

# Appendix A

## Eligibility & Medical Forms

All Forms may be  
subject to change.

**STUDENT TRAVEL PARENT PERMISSION FORM**



**CAREER & TECHNICAL EDUCATION**  
*Gadsden Independent School District*

I, \_\_\_\_\_ (*parent or guardian*), agree to allow my child, \_\_\_\_\_ (*child's name*), to travel with a group or individual associated with the Gadsden ISD on the trip(s) indicated below. I understand that while student safety is a high priority for Gadsden ISD, under state law, the school is not responsible for medical costs associated with a student injury. I expressly waive all claims for medical expenses, loss of services, or other claims, and I agree to reimburse and hold harmless the District, its Trustees, employees, and agents from all claims made against it or them on behalf of my child. I agree to reimburse and hold harmless the District, its Trustees, employees, and agents from all claims made by third parties against it or them which result from my child's actions on the trip. I understand that the District, its Trustees, employees, and agents are not waiving any sovereign or governmental immunity which it or they have under New Mexico law. I have read and understand this release and sign it voluntarily and with full knowledge of its significance.

This release applies to the trip to be taken by:

Group: \_\_\_\_\_

To place: \_\_\_\_\_ On date: \_\_\_\_\_

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

Emergency Contact Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

This form, attached to a roster of participating students, should be signed by a school administrator and submitted to the NMAA prior to state competition.  
 \*This form verifies the minimum requirements set forth by the NMAA. Individual schools and/or activities may enforce stricter eligibility requirements. (NMAA 6.1.4 D)  
**\*\*Schools allowing ineligible student to participate will forfeit any contests/activities that student(s) participated in. (NMAA 6.10.1)**



# New Mexico Activities Association

## NMAA Sanctioned Activity – VERIFICATION OF ELIGIBILITY

### School Information

School: \_\_\_\_\_

Activity: \_\_\_\_\_

Sponsor/Coach: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Event Attending: \_\_\_\_\_

Regular Season     
  Tournament     
  State Competition     
  Non-Competitive

Dates of Event: From: \_\_\_\_\_ To: \_\_\_\_\_

Location of Event: \_\_\_\_\_

### Administrative Verification

By signing below, I verify that the students attached are academically eligible according to NMAA Rule 8.1.1:

Name	Title
Signature	Date

#### 8.1.1 Interscholastic Eligibility: Scholastic Requirements

##### A. Academic Eligibility

1. A Student shall have a 2.0 grade point average with no F's, based on a 4.0 grading scale, or its equivalent, for the semester grading period immediately preceding participation. For students not eligible at the semester, the next six or nine week grading period can be used to regain eligibility. Grades earned during a summer session must be placed on a student's transcript by the school registrar prior to the first day of the Fall semester in order for the course to be utilized for eligibility purposes.
  - a. All class work counted for eligibility must be acceptable for graduation.
  - b. The GPA is based on a 4.0 scale with an allowance for consideration of honors points.
  - c. Cumulative provision
    1. A student who is ineligible at the end of a semester may utilize the cumulative provision.
    2. Only semester grades can be used, and all semester grades starting with the 9<sup>th</sup> grade year must be utilized. (As cumulative grades start with the 9<sup>th</sup> grade year, the cumulative provision cannot be used for middle school/junior high Students.)
    3. The cumulative provision may not be applied if a Student has more than one "F" in the semester grading period immediately preceding participation.
    4. A student must have passed a minimum of 51% of coursework taken by a full-time student in the semester grading period immediately preceding participation to take advantage of the cumulative provision option.
  - d. Stricter guidelines may be imposed by the school/district.
2. A Student must be enrolled in at least 51% of the member school's regular class schedule in courses that will be counted towards his/her graduation and in regular attendance during the current as well as the previous semester.
3. Pursuant to State Statute 22-12-2.1.: Interscholastic extracurricular activities; student participation.
  - a. No student shall be absent from school for school-sponsored interscholastic extracurricular activities in excess of fifteen days per semester, and no class may be missed in excess of fifteen times per semester. Participation in state and national competitions is exempt.

# MEDICAL INFORMATION

Student Name \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_ Address, City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell \_\_\_\_\_ Cell \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Alternate Contact \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Please describe completely any medical condition (past or present) being treated which may recur or be a factor in medical treatment (include allergies, medicine reactions, disease of any kind, physical handicaps, heart/lung problems, seizures, convulsions, blackouts, etc.). If currently taking medication, state medications and prescribing physician and phone number: \_\_\_\_\_

We certify that the information described above is accurate and complete to the best of our knowledge. We understand that each individual is responsible for their own insurance coverage during this meeting/ conference.

Name of Company \_\_\_\_\_ Policy No. \_\_\_\_\_

## NOTARY for Medical Information

**Instructions: Parent/Guardian – Please check and sign ONE of the statements below:**

- I give permission for immediate medical treatment (as required) by the attending physician. \_\_\_\_\_ (sponsor) is the person authorized to grant permission for medical treatment for my son/daughter.
- I DO NOT give permission for medical treatment until I have been contacted. If, after I have been contacted, I consent to medical treatment - \_\_\_\_\_ (sponsor) is the person authorized to grant permission for medical treatment for my son/daughter.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

STATE OF NEW MEXICO COUNTY OF \_\_\_\_\_

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires: \_\_\_\_\_

(Notary Public) \_\_\_\_\_

# New Mexico CTSO Delegate Form

Student Name \_\_\_\_\_ Age \_\_\_\_\_

School Representing \_\_\_\_\_ School phone \_\_\_\_\_ School fax \_\_\_\_\_

School Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

CTSO Conference(s) \_\_\_\_\_ Date(s) \_\_\_\_\_

**IMPORTANT:** This form must be completed for each student attending a Career and Technical Student Conference or meeting. Signatures acknowledge that all parties have read and concur with the information contained herein. Sponsors must be identified! Parents of minors must sign the medical form and have it notarized!

**We approve the above student to attend the conference/meetings identified.**

School Official \_\_\_\_\_ Teacher \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Student \_\_\_\_\_

The sponsor(s) for this conference/meeting will be: \_\_\_\_\_

**NOTE:** If sponsor is from a school other than that of the student – the signature of the school official signifies that approval has been secured from the school/individual listed as the sponsor.

## Photography and Sound Release

I hereby grant the State and National CTSO organization permission to make still or motion pictures and sound recordings, separately or in combination, and also give a production company approved by the State and National CTSO permission to use the finished silent or sound pictures, and/or sound recordings as deemed necessary.

Further, I so hereby relinquish to the State and National CTSO all rights, title, interest in, and income from the finished sound or silent motion pictures, still pictures, and/or sound recordings, negatives, prints, reproductions and copies of the originals, negatives, recording duplicates and prints, and further grant the State and National CTSO the right to give, sell, transfer and/or exhibit the same to any individual, business firm, publication, television station, radio station or network, or governmental agency, or to any of their assignees, without payment or other consideration to me. My agreement to perform under camera, lighting and stated conditions is voluntary, and I do hereby waive all personal claims, causes of action, or damages against the State and National CTSO and the employees thereof, arising from a performance or appearance.

Student initials \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

## Delegates Conduct Guidelines

1. The term "delegate" shall mean any member attending Career and Technical Student Organization meetings or conferences.
2. Delegates shall abide by all conference rules in a manner that will bring credit to their Career and Technical Student Organization.
3. *Delegates shall keep their adult advisors and/or sponsors informed of their activities and whereabouts at all times.*
4. *Delegates must stay in housing designated by their chapter advisor during the conference.*
5. *Delegates shall use authorized transportation only.*
6. Dates and escorts shall be permitted to authorized activities only, and between official delegates only.
7. Delegates are permitted to attend authorized activities only.
8. *No alcoholic beverages or illegal drugs shall be possessed or used by delegates at any time under any circumstances.*
9. Delegates shall respect and abide by the authority delegated to the presiding officers, chapter advisors, sponsors, and state staff.
10. Delegates shall attend all general sessions and activities assigned, including workshops, competitive events, committee meetings, etc., for which they are pre-registered, unless, engaged in some other authorized assignments taking place at the same time.
11. *Curfew each night will be designated in the program, and all delegates will be in their rooms by curfew.*
12. Dress regulations established for the conference/meeting functions shall be adhered to by all delegates.
13. ID badges must be worn to all official functions and/or as directed.
14. Smoking **will not** be permitted.
15. *Boys will not be in girls' and/or girls shall not be in boys' rooms at any time – unless an adult sponsor is present.*
16. Delegates shall refrain from using inappropriate or profane language at all times.
17. Delegates shall refrain from verbal, physical, or sexual harassment, hazing or name calling.
18. Delegates shall respect the rights and safety of other hotel guests.
19. Delegates violating or ignoring the above conduct guidelines are subject to their chapter's entire delegation being unseated, its candidates being disqualified, and any honors or offices being cancelled and withdrawn from members of their delegation.
20. All high school or junior high student delegates must meet the interscholastic requirements of the New Mexico Activities Association.
21. *Delegates shall represent their respective CTSO, chapter and state with respect. This means that, while a member, any content I post on the internet, social media, or email may be reviewed by an authorized adult such as my advisor, parent or guardian. I also understand that these will be monitored and I may be requested to remove material. If I fail to do so and post inappropriate or unapproved material, I will be on probation as a member and subject to the consequences of my advisor, school or state advisor.*

## Action taken when students violate delegate conduct guidelines!

Penalties for violation of these guidelines will be determined by the severity of the violation. The following items are considered critical and may be acted on as indicated:

### CRITICAL ITEMS: Numbers 3 – 4 – 5 – 8 – 11 – 15 – 21 (italicized)

The appropriate chapter advisor/sponsor will be notified of the violation and the following action(s) may be taken:

- A. Student(s) may be disqualified from participating in the conference/meeting and may forfeit any honors received.
- B. Student(s) may be sent home immediately – in which event the following procedures will be followed:
  - a. Local school official and/or parents/guardians will be contacted;
  - b. Reasonable care will be exercised to insure that the safest and most expedient means of transportation back to the state and/or local school is used;
  - c. The local school and/or parents/guardians will be responsible for meeting the student(s) at a prearranged destination;
  - d. The local school will be responsible for the appropriate action to be taken with the student involved upon return to the school;
  - e. Disciplinary action (other than above) may be taken in accordance with the severity of the violation. This action will be determined by the appropriate State Advisor.

## PERSONAL LIABILITY RELEASE

**Paragraph "A" applies to students of less than legal age in New Mexico. Parents/Guardians of these students agree, by affixing their signatures, to the conditions set forth here-in.**

**Paragraph "B" applies to all students and each agrees, by affixing his/her signature, to the conditions set forth here-in**

- A. Being parents/guardians of a son/daughter who is a member of a Career and Technical Student Organization – we hereby agree to release the Career and Technical Student Organization, its representatives, agents, servants, and employees from liability for any injury to said minor – resulting from any cause whatsoever occurring to said minor at any time while attending a conference/meeting of the Career and Technical Student Organization – including travel to and from said meeting, excepting only such injury or damage resulting from willful acts of such representatives, agents, servants, and employees.
- B. As a member of a Career and Technical Student Organization, I hereby agree to release the Career and Technical Student Organization, its representatives, agents, servants, and employees from liability for any injury resulting from any cause whatsoever – occurring at any time while attending a conference/meeting of the Career and Technical Student Organization, including travel to and from said meetings/conferences – excepting only such injury or damage resulting from willful acts of such representatives, agents, servants, and employees. Furthermore, having read and understood completely the delegate code, practices, and procedures which will govern the conduct of students attending said meetings/conferences, I hereby do agree to follow the procedures and practices as described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purposes of learning and uphold the finest qualities of a delegate representing this Career and Technical Student Organization.

Signature

Date

