



Las Cruces Public Schools

ADVISORS' / COACHES'

APPENDIX

TO THE STUDENT ACTIVITIES
HANDBOOK
2026-2027

WHERE ALL LEARNERS THRIVE.

Las Cruces Public Schools
Karen M. Trujillo Administrative Complex
505 S. Main Street, Suite 249
Las Cruces, NM 88001

<https://www.lcps.net>

LAS CRUCES PUBLIC SCHOOLS

VISION STATEMENT

Where all learners thrive.

MISSION STATEMENT

The Las Cruces Public Schools provides a safe, caring, equitable, and student-centered learning environment that cultivates civic and community engagement, promotes excellence, and honors diversity.

CORE VALUES

1. Be accountable for every child.
2. Foster growth and innovation, grounded in research and evidence.
3. Guide all decisions through the lens of equity, sustainability, and respect.
4. Commit to the inclusion and success of every student.
5. Maintain a safe, healthy, and caring environment.
6. Cultivate and maintain partnerships with parents, students, staff, and community members.
7. Embrace the power of collaboration.

LAS CRUCES PUBLIC SCHOOLS BOARD OF EDUCATION



Las Cruces Public Schools Board of Education, pictured left to right:

Mr. Robert Wofford, Vice-President, Dist. 3; Madame Pamela Cort, President, Dist. 2;

Mr. Ed Frank, Member, Dist. 5; Ms. Teresa Tenorio, Member, Dist. 4; Mr. Patrick Nolan, Secretary, Dist. 1

ADVISORS'/COACHES' APPENDIX

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SECTION I GENERAL INFORMATION

1.1 LCPS ACTIVITIES PERSONNEL

A. District Activities Personnel Administration

1. Coordinator of Activities
2. Director of Fine Arts
3. Executive Director of Athletics
4. Assistant Director of Athletics
5. Middle School Athletics Coordinator

B. School Campus Administration and Personnel

1. Principal – school campus principal or administrative designee
2. Activities Coordinator - school campus Assistant Principal assigned to oversee activities
3. Athletic Coordinator – school campus Assistant Principal assigned to oversee athletics
4. Advisor/Coach – teacher, sponsor, volunteer or coach in charge of the program

1.2 FACILITIES

Adequate facilities must exist. It must be possible to coordinate use of facilities so as not to conflict with other existing activities programs.

- A. Home Site Requests – the school Activities/Athletics Coordinator is responsible for submitting all building facility usage requests. It is the responsibility of activities advisors/coaches to communicate with their school Activities/Athletics Coordinator schedules for practices, rehearsals, meetings, or events that occur before, during and after school. Scheduling should be completed at the beginning of the year or season. The advisor should communicate changes or updates to the Activities/Athletics Coordinator in a timely fashion.
- B. Other Site Requests – The Activities Advisor/Coach is responsible for submitting all building facility usage requests that are outside their own school building.
- C. Link to Form: [KF-E1 Facility Use Form \(PDF\)](#)

1.3 MIDDLE AND ELEMENTARY SCHOOL VISITS

- A. Activities and Fine Arts only – visits to middle schools and elementary schools are allowable and encouraged. Follow all LCPS field trip procedures.
- B. Athletics – refer to Section VI

1.4 PARENT MEETINGS

Advisors/Coaches must host a parent meeting either in person or via Zoom to review and provide the following information:

1. Student Code of Conduct
2. Expectations
3. Lettering
4. Fundraising
5. Season/Calendar of Events
6. Travel Protocols
7. NMAA Compete with Class Video (Athletics)

*Keep a sign-in sheet for a record of attendance.

1.5 SUNDAY MEETINGS

Any practice sessions, meeting, or organized activity involving any student on Sunday is strictly prohibited unless prior permission has been granted by the School Activities Coordinator.

SECTION II TRAVEL

All travel that is funded by either Activities, Athletics or Fine Arts will be coordinated by the corresponding LCPS Activities Personnel Administration.

District-funded travel opportunities are subject to available budget resources, operational considerations, and program priorities. Approval of travel, transportation, lodging, registration fees, and other district-supported travel is not guaranteed and shall be determined at the discretion of the corresponding LCPS Activities Personnel Administration, including the Coordinator of Activities, Director of Fine Arts, or Executive Director of Athletics.

Students must abide by the LCPS code of conduct, organization code of conduct and district travel protocols.

2.1 APPROVALS

A. A leave request form must be approved in a timely manner to request a substitute and ensure classroom coverage while the employee is on travel leave (IJOA-R & IJOA-E4).

B. Out-of-State Travel requires supervisor approval and district approval.

1. Destinations that are 150 miles or more beyond the exterior boundaries of New Mexico.
2. Travel to El Paso, TX is considered in-state.

C. Return from Away Events

1. Once eliminated or immediately after the conclusion of an event, teams will be expected to return to Las Cruces the day of the contest, or immediately after the conclusion of a championship event or awards ceremony.
2. This rule may be waived by the corresponding LCPS Activities Personnel Administration pending special circumstances.

D. Pre-Travel Meetings (Activities/Fine Arts)– Advisors/Sponsors must host a parent/student meeting either in person or via Zoom to review and provide the following information:

1. Student Code of Conduct
2. Expectations
3. Overnight travel
4. Accommodations & Travel needs
5. Event information (Itinerary, Agenda)

*Keep a sign-in sheet for a record of attendance.

E. Supervision- If the lead advisor is unable to attend the competition or event, a chaperone from your school must accompany the students. These arrangements must be approved by your school administration, with written notice submitted to the Activities Coordinator.

2.2 TRANSPORTATION

A. Out-of-Town LCPS Sanctioned Events

1. A team or individual can only be transported to an out-of-town sanctioned practice, game, or activity by school district approved transportation. The use of school district approved transportation must follow the guidelines of the New Mexico Public Education Department (NMPED) and LCPS. Only the Principal may approve any other type of transportation.
2. Any student participating in an out-of-town trip is the responsibility of the school district and the LCPS employee. Therefore, if the student is traveling to an Activities sanctioned out-of-town trip, that student must use the school provided transportation.
 - a. A student cannot participate in an out-of-town event if that student travels to the event site in another vehicle not provided by or approved by LCPS. If the student does participate, he or she is considered to be ineligible.
 - b. No student, regardless of age, will be permitted to travel to or from an out-of-town event with any other person(s) except the Advisor/Coach.

Exceptions:

- i. After an event, a student can be released only to the student's parent(s) or legal guardian(s) provided the parent or guardian gives the Advisor/Coach a written note at the conclusion of the event. **The coach/teacher cannot release a student to any other person(s) regardless of written or verbal permission of that student's parent or guardian.**
- ii. If a student has a conflict between two school sanctioned events on the same weekend, please see Form IJOA-E3, Parent Request for Permission to Transport a Student To or From a Student Field Trip. This requires school administrative approval. Form: [IJOA-E3: Parent Request to Transport \(PDF\)](#)

B. Buses

1. The corresponding LCPS Activities Personnel Administration will request the bus quote through STS and will determine the appropriate arrangements based on travel requests, trip distance, and number of attending students.
2. Teams or their booster clubs may NOT upgrade to more expensive transportation.
3. You may be required to travel with other schools, and you will need to coordinate travel details such as pick-up and drop-off times and meals with other Advisors/Coaches.
4. Head Advisors/Coaches must be in the same vehicle as the students traveling for an event. Head Advisor/Coach may not ride separately or provide their own transportation during a trip. Request for exceptions must be approved through LCPS Activities Personnel Administration.
5. STS buses will arrive 15 minutes prior to the requested departure time for loading.
6. Charter buses will arrive 15-30 minutes prior to the requested departure time for loading.

7. Be ready to load the bus and depart promptly.
8. **In an effort to maintain communication with the driver at all times, please exchange cell phone numbers.**
9. LCPS Activities Personnel Administration must be notified of all itinerary changes. Always communicate with the bus driver regarding any changes to the itinerary.
10. If staying overnight be sure to communicate with the driver about any pertinent information and the morning departure times.
11. Once you have arrived at your destinations, please release your driver if not needed and let them know what time you need for them to return. Please note that the drivers are only allowed to drive a certain number of hours per day.
12. Keep the bus clean during your trip. The bus driver will have plastic bags to collect trash.
13. Communicate any problems with the bus driver or bus trip to the corresponding LCPS Activities Personnel Administration promptly. Advisors/Coaches should also communicate with school site administration. Positive comments are also appreciated.
14. Before and after a trip, the Advisor/Coach or chaperones shall inspect the vehicle or bus. The Advisor/Coach or designee chaperone is responsible for making sure that all trash and equipment are removed from the vehicle or bus at the completion of the trip.
15. The bus driver will make the final decision if there is a question as to the safety for travel.

C. School Owned Vehicles

1. Will be provided in situations where there are only a few participants.
2. A gas card is provided to pay for fuel charges only.
3. Employees must have clearance to drive a school-owned vehicle.
4. Employees must have certification to drive students in any situation.
 - a. School administrators are responsible for finding certified drivers.
5. Check the vehicle once everyone and everything is unloaded to make sure it is clean.

D. Athletic Summer Camps or Recreational League

1. Summer camps or summer activities events are not under the purview of Las Cruces Public Schools.
2. The use of school district transportation to attend such activities is prohibited.
3. The use of private vehicles to attend such activities is not the responsibility of the Las Cruces Public Schools.

2.3 OVERNIGHT TRAVEL

A. Advisors/Coaches and Chaperones

1. All Advisors/Coaches and chaperones are on duty for the duration of the entire trip, 24/7.
2. For overnight travel, co-ed activities require both male and female adult chaperones.
3. Advisor/chaperone travel approval is based on the supervision needs of the trip. Designation as a lead advisor does not guarantee district-funded travel if the required student-to-adult ratio can be maintained with fewer adults.

With school administrator approval, schools or student organizations may elect to fund additional approved adult chaperones beyond those funded by the district, provided all district travel, volunteer, and supervisory requirements are met.

- a. High School: Ratio for chaperone to students is 1:10 (Activities/Fine Arts only).
 - b. Middle School: Ratio for chaperone to students is 1:8 (Activities/Fine Arts only).
 - c. Elementary: Parent must accompany student (hotel only).
4. The advisor/coach must notify the school administration and corresponding LCPS Activities Personnel Administrator with the names of the designated chaperones attending.
 5. Non-employee chaperones will be required to have the required Volunteer packet completed and on file with the LCPS Human Resources department prior to departure.
 6. An Advisor/Coach or chaperone must always remain with students at events and at the hotel. Students should always be in the company of at least one other student or adult at all times. Any small group excursions must be approved by an accompanying adult.
 7. Advisor/Coach and chaperones are prohibited from alcohol/drug consumption during the entire duration of the trip.
 8. Children of Advisors/Coaches or chaperones who are not participating are not permitted to attend trips.

B. Hotel

1. Hotel will be pre-paid prior to arrival; however, Advisor/Coach may provide their P-Card for incidentals.
2. Teams or their booster clubs may NOT upgrade to more expensive rooms or hotels.
3. Provide a rooming list to LCPS Activities Personnel Administrators listing all students and advisors/chaperone attending the trip.
 - a. Advisor/Coach will need to communicate any special room considerations to LCPS Activities personnel administrators.

Advisors/Coaches must provide students with the opportunity to notify them of special considerations prior to finalizing rooming lists. It is critical for you to provide students who request a special consideration an opportunity to request what their ideal rooming preference would be. Each reason for student special consideration request is different, which is why communication will be critical to determining how to proceed. Respect for every student is key to creating safe and equitable rooming lists. Please reach out to the Activities personnel administration if you are in need of assistance.

4. Four students will be placed per room = 2 per bed.
5. Students should not room alone. In the event of an extenuating circumstance, please contact LCPS Activities personnel administrators.
6. Up to two adults will share a room (you may pay to have a separate room).
7. Middle school students will only be allowed to stay with a parent/guardian under district approved circumstances.
8. Student may not leave the group with parent/guardian during the duration of the trip without documented pre-approval from school administration.
9. Checking in at the hotel:
 - a. Ensure rooms are suitable for stay, please report any problems to the front desk immediately.
 - b. Remind students to be on their best behavior (it will be the responsibility of the team to pay for fines that may have accrued in each room).
 - c. Communicate with front desk staff on breakfast times.
 - d. Double check that room keys are appropriately assigned to students.
10. Checking out of the hotel:
 - a. Check all rooms for any damage or anything else of concern before checking out.
 - b. Be sure to obtain a copy of an invoice (required if using Hotel P-Card).
 - c. Be sure to inform the front desk that the team is checking out of the rooms.

2.4 STUDENT HEALTH, SAFETY AND CRISIS RESPONSE

The health, safety, and well-being of students shall remain the highest priority during all travel.

A. Student Crisis or Behavioral Health Concerns

1. If a student exhibits behavior indicating they may be a danger to themselves or others, or requires emergency behavioral health intervention, the Advisor/Coach shall:
 - a. Ensure the immediate safety and supervision of the student and other students.

b. Follow recommendations provided by emergency responders, medical personnel, and school administration in accordance with the [Student Threat of Harm Flowchart \(JI-E2\) PDF](#).

c. Notify the corresponding LCPS Activities Personnel Administration as soon as practical.

B. Student Illness or Medical Emergency During School Trips

1. Medical Emergency (Life-Threatening Situation)

- a. Call 911 immediately.
- b. Notify the trip leader/administrator.
- c. Provide basic first aid within the scope of your training.
- d. Do not move the student unless there is an immediate safety risk.
- e. Contact the parent/guardian as soon as possible.
- f. If EMS transports the student, ensure a school staff member accompanies the student until the parent/guardian arrives, when feasible and in accordance with district procedures.
- g. Document the incident and notify school administration upon return.

2. Non-Emergency Illness

- a. Move the student to a safe, supervised area and allow them to rest.
- b. Encourage hydration if appropriate.
- c. Observe the student for worsening symptoms.
- d. Contact the parent/guardian to discuss the student's condition.
- e. Work with the parent/guardian to determine whether the student can remain on the trip or needs to be picked up.
- f. If symptoms worsen or become concerning, call 911 and follow the Medical Emergency procedures above.

3. Advisors/Coaches shall maintain appropriate student confidentiality while sharing information with individuals who have a legitimate educational, safety, medical, or supervisory need to know.

SECTION III CODE OF CONDUCT

Refer to the Activities Code of Conduct for rules specific to students.

3.1 VIOLATION OF RULES GOVERNING PROHIBITED OR REGULATED ACTIVITIES

A. A co-curricular and/or extra-curricular activities student may be disciplined, including removal from the program, for violating rules governing prohibited or regulated activities. The existence of a specific rule is not a prerequisite for disciplining student conduct, which endangers or appears to endanger the health or safety of students and school personnel. Within legal limits, disciplinary action may be taken against a student regardless of whether or not criminal charges are filed.

These guidelines shall not supersede federal, state, NMAA, or LCPS statutes, rules, policies or regulations, including but not limited to Title IX.

B. Certain serious rule violations require a consistent response across all schools in the district. For these types of violations, school staff must choose from a set range of consequences, depending on how severe or how often the behavior happens. For other, less serious issues where no specific district rule exists, each school can decide how to handle them (*reference Policy JK*).

C. For student interventions, Suite 360 is recommended. Consultation is available through the Academic Counseling and Behavioral Health department.

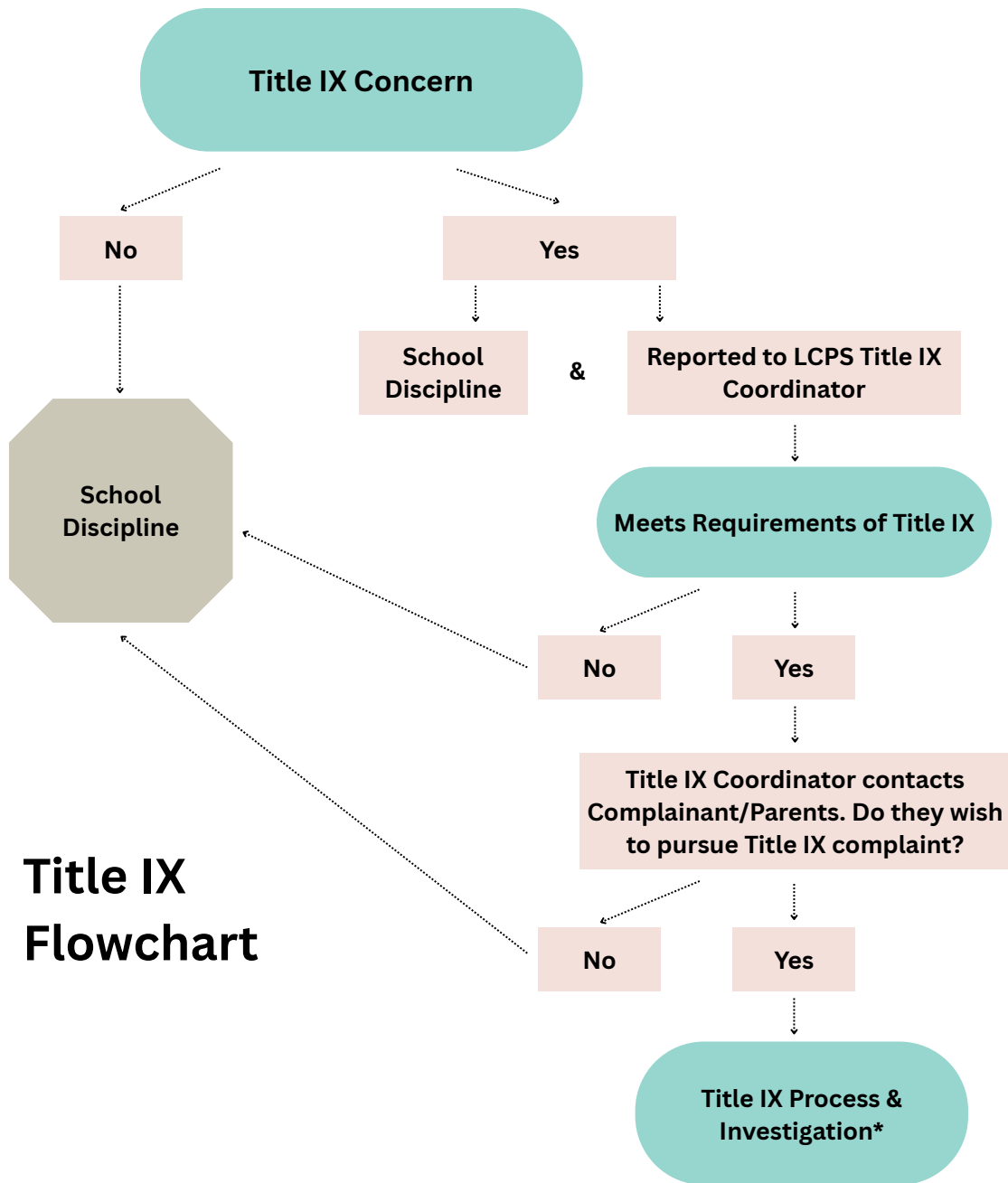
3.2 DUE PROCESS FOR STUDENTS

A. Steps for Advisors/Coaches

1. Notify school administration. School administration will advise on appropriate plan of action.
2. Parent notification according to plan of action.
3. Notify LCPS Activities Personnel Administration.

B. An alleged violation of the Code of Conduct is addressed by the school administration. Depending on the nature of the allegations, a Title IX Complaint Form may be filed.

3.3 CRITERIA TO DETERMINE DUE PROCESS FOR TITLE IX



*No school discipline will be applied until the outcome of the investigation.

- C. The school administration shall conduct a reasonable investigation of all allegations, with the extent and thoroughness of the investigation being determined by the severity of the allegation, the reliability and availability of evidence supporting or undermining the allegation, and to determine if NMAA rules were violated.
 - 1. If the alleged violation potentially involves a felony crime, sexual harassment, physical or mental abuse, or a violation of NMAA rules, the school administration will immediately notify/meet with the Activities personnel administration.
 - 2. All other violations will be addressed by the school administration following guidelines of the LCPS and federal policies and procedures. Written notification as to the investigative process used, decision made, and disciplinary consequences taken shall be given to the corresponding LCPS Activities personnel administrator who will, in turn, notify appropriate district personnel.
- D. Before determining or rendering a decision of an alleged violation, the school administration shall make a reasonable effort to permit the student to present his or her position regarding the allegation.
- E. If there is a reasonable suspicion or belief that the alleged violation did in fact occur, disciplinary action shall be determined by a school administrator.
- F. The school administration shall provide written notice to the student and parent(s)/legal guardian(s) of the decision and/or the disciplinary consequences. A copy of such notice shall be sent to the corresponding LCPS Activities personnel administration.
- G. See Appendix for LCPS Discipline Grid.

SECTION IV INVESTIGATIVE PROCEDURE

4.1 COMPLAINTS AGAINST AN ADVISOR/COACH

- A. The school administration will immediately initiate an inquiry into the alleged problem. The school Athletic or Activities Coordinator will submit a written report outlining steps taken in the investigation, documented findings, and any corrective action that may have been taken to Human Resources if necessary.
1. The school administration and/or school Athletic or Activities Coordinator will make a determination:
 - a. Is there a violation of NMAA and/or LCPS policy?
 - b. Does the accusation fall under one of these three categories: sexual in nature, physical altercation, threatening behavior, or financial disparity/accusation? Admin will consult with Human Resources.
 - c. Was due process followed?
 - d. Were school rules broken?
 - e. Is there a negative pattern of behavior developing?
 2. If it is determined that a problem does exist, the school administration, along with the school Athletic or Activities Coordinator will initiate the appropriate corrective action. It is possible for a bargained employee to be held to the Collective Bargaining Agreement. Discipline may vary as applicable, depending on the circumstance.
 3. A follow-up letter will be sent to the parent(s) or court appointed legal guardian(s) by the school administration at the conclusion of the investigation. Human resources will implement corrective action when it is deemed appropriate or necessary. The Advisor's/Coach's Right of Privacy will be upheld (Right of Privacy of school district personnel).
- B. When a concern, complaint, or allegation is received against an advisor/coach, the school administration and school Athletic or Activities Coordinator will immediately investigate and address the issue.
1. If an allegation involves sexual harassment, physical abuse, or emotional abuse, the school administration will immediately notify Human Resources and the corresponding LCPS Activities personnel administration. An investigation will be conducted as outlined according to LCPS district policy.
 2. All other concerns are addressed through the school administration and school Athletic or Activities Coordinator.

SECTION V

INTERSCHOLASTIC ATHLETIC PROGRAMS

5.1 SCHOOL PERSONNEL

A. Recruitment by Coaches:

1. Recruiting by all coaches of any athlete inside or outside of their attendance zone is strictly prohibited. Recruiting may not happen at any time of the year, including coaching of athletes by any coach in a club team who does not yet attend your school.
2. Coaches are not allowed to visit, contact or solicit visits with middle school students until the completion of middle school athletics, per undue influence. Date is determined and communicated by the Athletics Department. If a coach is directly associated with undue influence, the member school will be fined:
 - a. 1st offense: \$2500
 - b. 2nd offense: \$5000; NMAA will also contact the Public Education Licensing Division and inform them of the offending coach's unethical practices in connection with his/her coaching license.
3. High school coaches (paid/volunteer) may not attend any 8th grade athletic events, which includes practices. Exceptions are:
 - a. High school coaches who have a son/daughter who are direct participants in the event.
 - b. High School coaches who have extended family member (niece, nephew, grandchild, etc.) must receive clearance from the LCPS Director of Athletics and their School Athletic Coordinator in order to attend the event.
 - c. While in attendance, they may not have contact with the players/participants on the teams; they must be seated in the bleachers.
4. Coaches shall not organize coaches or students to wear school colors or school shirts at any 8th grade athletic function.

5.2 STUDENT SELECTION

- A. In accordance with our philosophy of athletics and our desire to see as many students as possible participating in the athletic program, we encourage coaches to keep as many squad members as they can without compromising the integrity of their sport. Obviously, time, space, facilities, and other factors will place limitations on the most effective squad size for any particular sport. However, we strive to maximize the opportunities for our students without diluting the quality of the program.
1. Selection Process Responsibility:
 - a. Choosing the members of a team is the sole responsibility of the Head Coach.
 - b. Junior varsity and 9th grade coaches will take into consideration the policies as established by the school district and Head Coach when selecting players for their rosters. The Head Coach will have the final determination in selecting sub-varsity level squad members.

2. Lettering

Awards from the school, NMAA or Booster Club (limited in value as stated in the NMAA Handbook) may be given to participants in interscholastic activities. If unapproved awards are offered and accepted by a participant, that participant may jeopardize their eligibility and amateur status. Students, parent(s) or court appointed legal guardian(s) should become familiar with the policies and procedures outlined by their respective activities for earning letters or receiving awards and recognition.

- a. **It is the responsibility of the coach/teacher to establish and document the criteria for lettering at the beginning of the season.** All criteria for lettering is program specific.
- b. Not all school sponsored Activities offer a lettering program. Students are not required to earn a letter to participate.
- c. All participants must be informed of the requirements necessary for lettering before the start of the season.
- d. To be eligible for lettering the student must complete the season and be in good standing.
- e. A student may earn one (1) varsity letter. Subsequent letter awards earned will be awarded in the form of pins.

B. Summer Camps and/or Summer Recreation Leagues s- Athletics only

1. No athlete may be required, **as a condition of making the team**, to attend non-LCPS camps or participate in summer recreation leagues.

C. Dismissal from the Team

1. If an athlete is dismissed from a team for disciplinary reasons or quits, after having made the team, during the season, they will not be allowed to participate in XV another school sport until the completion of the season of the sport in which they were a member of the team.
2. Intent of Rule: Student-athletes are held to the values found in “Compete With Class” emphasizing commitment and responsibility to others.
3. Any athlete who is cut from a team after a try-out period is eligible to try-out for another sport immediately at their school only.

D. NMAA Student Participation (NMAA section 6 bylaws <https://www.nmact.org/nmaa-handbook/>)

“Participant shall be defined as a Student who represents his/her school for any period of time. A participant is any Student who has an official role with an NMAA sanctioned program, including, but not limited to, managers, statisticians, team videographers, etc. Participating students are required to compete in the gender listed on their original or amended birth certificate.”

5.3 PARTICIPATION IN NMAA & LCPS SANCTIONED EVENTS

Las Cruces Public Schools proudly support student involvement in multiple athletics, activities, and fine arts programs, recognizing the value of a well-rounded education. We encourage our students to explore their diverse interests and talents, promoting a balanced and enriching school experience.

- A. If a student participates in multiple LCPS activities, it is the responsibility of the student and/or parent to communicate scheduling conflicts with all involved advisors/coaches well in advance of any conflicting dates/times.
- B. It is the expectation that the student will equitably SHARE TIME between the two activities, without penalty.
- C. It is also understood that priorities change depending on the time of season and the type of conflicting events. For example: games take priority over rehearsals, performances take priority over practices, etc.
- D. In the instance when game conflicts with performance, the student will be allowed to decide which event to attend without penalty or undue pressure from the Advisor/Coach.

5.4 COACHES' ASSIGNMENTS

- A. Coaches are considered to be "AT WILL" employees. To be eligible to coach, you must wait a minimum of 1 full calendar year from your high school graduation. Coaches are hired with a seasonal contractual agreement with the LCPS district.
- B. Athletic coaches shall be assigned annually to coaching duties. Non-renewal of a coaching assignment, for any reason, can be recommended by the Principal or Athletic Director.
- C. Coaches' evaluations are conducted at the school site level by the Athletic Coordinator.

5.5 AUTHORIZATION TO BEGIN COACHING DUTIES

A coach or volunteer may not coach or be in contact with athletes until he or she has been cleared by the Human Resource Department to begin the coaching assignment.

APPENDIX: DISCIPLINE MATRIX

These guidelines shall not supersede federal, state, NMAA, or LCPS statutes, rules, policies or regulations, including but not limited to Title IX.

ACTIVITIES DISCIPLINE MATRIX and Category 3: Administration and Police Intervention	1 ST	2 ND	3 RD
	OFFENSES		
Theft (JI)	ACTIVITIES: 30 Calendar Days + Intervention CAMPUS: Differentiated discipline + Referral to law enforcement	ACTIVITIES: 45 Calendar Days CAMPUS: Differentiated discipline + Referral to law enforcement	ACTIVITIES: the duration of 6-8 grade the duration of 9-12 grade CAMPUS: Differentiated discipline + Referral to law enforcement
Tobacco possession and/or use (JI, JICH)	ACTIVITIES: 30 Calendar Days + Intervention CAMPUS: Restorative intervention + Possible 1 day OSS or ISS	ACTIVITIES: 45 Calendar Days CAMPUS: Restorative intervention + Possible 2 days OSS or ISS	ACTIVITIES: the duration of 6-8 grade the duration of 9 -12 grade CAMPUS: Restorative intervention + Possible 3 days OSS or ISS
Bullying/Harassment (JICFA)	ACTIVITIES: 45 Calendar Days + Intervention CAMPUS: Possible 1-3 Day(s) OSS or ISS + Contract	ACTIVITIES: 90 Calendar Days CAMPUS: 5-7 Days OSS + Contract	ACTIVITIES: Suspension for the duration of 6 -8 grade Suspension for the duration of 9 -12 grade CAMPUS: 10 Days OSS + LTS
Sexual Harassment (includes basis of sex) (JICKA)			
Fighting, Assault and Battery (JI)			
Possession/use of simulated firearm or explosive device (JI)			
Possession of knives and/or other items used to threaten or cause harm (JI)			
Gang or gang-like activity (JI)			
Threat Against the School (JI)			
Verbal/Written Threat (to include social media) (JI)			
Possession and/or use of a controlled substance, including alcohol (JI, JICH)			
Falsely pulling a fire alarm (Felony offense) (JI)			
Arson, Criminal Damage, Major Vandalism (JI)	ACTIVITIES: Suspension for the duration of one calendar year, pending long term hearing CAMPUS: 10-day OSS, Contract, and Long-Term Suspension Hearing	ACTIVITIES: Suspension for the duration of 6 -12 grade CAMPUS: 10-day OSS, Contract, and Long-Term Suspension Hearing	ACTIVITIES: Suspension for the duration of 6 -12 grade CAMPUS: 10-day OSS, Contract, and Long-Term Suspension Hearing
Distribution or Intent of Distribution of controlled/prohibited substance (Felony offense) (JI, JICH)			
Possession or Use of a Gun or Explosive Device (JI)			
Consequences for travel violations	ACTIVITIES: Student sent home at parent(s) or legal guardian(s) expense.	ACTIVITIES: Student sent home at parent(s) or legal guardian(s) expense and suspension from travel for duration of 6-8 or 9-12 grade.	ACTIVITIES: No Travel



WHERE ALL LEARNERS THRIVE.

[HTTPS://WWW.LCPS.NET](https://www.lcps.net)

JUNE 2026