field Trip Elementary:**

- 1) Principal/Assistant Principal to
- 2) Director of Elementary Curriculum (May also need approval from Gifted, Multi-Cultural, EPO, Title I, Fine Arts Coordinator), Copied to Transportation to
- 3) Director of Support Services and Deputy Superintendent

**Academic Field Trip Middle School:**

- 1) Principal/Assistant Principal to
- 2) Director of Elementary Curriculum (May also need approval from Gifted, Multi-Cultural, EPO, Title I), Copied to Transportation to
- 3) Director of Support Services and Deputy Superintendent

**Activity Middle School:**

- 1) Athletic/Activity Secretary to
- 2) Athletic/Activities Director or Principal to
- 3) District Fine Arts Coordinator, Copied to Transportation to
- 4) District Athletic Director to
- 5) Director of Support Services and Deputy Superintendent

**Athletic Middle Schools:**

- 1) Athletic/Activity Secretary to
- 2) Athletic/Activity Director or Principal to
- 3) District Athletic Director, Copied to Transportation to
- 4) Director of Support Services and Deputy

**Academic Field Trip High School:**

- 1) Athletic/Activity Secretary to
- 2) Athletic/Activity Coordinator or Principal to
- 3) Director of Secondary Curriculum (May also need approval from Gifted, Multi-Cultural, EPO, Title I), Copied to Transportation to
- 4) Director of Support Services and Deputy Superintendent

**Activity High Schools:**

- 1) Athletic/Activity Secretary to
- 2) Athletic/Activity Coordinator or Principal to
- 3) District Fine Arts Coordinator, Copied to Transportation to
- 4) District Athletic Director to
- 5) Director of Support Services and Deputy Superintendent

**Athletic High Schools:**

- 1) Athletic/Activity Secretary to
- 2) Athletic/Activity Coordinator or Principal to
- 3) District Athletic Director, Copied to Transportation to
- 4) Director of Support Services and Deputy Superintendent
- 5) Superintendent

**Once a trip is approved, the following steps shall be carried out by:**

**School personnel making the request is responsible for:**

- A. Providing appropriate supervision throughout the duration of the trip.
- B. Creating a roster of all students, coaches, sponsors, and/or chaperones attending the trip. The roster must include emergency contact information and student ID numbers.
- C. Submitting the roster to the Attendance Office prior to departure. The roster must be carried by the coach/sponsor for accountability throughout the trip, as well as any emergencies that may occur.
- D. Carrying two additional copies of the roster (digital copies are also acceptable).
- E. Providing a participation roster to the bus driver(s) prior to departure.
- F. Following all transportation procedures set forth by the FMS school district, as well as state and federal regulations.
- G. Ensuring approval is granted by the FMS Transportation Director when using commercial carriers.
- H. Ensuring that students are transported as a group, when transportation is provided by the FMS district.
- I. Ensuring that parents, including FMS employees, ONLY transport their own child(ren), in the event the FMS district does not provide transportation.
- J. Providing parents with specific written information about the instructional goals and learning objectives of the trip, as well as costs, payment options (if any), transportation options, lodging information, food arrangements, and an itinerary of the trip.
- K. Setting behavior expectations for both participation in the trip and the behavior expected on the trip, as well as communicating these expectations and the consequences for failure to meet them to students and parents prior to the trip.
- L. Notifying the principal and/or District Athletic Director of any emergency situation (e.g. an accident involving a student(s), student missing from the group, etc.).
- M. Allowing students participating on a field trip during school hours to make up any school work missed and the student's absence is recorded as "excused."
- N. Maintaining the time schedule allotted for the trip.
- O. Ensuring that no activity or athletic trips, in the interest of safety for students and staff, will be scheduled between 1:00am and 5:00am without prior approval from the superintendent.

**The principal is responsible for:**

- A. Ensuring that student field trips have an educational purpose, are age appropriate, necessary safety precautions are considered and parental consent has been obtained.
- B. Obtaining and retaining on file written parental permission for students who have not established age of majority to participate in a field trip.
- C. Ensuring that a child who is in custody (i.e. foster home placement) has the parental consent form signed by the CYFD department social worker and not the foster parent. The foster parent or the school should contact the CYFD social worker to obtain the signature and consent.
- D. Signing any contractual agreement with a public carrier or any other service provider if appropriate.
- E. Acquiring insurance coverage for out-of-state trips shall to cover the cost of any cancellation fees.
- F. Assuring that the field trip is directly related to the instructional program and content.

**Checklist for a Field Trip/Activity Trip**

Per School Board Policy [2.46.6 \(pg. 74-76\)](#)

In the development of a trip, staff is responsible for assuring that:

- Prior to any fundraising, the activity/trip must be approved by the building principal and/or designee and school board if required.
- The objectives of the trip are integral to the academic content under study and the instructional program.
- The trip will not adversely disrupt the overall learning environment of the school.
- Individual student grades, eligibility or course requirements will not be adversely affected by participating in the trip. However, participating students are responsible for and required to makeup assigned work in classes missed.
- Appropriate education experiences will be provided for those students who do not participate in the trip.
- Schools must provide financial options to ensure maximum participation by all interested and qualified students regardless of economic circumstance. No student may be denied participation for financial reasons in a

- school-sponsored field trip.
- The proposed program is feasible within the time limit.
  - Teachers not participating in the trip, who have regularly scheduled learning activities for students for whom the trip is planned, are informed of the proposed plans at least 5 work days prior to the scheduled field trip.
  - Chaperones should be assigned based on the age and number of students, location and type of activity.
    - Children who are not part of the group participating in the trip may not accompany parents when the parents serve as chaperones.
    - The school must follow all state laws with regard to volunteer background checks for chaperones who may have unsupervised access to any student.
  - A participation roster must include all students participating in the trip and their emergency information, as well as all staff/sponsors/coaches and chaperones.
    - The roster must be carried with the sponsor/coach on the trip and a copy submitted to the school office prior to departure.
    - Two additional copies of the roster (digital copies are also acceptable) must be taken with the sponsor/coach in case of an emergency.
    - A copy of the participation roster must be provided to the bus driver(s) prior to departure.
  - A sufficient number of chaperones, including the teacher, coach or sponsor must ride with the students on buses used for field, activity or athletic trips. Sufficient number is determined by the number of students on the bus and approved by the building supervisor. The coach/sponsor will supervise the student participants actively and effectively. This includes frequent checks from the front to the back of the bus.
  - A written plan is developed with the school nurse for the administration of medication for any student requiring such assistance.
  - Travel by students representing a particular school and traveling under the name of the school will be allowed under the following conditions:
    - All trip proposals should be in writing and submitted to the building principal.
    - All travel must be in connection with the school program.
  - In the event a recognized student school group or organization wants to go on a trip which is school sponsored but only indirectly related to a school program, the following conditions must be met:
    - The group or organization must raise the entire amount of money needed for the trip.
    - No regular school time will be missed as a result of the trip.

### **Cancellation of Trips**

Per School Board Policy [2.46.7 \(pg. 76-77\)](#)

- A. Cancellation of trips may occur due to weather, safety, world events or local district/school needs. Trips will be canceled only under circumstances under which appropriate school authorities believe it is reasonably cautious and prudent to do so in order to ensure the safety of students and staff or to ensure the effective operation of the local school. In such cases, every effort will be made to provide as much advance notice as possible.
- B. Farmington Municipal Schools is not responsible for financial losses to students and parents due to cancellation of trips.
- C. The authority to cancel trips rests with the Superintendent or the Superintendent's designee.
- D. Insurance coverage for out-of-state trips shall be acquired to cover the cost of any cancellation fees.

## FMS FACILITY USE

Any organization not affiliated with FMS athletics or activities must submit a [Facility Use Agreement](#). Depending on the needs of the entity, a fee may or may not be charged to the organization. The organization requesting the use of any FMS facility must have the following:

- Insurance coverage - as stated in the Facility Use Agreement;
- A Concussion Protocol established by the organization. Coaches must present a certificate indicating that they have successfully completed a concussion course;
- Waiver of Liability - All participants must sign and submit the waiver of liability form to the front office of the school where they are utilizing the facility.

Any FMS organization utilizing a FMS facility for the use of a fundraiser, clinic, or any other event that brings in participants that are not part of their program, must:

- Have each participant that is not affiliated with their program sign and submit a waiver of liability from the [Facility Use Agreement](#) (page 13);
- Ensure that all coaches helping with the event have a background check and have submitted their successful completion of a concussion course;
- Scheduled the facility use with their front office.

All Facility Use requests will be submitted to and approved by the principal of the school where you are requesting to use the facility.

## HUTCHISON STADIUM LIGHTS

The Athletic Secretaries at each high school have one set of keys for the lights at Hutchison Stadium. If you have a practice scheduled at The Hutch and you need lights, here are the guidelines:

- You will check out the keys from your athletic secretary/coordinator on the day you need the lights turned on. Your athletic secretary will input information on the signout sheet.
- You will turn in the keys the day following your use.
- Practices that require lights may only be scheduled Monday through Friday. Saturday usage will require approval from the District Athletic Director.
- Lights must be turned off by 9pm for practices. All requests to turn the lights on after this time require the approval of the District Athletic Director.
- Do not turn the lights on until absolutely necessary.
- If you do not need both sets of lights on, then only turn on the ONE side that you need.
- There is a lot of tech hardware in the light switch room, so:
  - DO NOT let any of your kids inside the room where the light switches are located;
  - DO NOT let your kids turn the lights on or off;
  - DO NOT prop the door open.
- If you lose the keys, you will be responsible for paying for a replacement.
- Any music played on the sound system during practices must be kept at its lowest volume. Any noise complaints from the surrounding area will result in the music being turned off.

Failure to follow these guidelines will result in the loss of practice time at The Hutch and the use of the lights.

## GUIDELINES FOR NON-ATHLETIC USE OF DIGITAL BOARD

For information regarding the use of the digital board at Hutchison Stadium or in Scorpion Arena, please see the following guidelines: [Guidelines for Non-Athletic Use of Digital Boards](#).

# HEALTH, WELLNESS, AND SAFETY PROTOCOLS

## HEAT ILLNESS PREVENTION PROTOCOL

[NMAA Bylaw 7.6.21](#): The athletic trainer and the head coach of each sport and level are responsible for checking the heat index PRIOR TO the beginning of practice. If the Heat index is above 104, practice is canceled. Practice may occur later in the day provided the heat index falls to 104 or less. If the heat index is 100-104, consider modification to remove protective equipment and to shorten practice. If the heat index is 95-99, use caution, but you may practice. If the heat index is under 95, risk of heat illness is present, but risk is greatly reduced. Water breaks should occur every 20-30 minutes. Do NOT restrict intake of fluids.

Immersion in cold water is the treatment of choice for management of acute heat exhaustion and heat stroke. Call EMS if you suspect heat illness.

## LIGHTNING DISTURBANCES

National Federation of State High School Associations (NFHS) Sports Medicine Advisory Committee (SMAC)

The purpose of these guidelines is to provide a default policy to those responsible for making decisions concerning the suspension and restarting of contests based on the presence of lightning. The preferred sources from which to request such a policy for your facility would include your state high school association ([NMAA Lightning Policy](#)) and the nearest office of the National Weather Service.

1. Proactive Planning: Assign staff to monitor local weather conditions before and during events.
2. Develop an evacuation plan, including identification of appropriate nearby shelters.
3. Develop criteria for suspension and resumption of play:

When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.

Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.

Any subsequent thunder or lightning after the beginning of the 30 minute count, reset the clock and another 30 minute count should begin.

Hold periodic reviews for appropriate personnel.

## CONCUSSIONS: POLICIES, PROCEDURES, and MANAGEMENT PROGRAM

### ***Farmington Municipal Schools:*** ***“Protocol and Procedures for Management of Sports-Related Concussion”***

Medical management of sports-related concussion is evolving. In recent years, there has been a significant amount of research into sports-related concussion in high school athletes. Farmington Municipal Schools has established this protocol to provide education about concussion for athletic department staff and other school personnel. This protocol outlines procedures for staff to follow in managing head injuries, and outlines school policy as it pertains to return to play issues after concussion.

Farmington Municipal Schools seeks to provide a safe return to activity for all athletes after injury, particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in ensuring that concussed athletes are identified, treated, and referred appropriately, receive appropriate follow-up medical care during the school day, including academic assistance if needed, and are fully recovered prior to returning to activity.

In addition to recent research, two (2) primary documents were consulted in developing this protocol. [The Consensus](#)

[statement on concussion in sport: the 4th International Conference on Concussion in Sport held in Zurich, November 2012](#) (referred to in this document as the Zurich Statement), and the “[National Athletic Trainers’ Association Position Statement: Management of Sport-Related Concussion](#)” (referred to in this document as the NATA Statement).

This protocol will be reviewed on a yearly basis, by the FMS medical staff.

Any changes or modifications will be reviewed and given to athletic department staff and appropriate school personnel in writing.

All athletic department staff will attend a yearly in-service meeting in which procedures for managing sports-related concussion are discussed.

Contents of yearly in-service meeting:

- I. Recognition of concussion
- II. Baseline neuropsychological testing requirements
- III. Management and referral guidelines for all staff
- IV. Procedures for the Certified Athletic Trainer (ATC)
- V. Guidelines and procedures for coaches
- VI. Follow-up care during the school day
- VII. Return to play procedures

#### I. **Recognition of concussion**

##### a. Common signs and symptoms of sports-related concussion

###### i. Signs (observed by others):

1. Athlete appears dazed or stunned
2. Confusion (about assignment, plays, etc.)
3. Forgets plays
4. Unsure about game, score, opponent
5. Moves clumsily (altered coordination)
6. Balance problems
7. Personality change
8. Responds slowly to questions
9. Forgets events prior to hit
10. Forgets events after the hit
11. Loss of consciousness (any duration)

###### ii. Symptoms (reported by athlete):

1. Headache
2. Fatigue
3. Nausea or vomiting
4. Double vision, blurry vision
5. Sensitive to light or noise
6. Feels sluggish
7. Feels “foggy”
8. Problems concentrating
9. Problems remembering

*\*These signs and symptoms are indicative of probable concussion. Other causes for symptoms should also be considered.*

##### b. Cognitive impairment (altered or diminished cognitive function)

###### i. General cognitive status can be determined by simple sideline cognitive testing.

1. AT should *SCAT3*(Sports Concussion Assessment Tool)-. SAC, sideline ImPACT, or other standard tool for sideline cognitive testing may also be used. (*SCAT3* is recommended)
2. Coaches should utilize basic signs and symptoms (discussed above) to determine playing status as per [Senate Bill 137](#)

#### II. **Baseline neuropsychological testing requirements**

##### a. Neuro-cognitive testing is utilized to help determine recovery after concussion.

- i. All FMS athletes are required to take a baseline Neuro-cognitive test prior to participation in

sports.

- ii. *All athletes* are required to take a “new” baseline test every other year.

### III. **Management and Referral Guidelines for All Staff**

- a. Suggested Guidelines for Management of Sports-Related Concussion-
  - i. Any athlete with a witnessed loss of consciousness (LOC) of any duration should be spine boarded and transported immediately to the nearest emergency department via emergency vehicle.
  - ii. Any athlete who has symptoms of a concussion, and who is not stable (i.e., condition is changing or deteriorating), is to be transported immediately to the nearest emergency department via emergency vehicle.
  - iii. An athlete who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle.
    - 1. deterioration of neurological function
    - 2. decreasing level of consciousness
    - 3. decrease or irregularity in respirations
    - 4. decrease or irregularity in pulse
    - 5. unequal, dilated, or unreactive pupils
    - 6. any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
    - 7. mental status changes, or difficulty maintaining arousal
    - 8. seizure activity
    - 9. significant cranial nerve deficits
- b. An athlete who is symptomatic but stable, may be transported by his or her parents/ guardian for further evaluation by a licensed medical professional.
  - i. ALWAYS give parents the option of emergency transportation, even if you do not feel it is necessary.

### IV. **Procedures for the Certified Athletic Trainer (AT)**

- a. The AT will assess the injury, or provide guidance to the coach if unable to personally attend to the athlete.
  - i. Immediate referral to the athlete’s primary care physician or to the hospital will be made when medically appropriate (see section II).
  - ii. The AT will perform serial assessments following recommendations in the NATA Statement, and utilize the SCAT3 (Sport Concussion Assessment Tool), as recommended by the Zurich Statement.
  - iii. The Athletic Trainer will notify the athlete’s parents and give written (whenever possible) and verbal home and follow-up care instructions.
- b. The AT may notify the school nurse of the injury, prior to the next school day, so that the school nurse can initiate appropriate follow-up in school immediately upon the athlete’s return to school.
  - i. The AT will continue to provide coordinated care with the school nurse, for the duration of the injury.
  - ii. The AT will communicate with the athlete’s guidance counselor regarding the athlete’s neuro cognitive and recovery status, if needed.
- c. The AT is responsible for administering post-concussion testing.
  - i. The initial post-concussion test will be administered within 48-72 hours post-injury, whenever possible.
    - 1. Repeat post-concussion tests will be given at appropriate intervals, dependent upon clinical presentation.
  - ii. The AT will review post-concussion test data with the athlete and the athlete’s parent.
    - 1. Testing data may be forwarded to the school medical advisor for review and consultation.
  - iii. The AT will forward testing results to the athlete’s treating physician when medically appropriate, with parental permission and a signed release of information form.
  - iv. The AT will monitor the athlete, and keep the school nurse informed of the individual’s symptomatology and neuro cognitive status, for the purposes of developing or modifying an appropriate health care plan for the student-athlete.
  - v. The AT is responsible for monitoring recovery & coordinating the appropriate return to play activity progression.
  - vi. The AT will maintain appropriate documentation regarding assessment and management of the injury.

## V. Guidelines and procedures for coaches:

### **RECOGNIZE, REMOVE, REFER**

- a. **Recognize** concussion
  - i. All coaches should become familiar with the signs and symptoms of concussion that are described in section I.
  - ii. Very basic cognitive testing should be performed to determine cognitive deficits.
- b. **Remove** from activity
  - i. If a coach suspects the athlete has sustained a concussion, the athlete should be removed from activity until evaluated medically.
  - ii. **Any athlete who exhibits signs or symptoms of a concussion should be removed immediately, assessed, and should not be allowed to return to activity that day. See SB137**
- c. **Refer** the athlete for medical evaluation
  - i. Coaches should report all head injuries to the campus FMS Certified Athletic Trainer, as soon as possible, for medical assessment and management, and for coordination of home instructions and follow-up care.
    1. The AT will be responsible for contacting the athlete's parents and providing follow-up instructions.
  - ii. Coaches should seek assistance from the host site AT if at an away contest.
  - iii. If the FMS AT is unavailable, or the athlete is injured at an away event, the coach is responsible for notifying the athlete's parents of the injury.
    1. Contact the parents to inform them of the injury to make arrangements for care and transportation that best suit the injured athlete. Included in this conversation should be the FMS AT as well as any medical personnel that provided care to the athlete.
    2. Remind the athlete to report directly to the school nurse before school starts, on the day he or she returns to school after the injury.
  - iv. In the event that an athlete's parents cannot be reached, and the athlete is able to be sent home (rather than directly to MD):
    1. The coach or AT should ensure that the athlete will be with a responsible individual, who is capable of monitoring the athlete and understanding the home care instructions, before allowing the athlete to go home.
    2. The coach or AT should continue efforts to reach the parent.
    3. If there is any question about the status of the athlete, or if the athlete is not able to be monitored appropriately, the athlete should be referred to the emergency department for evaluation. A coach or AT should accompany the athlete and remain with the athlete until the parents arrive.
    4. Athletes with suspected head injuries should not be permitted to drive home.

## VI. Follow-up Care of the Athlete during the School Day

- a. **Responsibilities of the school nurse after notification of student's concussion**
  - i. The athlete will be instructed to report to the school nurse upon his or her return to school. At that point, the school nurse will:
    1. re-evaluate the athlete utilizing the SCAT3 symptom checklist.
    2. provide an individualized health care plan based on both the athlete's current condition, and initial injury information provided by the AT or parent.
  - ii. Notify the student's guidance counselor and teachers of the injury immediately via the individualized health care plan form.
  - iii. Notify the student's P.E. teacher immediately that the athlete is restricted from all physical activity until further notice.
  - iv. If the school nurse receives notification of a student-athlete who has sustained a concussion from someone other than the AT (athlete's parent, athlete, physician note), the AT should be notified as soon as possible, so that an appointment for Post-injury testing can be made.
  - v. Monitor the athlete on a regular basis during the school day.
- b. **Responsibilities of the student's guidance counselor**

- i. Monitor the student closely and recommend appropriate academic accommodations for students who are exhibiting symptoms of post-concussion syndrome.
- ii. Communicate with school nurse on a regular basis, to provide the most effective care for the student.

## VII. Return to Play (RTP) Procedures after Concussion

- a. Returning to participate on the same day of injury
  - i. As per senate bill 137, an athlete who exhibits signs or symptoms of concussion, or has abnormal cognitive testing, IS LEGALLY NOT PERMITTED to return to play on the day of the injury. Any athlete who denies symptoms but has abnormal sideline cognitive testing should be held out of activity.
  - ii. “When in doubt, hold them out.”
- b. Return to play after concussion
  - i. The athlete must meet all of the following criteria in order to progress to activity:
    - 1. Asymptomatic at rest and with exertion (including mental exertion in school) for a period of 24 hours AND:
    - 2. Within normal range of baseline on post-concussion testing AND:
  - ii. If an athlete has been referred, or seen in the ER, the athlete must have written clearance from primary care physician or specialist (athlete must be cleared for progression to activity by a physician other than an Emergency Room physician).
- c. Once the above criteria are met, the athlete will be progressed back to full activity following a stepwise process, (as recommended by both the Zurich and NATA Statements), under the supervision of the AT.
  - i. As per senate bill 137, an athlete with a confirmed concussion, may not return to play sooner than 10 days or 240 hours from the time of injury, and must have medical clearance issued by a licensed medical professional (this includes MD, DO, PA-C, NP, Phycologist, Athletic Trainer, Physical Therapist)
  - ii. Progression is individualized, and will be determined on a case by case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the athlete participates. An athlete with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport should be progressed more slowly. Each step will be followed by a 24 hour period before progressing to the next step.
- d. Stepwise progression as described in the Zurich Statement:
  - i. The AT and athlete will discuss appropriate activities for the day. These activities/ restrictions will be clearly communicated to the appropriate coach.
  - ii. The athlete should report to the AT daily for re-assessment and instructions until he or she has progressed to unrestricted activity, and been given a written report to that effect, from the AT.

**Note:** If the athlete experiences post-concussion symptoms during any phase, the athlete should drop back to the previous asymptomatic level and resume the progression after 24 hours. \*Baseline testing information is to be used as clinical information by the licensed medical practitioner and is not intended to replace clinical reasoning and sound medical judgment.

McCrory P, Meeuwisse W, Aubry M, et al. Consensus statement on concussion in sport, 4th International Conference on Concussion in Sport, held in Zurich, November 2012. *BJSM*. 2013;47:250-258

Guskiewicz KM, et al. National Athletic Trainers’ Association Position Statement: Management of Sport-Related Concussion. *J Athl Train*. 2004;39(3):280-297.

<b>Rehabilitation stage</b>	<b>Functional exercise at each stage of rehabilitation</b>	<b>Objective of each stage</b>	<b>Supervision</b>
No Activity	Complete physical and cognitive rest	Recovery	Athletic Trainer/ School Nurse
Light Aerobic Activity	Walking, or stationary cycling keeping intensity <70% MPPHR. No resistance training.	Increase HR	Athletic Trainer
Sport Specific	Running pass routes in football, running drills in soccer. No head impact activities.	Add Movement	Athletic Trainer
Baseline at normal*	Athlete must have a normal baseline test in order to progress	Assess cognitive status	Athletic Trainer
Non-contact training drills	Progression to more complex training drills (e.g. passing drills in football and ice hockey). May start progressive resistance training).	Exercise, coordination, cognitive load	Coach/ Athletic Trainer
Full-Contact training	Following medical clearance, participate in normal training activities	Restore confidence, assessment of functional skills by coaching staff	Coach/ Athletic Trainer
Game Play	Normal game play		Coach/ Athletic Trainer

## PARENT PARTICIPATION CONSENT FORM

\*Signature Required by parent(s)/guardian(s)

*Please put an X through each box to indicate you have read the section*

***Acknowledgement of Injury Risk:***

I am aware that preparation for and participation in interscholastic athletics involves risk of serious and permanent injury to the student-athlete. I acknowledge and understand the danger of possible severe injuries inherent in physical activity and contact in all sports.

***Consent for Cognitive Testing (High School Sports):***

I give permission for my son/daughter to have a baseline, and if needed, post-concussion testing administered to them. I understand that my child may need to be tested more than once, depending upon the results of the test, as compared to my child's baseline test. I understand there is no charge for the testing. FMS personnel may release the results to my child's primary care physician, neurologist, or other treating physician, as indicated below. I understand that general information about the test data may be provided to my child's guidance counselor and teachers, for the purposes of providing temporary academic modifications, if necessary.

***Consent to Participate:***

I certify that my son/daughter has my approval to participate in athletics and activities sponsored by FMS in accordance with the conditions set forth by the sponsors and administration.

***Consent to Release Medical Information:***

Completion of this document authorizes the disclosure and/or use of individually identifiable information, consistent with federal laws (including HIPPA) concerning the privacy of such information. Failure to provide all information requested may invalidate this authorization. I give consent to the Certified Athletic Trainer(s) of Farmington Municipal Schools, to release information pertaining to my son/daughter's athletic injury to his/her Coach, Athletic Director, School Nurse, or other professional with a need to know. I understand that medical records are private information, and will be treated as such. If at any time I wish to restrict the release of medical information I will do so in writing to be received by the Certified Athletic Trainer. This authorization shall become effective immediately and shall remain effective for the current school year only. I understand that I have the following rights with respect to this authorization: I may revoke this authorization at any time.

My revocation must be in writing, signed by me or on my behalf, and delivered to the Certified Athletic Trainer. My revocation will be effective upon receipt, but will not be effective to the extent that the requester or others have acted in reliance to this authorization. I understand that the requestor will protect this information as prescribed by the Family Equal Rights Protection Act (FERPA) and that the information becomes part of the student's medical record. The information will be shared with the above listed individuals for the purpose of providing safe, appropriate, and least restrictive medical and athletic settings.

***Emergency Medical Treatment:***

I give permission to the FMS Staff to admit my son/daughter to a hospital, or to place my son/daughter under a physician's care in emergency situations when I cannot be reached to give my consent. I understand that neither the sponsor nor FMS is responsible for any medical expenses.

***Enforcement of School Policies:***

I understand as a student that by participating in said activity I will conduct myself with school appropriate behavior. I understand that I represent FMS and my actions should demonstrate the character and integrity of FMS. I acknowledge that school rules and policies are in place whether participating at a home or an away event. Violations of rules and policies at an away event could result in consequences pursuant to both host school/district rules as well as FMS rules. By signing below, I understand the importance of appropriate behavior and the consequences that can ensue due to inappropriate behavior.

□ **Financial Responsibility:**

I understand that neither the chaperone(s) nor Farmington Municipal Schools (FMS) is liable in the case of sickness, accident, or injury while my student athlete is a member of an athletic or activity team or event and participating in that activity.

□ **Hazing:**

Hazing occurs when an act is committed against a student or a student is coerced into committing an act that creates a substantial risk of harm to the student or to any third party for the purpose of initiating or affiliating with any school activity or organization.

Hazing includes, but is not limited to: any activity involving any risk of physical harm, including paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body, and participation in physically dangerous activities. Any activity involving the consumption of alcohol, drugs, tobacco products, or any other food, liquid, or other substance that subjects the student to an unreasonable risk of physical harm. Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature. Any activity that subjects a student to any level of embarrassment, shame, or humiliation, or which creates a hostile, abusive, and intimidating environment for the student. Any activity involving any violation of federal, state, or local law, or any violation of FMS, and athletic department policies and regulations.

Athletes, coaches, advisors, or students are responsible to report violations of the above to the Athletic Director or any other member of the FMS administrative team. Athletes who participate in improper behavior as described above are subject to suspension or removal from participation and will be referred to the School Resource Officer for a criminal investigation.

□ **Insurance Coverage:**

I have health/accident insurance, which I consider sufficient to cover expenses/claims arising from any injury my child may experience while participating in any school activity and will not hold the FMS responsible for payment of any medical expenses.

□ **Student Expectations:**

I will abide by the training rules set up by the coach and by all rules contained in the school's Student and Athletic Handbook. I assume full responsibility for the athletic equipment and uniforms issued to me. I will inform the coach/athletic trainer/medical personnel if I am taking any medication, using any ointment, liniment, balm, or have a metal implant in my body before receiving therapy or treatment of any.

**Student Code of Conduct:**

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and our [Core Values](#). The highest potential of sports is achieved when competition reflects these core values.

**I therefore agree:**

1. I will put forth my best effort when I participate in sports;
2. I will attend school, practice, and contests;
3. I will refrain from using and possessing tobacco, alcohol, or other drugs;
4. I will refrain from stealing or breaching any city or state statutes;
5. I will remember that I participate to have fun;
6. I will inform the coach of any physical disability or ailment that may affect my safety or the safety of others;
7. I will learn the rules of the game and the rules set forth by the NMAA;
8. I will be a positive role model for my team, school, and community. I will encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event;
9. I will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures;
10. I will not encourage any behaviors or practices that would endanger the health and wellbeing of any athletes;
11. I will play by the rules and resolve conflicts without resorting to hostility or violence.
12. I will treat other players, coaches, officials and spectators with respect regardless of race, creed, color, gender, or ability;
13. I understand that giving my best effort and being a good teammate are more important than the outcome of a competition;
14. I will compete fairly;
15. I will never ridicule or yell at a teammate, coach, or other participant for making a mistake or losing a competition;
16. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for myself to win;
17. I will respect the officials and their authority during the game using appropriate and tactful communication;
18. I will speak with my coach in a professional and tactful manner during games and practices, and will abide by the 24 hour rule when necessary;
19. I will demand a sports environment that is free from drugs, tobacco, and alcohol and I will refrain from their use;
20. I agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action as previously outlined in the FMS Athletics Handbook.

\*\*I understand that the above consequences are merely possibilities and that consequences for behavior unbecoming a FMS athlete or participant in extra-curricular activities are described in both the school policy handbook and the district policy handbook.

## **Parent Code of Conduct**

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and our [Core Values](#). The highest potential of sports is achieved when competition reflects these core values.

### **I therefore agree:**

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my child over winning. I will also deemphasize games and competition in the lower age groups.
14. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place (minimum of 24 hours after the event).
16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.
18. I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:
  - a. Verbal warning by official, head coach, and/or school administration
  - b. Written warning
  - c. Parental game suspension with written documentation of incident kept on file by organizations involved
  - d. Game forfeit through the official or coach
  - e. Parental season suspension

**SIGNATURE PAGE FOR PARENT PERMISSION FORM**

Contact Phone Number \_\_\_\_\_

Alternate Phone Number \_\_\_\_\_

Doctor's Phone Number \_\_\_\_\_

Insurance Company Policy #: \_\_\_\_\_

Allergies

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Print Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Student Name: \_\_\_\_\_

Student Cell Phone: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*NOTE:** Your signature below indicates your agreement to abide by all the sections on this form including:

Acknowledgement of Injury Risk, Consent for Cognitive Testing (High School Sports), Consent to Participate, Consent to Release Medical Information, Emergency Medical Treatment, Enforcement of School Policies, Financial Responsibility, Hazing, Insurance Coverage, Student Expectations, Student Code of Conduct, and the Parent Code of Conduct