

LOS ALAMOS PUBLIC SCHOOLS ATHLETIC HANDBOOK

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ELIGIBILITY

The Los Alamos Public Schools follow all eligibility criteria established by the New Mexico Activities Association for participation in extracurricular activities. Basic eligibility standards are outlined on pages 6 and 7 of the LAPS Extracurricular Activities Code. Further standards are outlined in the NMAA Senior High Handbook, sections 4.11 through 4.24. The handbook is available or online at www.nmact.org.

DUAL PARTICIPATION

An athlete that has committed to a high school sport is governed under the NMAA dual participation rule. The rule has two components:

1. According to the NMAA handbook, athletes are allowed to participate in a specific number of scrimmages and contests. An athlete who participates in more than the mandated number of contests will cause his/her team to suffer consequences outlined by the NMAA that may include suspensions or forfeitures.
2. During an interscholastic sport season, athletes are not to participate in outside sports without the permission of the coach and written permission from the principal. That means that during the school year, while participating in football, an athlete must have permission to participate in an outside soccer program.

It is the responsibility of the coach to be familiar with the NMAA handbook and inform all members of the program about their obligations under the dual participation role.

NCAA CLEARINGHOUSE ELIGIBILITY

NCAA Clearinghouse Eligibility information for Los Alamos High School is accessible on the LAHS website at <http://www.laschools.net/athletics/site/default.asp> by clicking on the athletics link. This information is also available in the LAHS registrar's office. Athletes intending to register with the NCAA should complete their applications prior to their senior year. Registration materials are also available in the LAPS athletic office or from Ms. Edwina Leib (663-2595) in the IMC. Further information can be found online at <https://web1.ncaa.org/eligibilitycenter/common/?2546Nav=|263|&NodeID=295>

NOTE: the high school code for Los Alamos High School for all testing and NCAA purposes is 320-405.

INSURANCE

All athletes and participants must have insurance prior to tryouts or preseason training. Individual homeowner's policies and medical coverage usually covers high school athletics. It is a parent's responsibility to check their policy for what is and is not covered. If a student is not covered under a family policy or plan, the family must purchase insurance. Forms are available through the LAPS athletic office for group insurance rates for high school athletes and students.

SCHEDULES

All schedules can be accessed online at www.highschoolsports.net.

AVAILABLE SPORTS AND TEAMS

The Los Alamos Public Schools offers participation opportunities in all sports sanctioned by the NMAA. The following sports and competition teams are offered:

Fall Season

Football	Varsity, C-team, 7&8
Boys/Girls Soccer	Varsity, Junior Varsity, C-Team
Boys/Girls Cross Country	Varsity, Junior Varsity, C-Team
Volleyball (Girls)	Varsity, Junior Varsity, C-Team, 8, 7
Cheer (Fall/Winter)	Varsity, Junior Varsity

Winter Season

Boys/Girls Basketball	Varsity, Junior Varsity, C-Team, 8, 7
Boys/Girls Swimming/Diving	Varsity, Junior Varsity
Wrestling	Varsity, Junior Varsity, 7&8

Spring Season

Boys/Girls Track & Field	Varsity, Junior Varsity, 7&8
Baseball	Varsity, Junior Varsity
Softball	Varsity, Junior Varsity
Boys/Girls Tennis	Varsity, Junior Varsity
Boys/Girls Golf (Fall/Spring)	Varsity, Junior Varsity

ATHLETIC AWARDS

All sports sanctioned by the NMAA are sponsored and offered by the Los Alamos Public Schools. Athletes must complete a season in good standing in order to be eligible for a letter or earn special recognition. The criteria for receiving a varsity letter are established by each head coach and are available from them upon request. Each senior who receives a varsity letter their senior year will be recognized with an award at the annual Athletic Awards night, held the week following the spring state tournaments.

EJECTIONS

The following is taken directly from the NMAA handbook. In the LAPS, a coach or player ejected for unsportsmanlike conduct may not travel with the team or be present anywhere near the bench area during the suspension period.

7.7.2 Participant, Coach/ School Personnel Ejection

A. Participant Ejection

When a participant is ejected/disqualified from any contest/game for unsportsmanlike conduct, the minimum penalty shall be as follows:

1. FIRST OFFENSE

Automatic suspension from the next contest/game at the same level and may not participate at any level until the one-game suspension has been served.

The ejected participant must complete the NMAA's online Pursuing Victory with Honor course.

Verification of program completion must be submitted to the NMAA prior to returning to competition.

2. SECOND or SUBSEQUENT OFFENSES

Automatic suspension from the next contest/game minimally and depending upon the individual case, a more restrictive penalty may be imposed as determined by the Director, including a meeting with the Director or his designee and the coach and school administrator.

The involved school and official are required to notify the Association, in writing, of each offense or be subject to additional sanctions.

Note: Participant ejections are concurrent throughout the year and not per sports season.

Example: If a student-athlete is ejected from a football game, and this same student athlete is then ejected from a basketball game, this would be considered his second offense.

Participant Ejection Clarification:

Student athletes may not dress out in uniform, participate in warm-up, or be directly involved with the contest in any way.

Student athletes may attend the contest, sit on the bench, or stand on the sideline if approved by the local school administration.

Student athletes may travel with the team for out of town contests if approved by the local school administration.

Any violation of this policy may result in further sanctions as deemed necessary by the Director.

As mentioned above, the NMAA penalty for a second ejection is one game minimally. Should a second ejection for an individual take place, including those required by cumulative yellow cards in volleyball and soccer, the minimum LAPS penalty will be 3 games. If a third ejection for an individual should occur, including those required by cumulative yellow cards in volleyball and soccer, the individual will be removed from competition for the remainder of the sport season.

SPORTSMANSHIP

The New Mexico Activities Association, through its member schools, defines sportsmanship as those qualities of behavior that are characterized by generosity and genuine concern for others. Further, an awareness of is expected of the impact of an individual's influence on others' behavior as well. The responsibility for sportsmanship rests with people in each of the four roles at an athletic contest: participant, coach, official, and spectator. Each role, while intertwined with the others, has its own importance at an athletic contest, and those attending the contest should utilize the following fundamentals to fully understand and participate in their role.

The fundamentals of sportsmanship as developed by the NMAA and its member schools include: **Gain an understanding and appreciation for the rules of the contest.** The necessity to be well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions

on officials, coaches, directors, advisors, or administrative decisions. The spirit of good sportsmanship depends on conformance to a rule's intent as well as to the letter of a given rule. **Exercise representative behavior at all times.** A prerequisite to good sportsmanship requires you to understand that your own prejudices become a factor in your behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior that is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.

Recognize and appreciate skilled performances regardless of affiliation. Applause for an opponents' good performance displays positive recognition and is a courtesy that should regularly be practiced. This not only represents good sportsmanship, but also reflects a true awareness of the game by recognizing and acknowledging quality.

Exhibit respect for officials. The officials of any contest are impartial arbitrators who are trained to perform to the best of their abilities. Mistakes by all those involved in the contest are a part of it. We should not rationalize our own poor or unsuccessful performance behavior by placing responsibility on the official. The rule of good sportsmanship is to accept and abide by the decision that is made. This value is critical for students to learn for later application in life.

Display openly a respect for the opponent at all times. Opponents are guests and should be treated cordially, provided with the best accommodations, and accorded tolerance at all times. Be a positive representative of your school, team, or family by extending hospitality. This fundamental is the "Golden Rule" in action.

Display pride at every opportunity. Never allow your ego to interfere with good judgment and your responsibility as a school representative. As an adult, student, player, coach, or official, this value is paramount since it suggests that you care about how others perceive you.

ATHLETIC TRAINING

Even with the best preventative methods, the possibility exists of sustaining an injury while participating in athletics. With proper training, conditioning, and coaching instruction, many of these injuries can be avoided.

When an injury does occur, the Los Alamos Public Schools have an excellent athletic training facility, located between the auxiliary and Griffith Gymnasiums at LAHS. This facility is staffed by a full-time, NATA-certified athletic trainer, who administers preventative care, evaluates injuries, provides first aid and emergency care when appropriate, and is available for most home contests and practices. There are also several student athletic trainers to assist the staff trainer in these duties.

Pre-participation physical examination

All athletes who intend to try out for any athletic team must have a pre-participation physical examination before they may participate in any facet of athletics, including tryouts, weight training, conditioning, scrimmages, etc. As per LAPS Board Policy 5141.1, the physical must be given by a licensed medical doctor on or after April 1 of the prior school year and is effective for the entire school year. Physical examinations expire on May 31 of each school year.

Athletes who plan to participate in multiple sports will use the same physical examination, permission to participate, and medical authorization forms for each sport in which they participate. These documents are kept on file in the athletic trainer's office. If, during the school year, there have been significant medical changes since the last physical examination, the athlete may be asked to obtain new clearance from his/her treating physician.

The appropriate physical forms are available in the main offices at LAHS and LAMS and in the LAPS athletic office. Most medical offices in Los Alamos have a supply of these packets as well. When turning in the forms, please ensure that all forms are fully completed, including signatures. Keep a copy of the forms. Student-athletes will not be cleared to participate without a complete physical form on file in the athletic trainer's office.

Preventative medicine

Flexibility is important to achieve or maintain participation at a high level while minimizing the chance for injury. Stretching properly increases flexibility and is a good preventative tool. Adequate flexibility aids muscles in performing to their fullest capacity, allowing athletes to achieve speed, strength, and endurance. Adequate stretching can also reduce muscle soreness.

The following guidelines will help athletes achieve the type of flexibility needed to perform effectively in athletics:

- Begin stretching 2-3 weeks before the first practice and continue throughout the season. Athletes should stretch twice daily, seven days a week, for 20-30 minutes, stretching all major muscle groups.
- Stretching should not produce pain. Stretch to the point of feeling tightness and/or discomfort and hold until the tightness relaxes. With each stretch, there should be small gains in flexibility.
- Stretches should be slow, gradual, and held for 20-60 seconds. To increase flexibility, a longer stretch should be maintained. Do not jerk or bounce when stretching.
- Warm muscles and tendons stretch more easily, so perform walking or light jogging for 3-5 minutes prior to stretching.

If you should be injured

If injury occurs, remember the R.I.C.E. principle. It is recommended to reduce the severity of the injury and promote healing.

REST the injured area. Do not move it needlessly, walk on it to test it, or continue to exercise if it hurts.

ICE the injured area to reduce swelling and relieve the pain. Ice applications should be applied for 15-20 minutes and then removed for at least one hour. Immersion of a body part in an ice bath should last no longer than 10 minutes.

COMPRESSION of the injured area with an elastic wrap helps to reduce and control swelling.

ELEVATION of the injured area above the heart enhances circulation, takes advantage of gravity, and reduces swelling.

Ice or heat – Which one, when, and why

For all acute injuries where pain and swelling are present, ICE is recommended for up to 72 hours from the time of the injury. Ice helps to constrict blood vessels, to numb the area, and

reduce swelling. Do not overdo ice treatments (too many and/or too long) as skin irritation and tissue damage may result.

Ice may be applied in the form of:

- ice bag: 20 minutes maximum for treatment
- frozen paper cup of ice massaged on the injured area: 7 minutes maximum for each treatment
- immersion in ice bath: 10 minutes maximum
- chemical ice packs: direct contact with skin can cause frostbite; this should be last choice

Pain which is dull, achy, difficult to pinpoint, or is associated with muscular tightness or stiffness may benefit from moist HEAT.

Heat should be applied only after the inflammation has subsided, which typically takes two to four days. Heat should be applied for 10-20 minutes every 1-2 hours.

Heat may be applied in the form of:

- moist heat pack (soaked in hot water and wrapped in towels, applied 15-20 minutes)
- hot tub (soak in hot water, 102-106 degrees for 10-15 minutes; the more body surface in the water, the lower the temperature and less time immersed)

These athletic training guidelines are not meant to take the place of appropriate medical supervision. If there are any doubts, the student-athlete should check with their physician.

PERFORMANCE ENHANCING SUBSTANCES

The use of performance enhancing drugs among all athletes at all levels has greatly increased in the past several years. The use of creatine and androstendione has seen the greatest recent growth in usage. Both drugs claim to increase lean body tissue (muscle) and enhance recovery from exercise. There are a variety of companies producing these products in over-the-counter form. Studies on the potential long-term problems and health risks following use of these performance enhancers are very limited.

The LAPS athletic staff does not support or condone the use of any performance enhancing drugs.

PARENT/COACH RELATIONSHIP

We are pleased that your child has chosen to participate in the Los Alamos Public Schools athletic program. We will do all we can to provide a positive experience for your child. To achieve this outcome, it is important that lines of communication are developed between the coach, parent, and athlete to allow for two-way communication and resolution of issues before they become conflicts. As a parent, you have the right to know what expectations are placed on your child. This is intended to clearly delineate all levels of communication so that parents, coaches, and athletes are aware of the steps they have available to aid in resolving issues.

Communication you should expect from your student-athlete's coach

1. Philosophy of the coach
2. Expectations of the coach for your child
3. Locations and times of practices and contests
4. Team requirements, i.e. fees, special equipment, off-season conditioning, etc.
5. Procedures should your child be injured during competition
6. Participant code of conduct and discipline that results in the denial of your student's participation
7. Letter requirements
8. Insurance information
9. Disposition of lost/outstanding/damaged equipment

Communication coaches expect from parents

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

As your child becomes involved in the various LAPS programs, he/she will experience some of the most rewarding moments of his/her life. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach may be desirable to clear up the issue and avoid any misunderstanding.

Appropriate concerns to discuss with coaches

1. The mental or physical treatment of your child
2. Ways to help your child improve
3. Concerns about your child's behavior

It is very difficult to accept that your child is not playing as much as you would like. We expect our coaches to conduct themselves in a professional manner and make judgments based upon what they believe is in the best interest of all students involved.

Inappropriate issues to discuss with coaches

1. Playing time
2. Team strategy
3. Play calling
4. Matters concerning other student athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other person's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

To discuss an issue with a coach

1. Request a meeting with the coach.
NOTE: This meeting should not be conducted immediately before or after a practice or contest, as these can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolutions and can even exacerbate the issue.
2. If the request is not honored within a reasonable amount of time, call the LAPS athletic director and he will set the appointment. The office number is 663-2532.

The next step

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up a meeting with the athletic director to discuss the situation.
2. Utilize the meeting to determine an appropriate next step.
3. If your problem is still unresolved, an appeal can be made to the high school principal (see the chain of command below).

The Los Alamos Public Schools follow the chain of command listed below. We ask that you observe the following if you elect to pursue any concern you may have regarding the athletic program. This chain of command is consistent with the grievance procedure established in LAPS Board Policy 5132. This policy is available in the athletic office and at the LAPS district office upon request.

1. Team/Assistant Coach (JV, C, 8, 7)(if applicable)
2. Head Coach
3. Athletic Director
4. Building Principal
5. Assistant Superintendent
6. Superintendent
7. School Board

LOS ALAMOS PUBLIC SCHOOLS
ATHLETIC HANDBOOK

APPENDIX



LAPS Head coaches and administration

Anderson, Paul	Girls Track	663-2635	p.anderson@laschools.net
Anaya, Roger	Softball	670-6717	rogelioanaya@mindsprings.com
Baca, Larry	Boys Track	663-2538	la.baca@laschools.net
Bernstein, Rusty	Swimming	662-9012	coachrusty@hotmail.com
Black, Cindy	Swimming	505-716-1149	ca.black@laschools.net
Brown, Grace	H. S. Principal	663-2516	g.brown@laschools.net
Cottrell, Bruce	Girls Tennis	667-9168	cottrell_bruce_h@lanl.gov
Garz, Evan	Boy's Soccer	231-7635	evangartz@ymail.com
Geyer, Bob	Wrestling	665-4056	rgeyer@lanl.gov
Gill, Mike	Baseball	690-5908	mrgill24@msn.com
Greene, Denise	Cheerleading	507-8472	dmgreeneg@comcast.net
Greene, Keith	Diving	795-1460	kgreene@lanl.gov
Hipwood, Kathy	Cross Country	663-2623	rkipwood@yahoo.com
Hipwood, Rob	Cross Country	663-2632	r.hipwood@laschools.net
Johnson, Mike	Asst. Principal H.S.	663-2514	m.johnson@laschools.net
Jones, Daren	Mid School Coord.	663-2435	d.jones@laschools.net
Kirk, Alan	Boys Basketball	662-8024	pakirk1@msn.com
Kubicek, Jiri	Girls Soccer	667-6660	jiri@lanl.gov
LAHS web site			www.lahs.laschools.net
LAPS athletic schedules web site			www.highschoolsports.net
LAPS web site			www.laschools.net
LAHS Athletic Website			http://www.laschools.net/athletics/site/default.asp
Logan, Tarah	Girl's Basketball	660-3285	tlogan@lanl.gov
Maskaly, Garry	Volleyball	664-0458	gmaskaly@gmail.com
Matuszak, Mick	Athletic Trainer	663-2622	m.matuszak@laschools.net
McBride, John	Girl's Golf	663-2640	j.mcbride@laschools.net
Nelms, Vicki	Athletic Director	663-2532	v.nelms@laschools.net
Raichur, Giri	Boy's Tennis	662-6269	gpraichur@gmail.com
Scott, Bob	Football	663-2628	b.scott@laschools.net
Schmidt, Dr. Gene	Superintendent	663-2230	g.schmidt@laschools.net
Stam, John	Boy's Golf	412-9320	jstam7@aol.com
Thomas, Kate	Asst. Superintendent	663-2228	k.thomas@laschools.net
Warnock, Sandy	Asst. Principal H.S.	663-2515	s.warnock@laschools.net
Wyman, Sondra	Athletic Secretary	663-2531	s.wyman@laschools.net

**LOS ALAMOS PUBLIC SCHOOLS
EXTRACURRICULAR ACTIVITIES CODE**

I. PHILOSOPHY

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

II. DEFINITIONS

- A. Extracurricular Activities** -- School-sponsored activities which are not required by law or Educational Standards of New Mexico Schools and which require time either during or outside the regular school day for practice, meetings, events, performances or interscholastic competition (School Reform Act of 1986). Examples: Interscholastic competition of any type including all athletic/activity competition, music festivals, concert tours, conventions, and performing arts activities which do not adhere to criteria established for co-curricular activities.
- B. Co-curricular Activities** -- Activities that are extensions of classroom instruction required by law. See Educational Standards for New Mexico Schools or local board policy. Not more than five hours per week or 20 hours per month may be required for practice, meetings, events or performances outside the regular instructional day. Co-curricular activities are required as part of the course work if a student is to receive credit for the course. Co-curricular activities may not require a student to be absent from class other than for the performances/competitions (School Reform Act of 1986). Examples: Vocational or fine arts club activities, field trips.
- C. Participant** -- A student who is actively trying out for an activity or participating as a member of any school-sponsored activity or team.
- D. Activity Leader** -- The adult person responsible for directing, leading, planning, implementing, and supervising the extracurricular activity. This is a school representative who is generally a club or group sponsor, coach, or teacher/sponsor, e.g.. astronomy club sponsor, track coach, music teacher/sponsor.
- E. Sport Season or In-season programs** -- The New Mexico Activities Association determines the starting and ending dates of all interscholastic athletic sport seasons. For the purposes of this regulation, a program is considered to be in-season from the first day of official practice as determined by the NMAA calendar until the elimination of that program from state-level competition.

Activity Season -- When a participant is involved in any aspect of a non-athletic, extracurricular activity.

- F. **School Representative** -- Any adult, employee or volunteer, who is acting on behalf of or under the auspices of the Los Alamos Public Schools.
- G. **Illegal Drugs** -- For this regulation, illegal drugs includes alcohol, controlled substances, prescription drugs used or possessed without a prescription, solvents used for intoxication and those substances possessed, sold, and/or used that are represented to be controlled or illegal substances. Additionally, the Los Alamos Public Schools prohibits students from being under the influence of, possessing, selling, or giving away alcohol, other illegal drugs, or drug paraphernalia on school property or at school-sponsored activities.
- H. **Referral or Report** – A referral is a report sent to the Juvenile Probation Office. A report is filed by the police department following an incident.

III. GUIDELINES

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

questions concerning this document. The activity leader will share regulations with participants and parents at a mandatory meeting prior to the first competition or travel. In addition, the activity leader is the first line of enforcement for the regulations while students are under the activity leader's supervision.

IV. ELIGIBILITY AND PARTICIPATION

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

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

V. GENERAL CONDUCT AND APPEARANCE

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

- A.** Conform to state and local laws, New Mexico Activities Association regulations, LAPS regulations, and the specific regulations of the activity. Acts of unacceptable conduct such as, but not limited to, disrespect, hazing, immorality, unsportsmanlike conduct, theft, vandalism, or any violation of the law, tarnish the reputation of every person associated with the LAPS athletic program and will not be tolerated. Students who are charged with a criminal act that requires police investigation may remain with their team and participate in practice, but will be suspended from competition and/or performances until that investigation reaches a resolution.
- B.** Adhere to standards of personal appearance determined by the activity leader for the activity;
- C.** Display sportsmanlike conduct; and
- D.** Act in a mature manner.

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

VI. TRAVEL

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

- A.** Private vehicles shall not be used to transport a student to or from school-sponsored activities outside the boundaries of Los Alamos Public Schools, except by the student's parents. Parents must sign their student(s) in or out at the site of the activity or at another prearranged site. Carpooling is prohibited except within the boundaries of Los Alamos Public Schools. Private vehicles may be used to transport students to after-school, school-sponsored events taking place within the boundaries of Los Alamos Public Schools, with the approval of the other students' parents, the site administrator, or the Athletic Director. An activity school bus must be used any time the school-sponsored activity involves more than eighteen passengers including sponsors and coaches or would require more than two vehicles to transport students. Only school employees are permitted to drive school vehicles when transporting students.

- B.** If a student has two school-sponsored events on the same day, a prearranged written release of custody from the activity leader to the parent must be signed and turned in to the Athletic Director's/Activities Director's Office before the activity.
- C.** On the rare occasion that the student is unable to travel to the activity with the team, it will be necessary for the parent to sign a prearranged written release delivered to the Athletic Director's/Activities Director's Office. The parent assumes personal responsibility to see that the student is delivered to the activity site and released to the activity leader.
- D.** Students shall not be permitted to leave the area of supervision of the activity leader to visit friends or relatives. Relatives such as parents, aunts, uncles, etc., may visit the student in the presence of the group or in places where the group is eating. Students may be released only to their parents while on an extracurricular activity trip.
- E.** On overnight trips, students shall stay in assigned rooms and observe all curfews (lights out and quiet). The activity leader is the only person who can change room assignments. Persons of the opposite sex are not permitted in the same motel/hotel bedroom unless an adult sponsor is present.
- F.** Students shall understand that the activity leader and/or chaperones, with reasonable cause, may examine student rooms and personal belongings such as luggage.

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

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

VIII. USE OF ALCOHOL, OR ILLEGAL DRUGS

- A.** As a condition of the code, students participating in at activities/athletics are prohibited from using, possessing, or distributing alcohol and other drugs at any time. This includes being present at or remaining at a social gathering where minors are using or possessing alcohol or illegal drugs.
- B.** A violation of the LAPS extracurricular code may be confirmed by any one or more of the following:
 - A police arrest, report, or referral.
 - Identification of the violation by district or school personnel or activity chaperones on school grounds or at school-sanctioned events.

- Evidence, which lends credibility to a student's use of alcohol or illegal drugs or attendance at a social gathering where minor are using illegal drugs or alcohol.

C. ALCOHOL AND ILLEGAL DRUGS CONSEQUENCES:

1. Use, Possession, Under the Influence, Suspicion of Being Under the Influence, or Possession of Drug Paraphernalia:
 - a. First Offense – suspension from activities for 30 calendar days from the date of the infraction. The student will be allowed to practice or participate during class time or after school. Students in activities other than athletics should be given outside assignments by the sponsors to allow them the opportunity to earn credit for the activity class, if competitions or performances are missed. Students who violate this rule will be required to complete a Substance Abuse Intervention Plan with the LAPS Prevention Specialist. Details of the plan are available on the LAPS website at www.laschools.net or by contacting the Prevention office at 663-2783. Students who violate this rule may be referred to a Student Assistance Team meeting. A student in violation of this code must meet with the Athletic Director before and at the end of the suspension, in order to ensure that the student meets all the requirements of the suspension.
 - b. Second Offense – student ineligible to participate in extracurricular activities for the rest of that School Year. Students who violate this rule will be required to complete a Substance Abuse Intervention Plan with the LAPS Prevention Specialist. Details of the plan are available on the LAPS website at www.laschools.net or by contacting the Prevention office at 663-2783. Students who violate this rule may be referred to a Student Assistance Team meeting. A student in violation of this code must meet with the Athletic Director before and at the end of the suspension, in order to ensure that the student meets all the requirements of the suspension
 - c. Third Offense—no longer eligible to participate in activities at Los Alamos Public Schools.
2. Sale, Dealing, Trading, Manufacturing, or Distribution of Controlled Substances or Drug Paraphernalia
 - a. First Offense -- student ineligible to participate in extracurricular activities for one year (365 days) from the date of infraction.
 - b. Second Offense -- no longer eligible for activities at Los Alamos Public Schools.

Any suspension as a result of violation of this code will be effective from the date of discovery of the violation by the activity leader or school administrator. Violations

that take place over school breaks will be effective the date of the return of students to school. These offenses are cumulative from year to year and do carry over from the middle school to the high school. Any violations that incur the consequences listed in Section II or III of the Extracurricular Code: Rules of Conduct, will accumulate, whether they take place in the middle school or the high school.

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

A. TOBACCO CONSEQUENCES:

1. Use or Possession:

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

Students who violate this rule will be required to complete a Tobacco Cessation Program with the LAPS Prevention Specialist. Details of the plan are available on the LAPS website at www.laschools.net or by contacting the Prevention office at 663-2783. Students who violate this rule may be referred to a Student Assistance Team meeting. A student in violation of this code must meet with the Athletic Director before and at the end of the suspension, in order to ensure that the student meets all the requirements of the suspension

- b. Second and Subsequent Offenses -- suspension from school activities for 30 calendar days from the date of the infraction. The student will be allowed to practice (athletics) or participate during class time (activities). Students in activities other than athletics should be given outside assignments by the sponsors to allow them the opportunity to earn credit for the activity class if credit is issued. Students who violate this rule will be required to complete a Tobacco Cessation Program with the LAPS Prevention Specialist. Details of the plan are available on the LAPS website at www.laschools.net or by contacting the Prevention office at 663-2783. Students who violate this rule may be referred to a Student Assistance Team meeting. A student in violation of this code must meet with the Athletic Director before and at the end of the suspension, in order to ensure that the student meets all the requirements of the suspension

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

X. DUE PROCESS

Extracurricular participants who deny allegations of a violation of the extracurricular code will be given the opportunity to present information relevant to the incident on his/her behalf to the athletic director or school administrator to whom the report was made. The participant's parents will be invited to the hearing. The participant and his/her parents will be notified of the decision within 48 hours of the hearing, whenever possible. Further appeals shall follow the process outlined in the LAPS Parent/Student Athlete Handbook, which is consistent with LAPS Board of Education Policy 5132.

XI. LETTERS/AWARDS

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

XII. EQUIPMENT AND SCHOOL BUILDINGS

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

XII. APPEALS

Appeals must follow directions in this document and School Board Policy 5132 and 5132R.

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

**LOS ALAMOS PUBLIC SCHOOLS
EXTRACURRICULAR ACTIVITIES
PERMISSION TO PARTICIPATE**

THIS FORM IS TO BE FILLED OUT **COMPLETELY** AND RETURNED TO THE ACTIVITIES LEADER **BEFORE** THE STUDENT IS ALLOWED TO PRACTICE, COMPETE, PERFORM, AND/OR PARTICIPATE IN EXTRACURRICULAR ACTIVITIES. To be completed by parent or legal guardian and student:

Last Name		First Name		Student No.	
Address				Phone Number	
Father's Cell Phone			Mother's Cell Phone		
Date of Birth	____/____/____		Place of Birth		
School Attended Last Year				Grade (in fall)	
I _____ (student) agree to pay for the replacement of any equipment I may lose or damage.					
We have read and understand the previous policies related to extracurricular activities and the consequences involved. We both agree to abide by these rules as a student and parent/guardian of a participant in an extracurricular activity.					
I _____ (student) and _____ (parent(s)/guardian(s), have completely read, fully understand, and voluntarily accept the attached policies relating to extracurricular activities and the consequences involved. We agree to abide by these rules as a student and parent/guardian of a participant in an extracurricular activity.					
Student's Signature:				Date:	
Parent's/Guardian's Signature				Date:	

CONSENT TO PARTICIPATE

Consent is hereby given for _____ to engage in extracurricular activities including interscholastic athletics approved by the Los Alamos Public Schools and to accompany any school group of which he/she is a member on any of its local or out-of-town trips.

It is agreed that the financial responsibility for securing care of any injuries is a matter between the parent(s), guardian(s), and health care providers and that the Los Alamos Public Schools cannot pay health care providers for treatment of any student. It is further agreed that the parent(s), guardian(s) and student will assume all legal

responsibility for the personal safety and actions of the above named student while the student is traveling to extracurricular activities when parents choose other transportation for return.

I authorize the Los Alamos Public Schools to release to the New Mexico Activities Association any information needed to determine eligibility.

I authorize the school to obtain through a physician any medical care including care that may become necessary to the student in the course of extracurricular activities including travel. I also agree not to hold the school, or anyone acting on its behalf, responsible for any injury to the above named student occurring, in the absence of negligence, during the course of such extracurricular activities including travel.

The above-named student is covered by medical insurance provided by _____ (name of insurance company) which will cover the cost of medical care resulting from injuries sustained while participating in the extracurricular activities sponsored by the Los Alamos Public Schools, either at home or away.

Parent's/Guardian's Signature _____

Date : _____

Revised 7/07

SPORTS RELATED MEDICAL HISTORY: TO BE COMPLETED BY PARTICIPANT

Name		Student No.	
Address		Birth date	
Parent/Guardian		Phone	
Family Physician		Phone	
Sports in which you wish to participate			

Except for questions 4 and 23, for any answers checked "YES", please explain. (Use extra sheet if necessary)

		YES	NO
1.	Have you ever been told not to participate in any sport? Which sport and when? _____	<input type="checkbox"/>	<input type="checkbox"/>
2.	Have you ever been unconscious or lost memory from any cause in the last 12 months? (Had your bell rung) How many times and when? _____	<input type="checkbox"/>	<input type="checkbox"/>
3.	Have you ever been dizzy or passed out during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Are you able to run one-half mile without stopping?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Have you ever had a heart murmur, irregular rhythm or, high blood pressure? Specify _____	<input type="checkbox"/>	<input type="checkbox"/>
6.	Have you ever had chest pain during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Has anyone in your family died of heart problems or sudden death before age 50?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Do you have epilepsy (seizures)?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Have you ever broken or dislocated a bone? Which one and when? _____	<input type="checkbox"/>	<input type="checkbox"/>
10.	Have you ever had a knee or ankle injury lasting more than one week? What? _____ When? _____	<input type="checkbox"/>	<input type="checkbox"/>
11.	Have you had any other injury in the last 12 months that caused you to miss practice or competition for more than 3 consecutive days? What? _____ When? _____	<input type="checkbox"/>	<input type="checkbox"/>
12.	Do you have any allergies? Specify (hay fever, hives, eczema, drug reactions, bee stings, food) _____	<input type="checkbox"/>	<input type="checkbox"/>
13.	Do you have any dental appliances? (braces, bridges, retainers) Specify _____	<input type="checkbox"/>	<input type="checkbox"/>
14.	Is there any condition for which you require special equipment (mouth protector, pads, braces, neck rolls, eye guard, cup, etc.)? Specify _____	<input type="checkbox"/>	<input type="checkbox"/>
15.	Do you have ear drum tubes, a perforated ear drum, or hearing problems?	<input type="checkbox"/>	<input type="checkbox"/>

16.	Do you wear glasses to play? Do you wear contact lenses? Hard or soft lenses? _____	<input type="checkbox"/>	<input type="checkbox"/>
17.	Have you had an illness last more than one week? What and when? _____	<input type="checkbox"/>	<input type="checkbox"/>
18.	Are you currently under a physician's care? For what? _____	<input type="checkbox"/>	<input type="checkbox"/>
19.	Do you take any medication or pills on a regular basis? Any medications frequently used for problems? • Please complete permission form for administering medication at school or during school related activities (pg.14 and return to school nurse (LAMS or athletic trainer (LAHS).	<input type="checkbox"/>	<input type="checkbox"/>
20.	Have you ever been hospitalized (except for tonsillectomy)? For what and when? _____	<input type="checkbox"/>	<input type="checkbox"/>
21.	Have you ever had surgery? For what and when? _____	<input type="checkbox"/>	<input type="checkbox"/>
22.	Do you have an impairment (or loss) of a paired organ: (i.e., limb, eye, kidney, testicle, ovary, lung)? Specify _____	<input type="checkbox"/>	<input type="checkbox"/>
23.	Do you have vision in both eyes?	<input type="checkbox"/>	<input type="checkbox"/>
24.	Do you have diabetes?	<input type="checkbox"/>	<input type="checkbox"/>
25.	Do you have anemia or low blood?	<input type="checkbox"/>	<input type="checkbox"/>
26.	Do you have a history of "electric sensations" (numbness, tingling, or stinger)? Specify _____	<input type="checkbox"/>	<input type="checkbox"/>
27.	Any chronic pain or swelling in a joint?	<input type="checkbox"/>	<input type="checkbox"/>
28.	Do you have scoliosis or kyphosis that you are currently receiving medical care for?	<input type="checkbox"/>	<input type="checkbox"/>
29.	Do you have Bulimia (repeated vomiting) or Anorexia Nervosa (excessive weight loss)? Specify _____	<input type="checkbox"/>	<input type="checkbox"/>
30.	Have you been told you have asthma?	<input type="checkbox"/>	<input type="checkbox"/>
31.	Do you have trouble breathing or do you cough with exercise? • If you answered yes to 30 or 31 above, answer questions 32 through 37.	<input type="checkbox"/>	<input type="checkbox"/>
32.	How often do you have asthma? _____/wk _____/mo _____/yr		
33.	What usually causes an episode? _____		
34.	What usually helps? _____		
35.	Have you ever been hospitalized with asthma? When? _____	<input type="checkbox"/>	<input type="checkbox"/>
36.	Have you ever been admitted to an emergency room with asthma? When? _____	<input type="checkbox"/>	<input type="checkbox"/>
37.	Do you need asthma medication before or during exercise? • Please complete permission form for administering medication at school or during school related activities (pg. 14) and return to school nurse (LAMS) or athletic trainer (LAHS).	<input type="checkbox"/>	<input type="checkbox"/>

38.	Do you have any other chronic illness or condition not mentioned above? Specify _____	<input type="checkbox"/>	<input type="checkbox"/>
39.	Do you have any worries about your health or questions you would like to discuss with us or a doctor?	<input type="checkbox"/>	<input type="checkbox"/>
40.	FOR FEMALE ATHLETES: (a) When was your first menstrual period? _____ (b) When was your last menstrual period? _____ (c) What was the longest time between your periods in the past year? _____		

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

_____ Date

_____/_____/_____

Student-Athlete's Signature

I hereby state that I have reviewed this medical history and find the answers to these questions correct to the best of my knowledge (Required for legal minors)

_____ Date

_____/_____/_____

Parent's/Guardian's Signature

I hereby state that I have reviewed this medical history and find the answers to the questions correct to the best of my knowledge.

_____ Date

_____/_____/_____

Physician's Signature

Revised 7/07

**LOS ALAMOS PUBLIC SCHOOLS
SPORTS RELATED EXAMINATION FORM**

ANNUAL HEALTH EXAMINATION FOR ATHLETE MUST BE GIVEN **AFTER APRIL**

1st

FOR COMING SCHOOL YEAR

To be completed by physician and returned to the LAHS Athletic Trainer

Name					Age		Grade	
Height		Weight		Blood Pressure	____/____	Heart Rate		
Maturity Rating				BMI		BMI%		
If Wrestling, weight class desired		_____lbs.						
HEENT								
Eyes-Unequal pupils _____ Vision (R) 20/____ (L) 20/____ Corrected/Uncorrected								
Hearing: R _____ L _____								
Are there any visual or auditory problems that would put this student at greater risk for injury during athletic participation? YES _____ NO _____								
Cardiovascular		Murmur		Rhythm				
Liver		Spleen		Hernia				
Abdomen		Genitals						
HCT		U/A						
IMMUNIZATIONS								
Date of last DT booster: ____/____/____ or Tdap ____/____/____					Date of second MMR vaccine: ____/____/____			
Date of chicken pox vaccine or had clinical chicken pox: ____/____/____								
Date of HBV # 1: ____/____/____ # 2 ____/____/____ # 3 ____/____/____								

MUSCULOSKELETAL

Flexibility: The lack of adequate flexibility or the appearance of excessive flexibility indicates that conditioning and training are necessary. It is not a disqualifying condition for participation.

Palms to the floor: (a) 12" from floor
 (b) 6" from floor
 (c) Finger tips to floor
 (d) Palms to floor

Range of motion and strength for :	NML	ABNML		NML	ABNML
Shoulder			Back		
Elbow			Hips		
Wrist			Knee (Ligaments)		
Hand			Ankle		
			Foot		

Scoliosis/Kyphosis _____

Comments:

MATURITY STATEMENT FOR CONTACT SPORTS

Statistics indicate that there is an increase in the number of injuries in contact sports for those students who are not of comparable maturity level as other participants. If your opinion is that this student might be subject to potential injury because of his/her developmental stage, please discuss this with him/her.

SPORTS CERTIFICATION STATEMENT

I have reviewed the history and certify that I have on this date examined this student and that on the basis of the examination requested by the school authorities and the student's medical history as furnished to me, it is permissible for this student to participate in all sports except those listed below:

NOTE: STUDENTS WITH CURRENT ASTHMA/ALLERGY PROBLEMS WILL NOT BE ALLOWED TO PARTICIPATE WITHOUT THEIR PRESCRIBED MEDICATIONS IN THEIR IMMEDIATE POSSESSION. THIS INCLUDES BUT IS NOT LIMITED TO: EPI-PENS, INHALERS, NEBULIZERS, AND PEAK FLOW METERS.

Restrictions:

<u>Training Suggestions:</u>
<u>Comments:</u>

Date of Examination ____/____/____ Signed
_____ MD*

Physician's Address _____ Telephone:

*PNP/FNPS/PACs must have an MD co-signature as per the Los Alamos School Board Policy # 5141.1.

Revised 1/98

**LOS ALAMOS PUBLIC SCHOOLS
AUTHORIZATION FOR MEDICAL SERVICES**

**PARENTS, KEEP IN MIND THAT THIS INFORMATION WILL ACCOMPANY YOUR
STUDENT
WHEN EMERGENCY ROOM ADMISSION IS APPROPRIATE AND
PARENTS/GUARDIANS ARE NOT AVAILABLE.**

THIS FORM MUST BE COMPLETED FOR EXTRACURRICULAR ACTIVITY AND RETURNED TO EACH ACTIVITY LEADER/COACH BEFORE THE STUDENT IS ALLOWED TO PRACTICE, COMPETE, PERFORM AND/OR PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITY.

Student's Name		Student #		Date of Birth	
Address				Home Phone	
Father's Work Phone		Mother's Work Phone			
Father's Cell Phone		Mother's Cell Phone			
Medications Currently being taken: (List)					
<p>NOTE: Students with current asthma/allergy problems will not be allowed to participate without their <u>prescribed</u> medications in their immediate possession. This includes, but is not limited to: Epi-pens, inhalers, nebulizers, and peak flow meters.</p>					
Allergy to medication or other allergies: (List)					
Significant past medical problems or injuries:					
Date of last tetanus immunization:					
Other comments: (List any problems apt to occur on a trip, e.g., car sickness, nausea, back trouble, etc. Also list medications that may be taken for these problems.)					

Insurance Company			
I.D. No		Group No:	

I authorize the activity leader/coach of the Los Alamos Public Schools to obtain emergency medical care for my child for injury or illness received as a result of participation in extracurricular activities including travel. Permission is also given to the attending physician to treat said injury. The activity leader/coach will carry this signed form on all trips to insure proper care and treatment of my child. I assume responsibility for my child's transportation back to Los Alamos in the event that he/she is unable to continue the trip.

_____ Date ____/____/____
 Parent's/Guardian's Signature

Revised 5/96

PERMISSION FORM FOR ADMINISTERING MEDICATION IN SCHOOLS

Student's Name		Date of Birth	
School		Grade	Teacher
Address		Home Phone	
Parent/Guardian's Name		Work Phone	

TO BE COMPLETED BY PHYSICIAN:

Best Peak Flow	
Medical condition necessitating medication:	
Name of Medication(s):	Possible Side Effects
Directions for medications:	
Option for Medication administration (check one):	
<input type="checkbox"/>	Self-administration (unsupervised) as instructed by _____ physician _____ parent
<input type="checkbox"/>	Supervised administration (supervised by nurse or principal's designee)

Physician's Signature _____

Date _____

TO BE COMPLETED BY PARENT/GUARDIAN:

The medication(s) listed above must be taken during school hours as directed by the physician. I grant permission for the Los Alamos Public Schools to exchange information with my child's doctor as deemed necessary.

I hereby request that the Los Alamos Public Schools cooperate with the prescribing physician and assist with the administration of medication pursuant to the policy of the Los Alamos Public Schools.

Recognizing that the Los Alamos Public Schools are under no obligation to administer such medication, I hereby waive any claim for injury against the Los Alamos Public Schools or its employees arising from the administration or lack of administration of such medication.

Furthermore, I agree to indemnify the Los Alamos Public Schools and its agents and employees from any claims, suits, judgments, or costs of defense (including attorney's fees) arising from any such claims.

Parent/Guardian's Signature: _____

Date:

School Nurse's Signature: _____

Date:

Principal's Signature: _____

Date: