

ARIZONA LUTHERAN ACADEMY EXTRA-CURRICULAR HANDBOOK

PHILOSOPHY

Arizona Lutheran Academy exists for the purpose of providing a Christian secondary education to its students. Extra-curricular activities at ALA provide an important part of a student's Christian education. Coaches, directors, and advisors at ALA are expected to be Christian educators who work with the students to develop and enhance their abilities through practice, competition, and planning. To make extra-curricular activities truly Christian educational experiences, coaches, directors, and advisors must work together with parents to nurture students in their Christian training.

Students involved with extra-curriculars will want to develop their skills and abilities to the greatest potential while practicing, playing, performing, and planning under the direction and guidance of the coach, director, or advisor.

OBJECTIVES

Every student involved with extra-curriculars will have the opportunity to:

1. Receive instruction and guidance from Christian leaders committed to a concern for the student's well-being.
2. Strive for mastery in the use of his/her God-given talents.
3. Learn to cooperate with others and work as a team.
4. Develop physical fitness and/or mental awareness.
5. Foster school spirit.
6. Develop leadership and fellowship abilities through extra-curriculars.

ACADEMIC ELIGIBILITY

To be eligible for participation in extra-curriculars:

1. All students must have passed all classes (i.e. no "F", no "I") in which they were enrolled for their last grading period (quarter). ALA requires that students take the equivalent of six-and-a-half to seven full-time classes per semester. Eligibility is determined at the end of every quarter upon publishing of the grades. Students who transfer to ALA from another school are eligible for their first quarter at ALA if they were eligible at their previous school at the time of transfer.
2. A student who fails to maintain grade eligibility for any quarter grading period will be placed on probation for a period of three weeks. While on probation, the student may participate in workouts and rehearsals but will be ineligible to travel/participate in games or performances. If after three weeks the student's grades fail to meet academic eligibility standards, the student will become ineligible for the rest of that quarter.
3. "I's" (incompletes) remove students from a team until the incompletes are removed. This means no practicing or participation at all. Credit for "I's" will be added for the purpose of eligibility when work is made up. When incompletes are the result of a lengthy illness, a student, in consultation with the extra-curricular leader and teacher, may be exempt from this rule.

4. Students may regain eligibility for a school year by making up credits during the summer in summer school, correspondence courses, or by special arrangements for make-up courses. This must be completed by the first day of school.
5. Student and parents must sign an acknowledgement of warning.
6. A copy of the student's birth certificate must be on file at the school.
7. The student will abide by the school's training rules/code of conduct as contained in the Extra-Curricular Handbook.

Guidelines to avoid ineligibility are outlined in the Parent/Student Handbook.

Late Work Policy (from Parent/Student Handbook): An assignment not submitted by the date due will be considered incomplete until it's submitted. When submitted to meet the expectations of the teacher, a grade will be assigned with a penalty for the late submission (see Parent/Student Handbook, page 25). In cases where the due date is missed because of excused reasons (absence on account of sickness, etc.), the student will have two days for each day absent to submit the missing work without penalty. After that window has closed, the assignments may be considered late and scored according to the policy referred to above.

If a student demonstrates chronic behavior that becomes a concern to a teacher or administrator (*e.g.* work left undone for too long; regular submission of late work; a long-term project submitted late), the teacher or administrator may recommend the student to the *Homework Support Plan*. In this event, the following stipulations will be implemented after the student is informed of his/her status:

- All work appearing at that time on the daily late list will be counted as "Day Two." Students will have that day and the next ("Day Three") to submit assignments without further consequence. Assignments for students on this list will be tracked by the Assistant Principal for Academic Affairs.
- All students with assignments noted as "Day Four" will be required to stay in after-school study hall until the work is current. These students may practice/rehearse with their groups after study hall ends, but the coach/director may assign an additional penalty for practice/rehearsal time missed. If by "Day Four," he/she has not done so in a quality acceptable to the teacher, the student's eligibility to participate in any extracurricular activities (sports, drama, choirs, student council, etc.) is compromised: students cannot participate in games/performances that day.

The Assistant Principal for Academic Affairs will perform a daily query on the "M" final grades to identify the students with work outstanding. The report will be published for teachers, coaches, and all students on a daily basis so that all may work together to keep students on track with their academics and in line with this policy.

The Assistant Principal for Academic Affairs will perform a daily query on the "M" final grades to identify the students with work outstanding. The report will be published for teachers, coaches, and all students on a daily basis so that all may work together to keep students on track with their academics and in line with this policy.

ATTENDANCE

Attendance at school is a prerequisite to representing ALA in extra-curricular events. Therefore:

1. All team members will be in school for the entire day on which there is a scheduled extra-curricular event.
2. All team members will be in school the entire day after a mid-week scheduled event.
NOTE: This becomes critical during mid-week games. Proper budgeting of time and rest will help avoid attendance problems. Loss of school time results in loss of playing or performance time.
3. A doctor's excuse may waive the policy.

FEES

Participation in extra-curricular activities require fees which vary from activity to activity. Each season's fees must be satisfied before participation in the next season can begin.

PRACTICE SCHEDULES

Students in extra-curriculars are required to be at practices and rehearsals. Coaches and directors will be punctual in dismissing students from practice/rehearsal so that transportation schedules can be met.

UNEXCUSED ABSENCES from practice/rehearsal will result in loss of participation time. Repeated absences will result in dismissal from the extra-curricular. If a student keeps in mind that participation is a privilege and that it requires a commitment, these problems can be avoided. Detentions are avoidable and therefore are not considered excused absences from practice.

There will be no Sunday practices for athletics, while occasional Sunday rehearsals may be called for drama productions. Early season Saturday practices may be required by a coach. There may be practices scheduled during a vacation period such as Christmas and/or spring break. These schedules will be published in advance.

LOCKER ROOM

A complete list of rules and expectations will be posted in each locker room. In general, there are two major areas of concern:

1. **Keep your personal items locked in your locker.** An unlocked locker proves to be a temptation to the weaker student. All students will be given a school lock from ALA. Only school locks are to be used. Locks must be returned at the end of the school year or there will be a fine of \$5.00.
2. **No horseplay.** A locker room is used for storage and for personal grooming. Horseplay that could lead to injury will not be tolerated.

TRANSPORTATION TO AND FROM EXTRA-CURRICULAR EVENTS

ALA provides transportation to and from all events off-campus. All participants are expected to travel to and from activities in school-provided transportation. Since many of these activities take

place within the Phoenix Metro area, students may drive their own vehicles to events in the Metro area with the permission of the leader and parents. Those participants driving themselves may take one passenger with them to allow usage of the HOV lanes. The passenger must have a Transportation Parental Consent Form (see last page) on file with the office. Departure and arrival times for all such events will be set by the leader. Any participant not returning to school following an activity must provide the leader with a Transportation Parental Consent Form (even if the parent is the driver) naming the driver.

The leader must be notified well before departure time of any changes in the transportation arrangements.

EQUIPMENT

All equipment issued by ALA remains the property of the school. The participant is to care for the equipment as instructed. Equipment that is not turned in at the end of the season will be replaced at full cost. The student will be assessed that amount if equipment is not returned.

INSURANCE

All students participating in extra-curriculars **MUST** carry accident (injury) insurance. The school will offer a policy for purchase to those who are not covered under a family benefit program. Details of that policy can be obtained by visiting www.k12studentinsurance.com.

The following items are needed on file before a student may practice, perform, or play with an ALA extra-curricular group:

1. Acknowledgement of Warning by Student
2. Acknowledgement of Warning by Parent
3. Acknowledgement of Training Rules/Code of Conduct
4. AIA MTBI/Concussion Statement and Acknowledgment
5. Concussion Course Certificate
6. Proof of Insurance/Parental Consent
7. Physical exam (athletes only)
8. Copy of Birth Certificate (athletes only)

The following is the wording of the Acknowledgment of Warning that all students and parents must sign before the student may participate in extra-curriculars at Arizona Lutheran Academy:

ACKNOWLEDGEMENT OF WARNING BY STUDENT

I, (*name of student*), hereby acknowledge that I have been properly advised, cautioned, and warned by the proper personnel of Arizona Lutheran Academy that by participating in any of the extra-curricular programs offered by Arizona Lutheran Academy, I am exposing myself to the risk of serious injury, including but not limited to the risk of sprains, fractures, and ligament and/or cartilage damage which could result in a temporary, permanent, partial, or complete impairment in the use of my limbs; brain damage; paralysis; or even death. Having been so cautioned and warned, it is still my desire to participate in any or all of the extra-curricular programs offered at Arizona Lutheran Academy. I hereby further acknowledge that I do so with full knowledge and understanding of the risk of serious injury to which I am exposing myself by participating in the Arizona Lutheran Academy extra-curricular programs.

ACKNOWLEDGEMENT OF WARNING BY PARENT

We/I, the parent(s) of (*name of student*), hereby acknowledge that we/I have been fully advised,

cautioned, and warned by the proper personnel of Arizona Lutheran Academy that our/my child named above may suffer serious injury including but not limited to sprains, fractures, brain damage, paralysis, or even death by participating in any of the extra-curricular programs offered by Arizona Lutheran Academy. Notwithstanding such warnings, and with full knowledge of the risk of serious injury to the above named child which may result, we/I give our/my consent to same child to participate in the Arizona Lutheran Academy extra-curricular programs.

ACKNOWLEDGEMENT OF TRAINING RULES AND CODE OF CONDUCT

I have read, I understand, and I agree to abide by the ALA training rules and the materials contained in the ALA Extra-Curricular Handbook.

CONCUSSION EDUCATION COURSE

Each athlete must complete an online course about concussions. This course is found at aiaacademy.org/brainbook. When the course is completed, the athlete must print and turn in the certificate before practicing or playing. This course is taken once during the high school years; it does not have to be repeated each year. The AIA MTBI/Concussion Statement and Acknowledgment must be read and signed by the parent and athlete each year.

ARIZONA LUTHERAN ACADEMY EXTRA-CURRICULAR HANDBOOK - ATHLETICS CHAPTER

LINES OF COMMUNICATION

ALA is governed by the policies as outlined in the Constitution and Bylaws of the Arizona Interscholastic Association, or the AIA. (A copy is available at aiaonline.org.) The lines of communication are as follows:



Matters pertaining to athletic programs at ALA should start with the respective coaches. Appeals concerning athletic decisions should go through the following steps:



RESIDENCE ELIGIBILITY

The “attendance zone” for ALA is Maricopa County. Freshman enrollees from any part of the state are immediately eligible. Our “school district attendance zone for incoming freshmen” is not limited by any boundaries in Arizona. Transfer rules are the same as any other AIA school except for those living in Maricopa County. Transfer students from another high school fall into two categories:

1. Those who move into our attendance zone (move into the county) with their families.
2. Those who transfer to ALA but still live at their same address. (Families must complete transfer paperwork.)

Those who fall into category “1” generally have no problem with athletic participation. Those who fall into category “2” cannot participate in a sport in which they played for one calendar year. Example: Student J.R. played football at Cactus H.S. and transferred to ALA. Since he lived in the county, he would be ineligible for one calendar year IN THAT SPORT. All other sports in which he did not participate would not be affected.

In individual cases, the AIA Appeals Committee may waive or modify the transfer rule when, in its opinion, enforcement of the rule would work an undue hardship upon the student. The appeals will be heard before the fall, winter, and spring seasons of competition.

ALL TRANSFER STUDENTS MUST CHECK WITH THE ATHLETIC DIRECTOR TO DETERMINE ELIGIBILITY.

GENERAL ELIGIBILITY REQUIREMENTS

1. Students may play **only** on a school sponsored team while in season. EXAMPLE: Students playing on an AIA basketball team may not play basketball on a church basketball team.
2. Students are eligible for only **FOUR CONSECUTIVE SEASONS** from the time that their high school enrollment begins.
3. Students are eligible for only eight consecutive semesters from the time their high school enrollment begins.
4. Students may not be 19 years of age before September 1.
5. A birth certificate must be on file in the school office.
6. **IN ADDITION, THE FOLLOWING MATERIALS MUST BE COMPLETED:**
 - a) Training rules/code of conduct statement
 - b) Acknowledgement of risk warnings
 - c) Concussion education paperwork
 - d) Emergency consent form/proof of insurance
 - e) Physical forms

TWO-SPORT SPRING ATHLETES

1. Students at Arizona Lutheran Academy may participate in two spring sports (i.e. softball and track) provided they meet the following conditions:
2. The athlete must declare his or her intent to participate in two sports by March 1.
3. They must have a permission slip signed by each of the following:
 - a. student
 - b. parent or guardian
 - c. both head coaches
 - d. Athletic Director
4. The student shall have a minimum GPA of 2.0 for the first semester to become a two-sport athlete, and it must be maintained at the third marking period to continue. If the student's GPA falls under 2.0, he/she will forfeit the right to participate in one of the two sports for the remainder of that season.
5. The two-sport athlete must be committed to both teams. To ensure fairness for both teams, the following protocol will be followed:
 - a. The athlete must choose a primary sport and a secondary sport.
 - b. When conflicts arise, the primary sport will take precedence except when there is a primary sport practice and a secondary sport game/meet. In this case, the athlete will attend the secondary sport competition.
 - c. Communication between the athlete and the coaches is the key to avoiding problems.

DROPPING A SPORT

Being an athlete involves several commitments. The school's commitment is to provide equipment and coaching staff. The athlete must commit to be at practices and games without jeopardizing school work. The parent may have to commit by being flexible in scheduling work and/or transportation.

To discourage quitting, the Athletic Department will impose the following penalties when quitting is NOT mutually acceptable to the coach, the parents, and the athlete:

1. The student will forfeit potential awards for the sport (letters, pins, all-conference, all-tournament, etc.)
2. The student will be ineligible to participate during the next season. (Example: Quitting a fall sport results in ineligibility for winter sports, winter-spring, spring-fall.)

CUTTING POLICY

ALA encourages all students to try out for athletics, but due to the nature of certain sports, cuts may have to be made. The skill level and attitude of the participant will be the determining factors.

CRITERIA FOR LETTERING

Letters will be earned based on the criteria required by the varsity coach in each particular sport. Athletes who quit or are dismissed from a squad for disciplinary reasons or for a loss of eligibility because of grades do not earn a letter. Losing eligibility because of grades is considered avoidable. Students who are injured may receive a letter based on participation up to the time when the injury occurred.

RELEASED TIME

In the event of early dismissal for athletic travel, athletes must get their assignments in advance. It is extremely important that the athlete be in school the day after an athletic contest. Athletes are to be ready for the next day's classes. Travel to an away game does not excuse absences or not having assignments finished. The athlete's first commitment is to his/her classes.

EMERGENCY PROCEDURES

1. **Never move an injured athlete.** Call time out or call for a coach. Improper movement could result in permanent damage to the injured party.
2. **Report all injuries to your coach.** The coach is required to report all injuries that occur. Don't "hide" your injury. Your welfare is more important than the contest that is being played.

ALA/AIA TRAINING RULES

1. As Christians, athletes' actions must be above suspicion. Athletes are expected to be leaders both on and off the court/field. Issues concerning grades and attendance have already been discussed. Athletes are also to abide by the coach's expectations for behavior, both in and out of school. The coach's discretion will be used in disciplining athletes whose behavior creates doubt as to their willingness to comply with the philosophy of the athletic department and school rules.

2. **Use or possession of alcohol, tobacco products, or illegal drugs is strictly prohibited.** Offenders of this policy will be ineligible for any athletic activity for a period of 20 SCHOOL DAYS. No game play is allowed during the suspension. The athlete may resume practice after 5 school days. The offender and his/her parents will meet with the coach and athletic director to discuss the offense and its consequences. An educational report and/or activity will be assigned to the offender at this meeting. The report must be satisfactorily completed before the student regains the privilege of athletic competition. School disciplinary rules are always in force and may take precedence in certain situations.

A second offense during the same school year will result in an athletic suspension for ONE CALENDAR YEAR.

3. Individual coaches may impose curfews for athletes. Disciplinary action for breaking curfew rests with those individual coaches. It is recommended and encouraged that athletes get the proper rest at all times to be able to perform at their best. Parents can and should play an important role in monitoring athletes' rest.
4. The athletic department also discourages the use of supplements in an athlete's training regimen. Many products on the market are unproven and could post a threat to both short-term and long-term health. Eating a healthy, well-balanced diet will allow the athlete to maintain proper nutrition levels and be able to perform at his/her best.
5. It is important to note that each and every athlete has a right to due process, especially in situations where suspensions occur. A meeting involving the student, parents, coach, athletic director, and principal can take place to resolve questions about offenses and consequences.

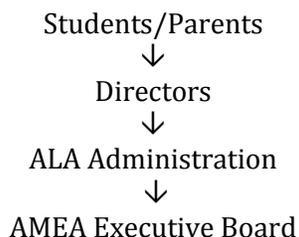
AIA IMPOSED CODE OF CONDUCT

Athletes and/or coaches who are ejected from a contest by an official will serve an additional one game suspension. (See sportsmanship rule, ART. 13 of AIA Bylaws.)

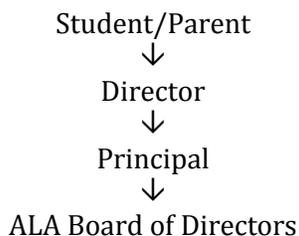
ARIZONA LUTHERAN ACADEMY EXTRA-CURRICULAR HANDBOOK - FINE ARTS CHAPTER

LINES OF COMMUNICATION

ALA is a member of the Arizona Music Educators Association (AMEA). We are governed by the policies as outlined in the Constitution and Bylaws of the AMEA. The lines of communication are as follows:



Matters pertaining to fine arts programs at ALA should start with the respective directors. Appeals concerning decisions should go through the following steps:



GENERAL ELIGIBILITY REQUIREMENTS

1. Students are eligible for only **FOUR CONSECUTIVE YEARS** from the time that their high school enrollment begins.
2. Students are eligible for only eight consecutive semesters from the time their high school enrollment begins.
3. Students may not be 19 years of age before September 1.
4. **IN ADDITION, THE FOLLOWING MATERIALS MUST BE COMPLETED:**
 - a. Training rules/code of conduct statement.
 - b. Acknowledgement of risk warnings.
 - c. Emergency consent form/proof of insurance.

CUTTING POLICY

ALA encourages all students to try out for fine arts extra-curriculars, but due to the nature of certain groups, cuts may have to be made. The skill level and attitude of the participant will be the determining factors.

CRITERIA FOR LETTERING

Letters will be earned based on the criteria required by the director in each fine arts event. Students who quit or are dismissed from a group for disciplinary reasons or for a loss of eligibility because of grades do not earn a letter. Losing eligibility because of grades is considered avoidable. Students who are injured may receive a letter based on participation up to the time when the injury occurred.

ALA/AMEA TRAINING RULES

1. As Christians, participants' actions must be above suspicion. Participants are expected to be leaders both on and off the stage or venue. Issues concerning grades and attendance have already been discussed. Students are also to abide by the director's expectations for behavior, both in and out of school. The director's discretion will be used in disciplining students whose behavior creates doubt as to their willingness to comply with the philosophy of the fine arts department and school rules.
2. **Use or possession of alcohol, tobacco products, or illegal drugs is strictly prohibited.** Offenders of this policy will be ineligible for any extra-curricular fine arts activity for a period of 20 SCHOOL DAYS. No performance is allowed during the suspension. The student may resume practice after 10 school days. The offender and his/her parents will meet with the director and fine arts director to discuss the offense and its consequences. An educational report and/or activity will be assigned to the offender at this meeting. The report must be satisfactorily completed before the student regains the privilege of participation. School disciplinary rules are always in force and may take precedence in certain situations. A second offense during the same school year will result in an extra-curricular fine arts suspension for ONE CALENDAR YEAR.
3. Individual directors may impose curfews for students. Disciplinary action for breaking curfew rests with those individual directors. It is recommended and encouraged that participants get the proper rest at all times to be able to perform at their best. Parents can and should play an important role in monitoring students' rest.
4. It is important to note that each and every student has a right to due process, especially in situations where suspensions occur. A meeting involving the student, parents, director, fine arts director, and principal can take place to resolve questions about offenses and consequences.

Transportation Parental Consent Form

Arizona Lutheran Academy
6036 S. 27th Ave., Phoenix, AZ 85041
Phone: 602-268-8686
Fax: 602-243-1353

By signing below, I give permission for my child, _____, following
(child's name)

the conclusion of _____ on _____ to leave the
(activity/event) (date)

premises with _____.
(name of driver)

IT IS HEREBY understood that I/we release Arizona Lutheran Academy, its Board of Directors, employees, agents and representatives from any claim we may have resulting from any illnesses or injuries sustained by our child while under the supervision of the above named individual who is transporting my/our child. We further agree to hold harmless Arizona Lutheran Academy, its Board of Directors, employees, agents and representatives from any injury or damage which may be caused by my/our child(ren).

(parent/guardian)

(home phone #)

(cell phone #)

Parent/guardian signature

Date