

ARIZONA LUTHERAN ACADEMY  
EXTRACURRICULAR HANDBOOK  
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## PHILOSOPHY

Arizona Lutheran’s athletic program is an extension of our high school and the values that we believe in and promote. Arizona Lutheran strives to have an athletic program of excellence focused on relationships and works to create a culture that builds character and teaches life skills within its Christian environment. 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

Athletics at Arizona Lutheran Academy, like other co-curricular activities, provide an important part of a student’s Christian education. Every athlete at ALA will have the opportunity to:

- Develop leadership and fellowship abilities through athletics.
- Receive athletic instruction from Christian coaches committed to a concern for the athlete’s well-being.
- Strive for mastery in the use of his/her talents.
- Learn to cooperate with others and work as a team.
- Develop physical fitness and mental awareness.
- Foster school spirit.

*NOTE: New or modified items are underlined*

## GENERAL ATHLETICS

### ATHLETIC REGISTRATION

ALL athletes and parents must create an account on FAMILYID and complete the following forms every year:

1. 2023-2024 Annual Pre-participation Physical Evaluation for Physicians, Parents & Students
  - REQUIRES ATHLETE, PARENT, & PHYSICIAN SIGNATURE.
2. Athletic Acknowledgment of Warning by Student, by Parent, and Training Rules and Conduct
  - REQUIRES A STUDENT & PARENT SIGNATURE.
3. AIA MTBI/Concussion Statement and Acknowledgment
  - REQUIRES A STUDENT & PARENT SIGNATURE.
4. Consent To Treat Form
  - REQUIRES A PARENT SIGNATURE.
5. Proof of Insurance
  - Please upload a picture of your current health insurance card, front and back. If an athlete does not have insurance, accident insurance must be purchased. Accident insurance is available at [www.StudentInsurance-KK.com](http://www.StudentInsurance-KK.com).

NEW athletes must complete the following once during high school. This is good for all four years.

6. Concussion and Opioid Course
  - Each athlete must complete an online course about concussions and opioid misuse among high school athletes at [academy.azpreps365.com](http://academy.azpreps365.com).
7. Birth Certificate
  - Each athlete must have a copy of their birth certificate on file in the front office. If you have turned this into the office, this step is complete.

### ATHLETIC FEES

Arizona Lutheran will not be assessing sports fees, but participation in individual sport activities may require fees to help offset costs. For example, ALA's athletic program pays for the wrestling programs' entrance fees for all tournaments, but families are responsible for covering the costs associated with meals and overnight stays.

ALA will be assessing a \$75 summer athletic fee per athlete. This fee pays for summer workouts, training, drills, and league games and tournaments.

### 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 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.

## ATTENDANCE

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

1. To be eligible to participate in an extra-curricular activity (practice or competition), a student shall attend all classes prior to any early release for a scheduled extra-curricular event.
2. Regardless of the time required to participate in a scheduled extracurricular event, a student shall attend all classes the following school day.
3. Failure to attend classes cited above can be excused based upon a medical/dental visit evidenced by a note. Doctor/dental appointments and applicable notes should be provided to the ALA office.

## RELEASE 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.

## LOCKER ROOM

A complete list of rules and expectations will be posted in each locker room. In general, there are three 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 replacement charge of \$7.00 assessed.
2. **No horseplay.** A locker room is used for storage and for personal grooming. Horseplay that could lead to injury will not be tolerated.
3. **Cell phones are not to be used in the locker room.**

## EQUIPMENT AND UNIFORMS

All equipment and uniforms 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.

## WEIGHT ROOM POLICY

Coaches must promote safety and be educated about weightlifting techniques to reduce any risk of injury. Coaches should properly supervise their student-athletes while they are performing an exercise.

The facility and weight room are available for all our students to use. The following rules will apply:

1. Students should not enter the weight room without permission and supervision from an ALA coach.
2. Students should wear appropriate fitness attire that follows the dress code of ALA. This includes wearing shoes and shirts at all times.
3. Students should use a "spotter" when lifting.
4. Students should only have water as it is the only food or beverage allowed in the weight room.
5. Students should be considerate to those around them.

6. Students should not use vulgar, inappropriate, or offensive language. This includes the music that is played, which should be kept at a reasonable level of volume.
7. Students should not adjust the thermostats.
8. Students should not drop the weights on the floor but use the equipment properly and follow directions from the coach.
9. After completing a work-out, students must rack all the weights, move equipment back to where it belongs, and pick up all trash.
10. Students should not use any of the gymnastics/wrestling equipment unless properly supervised by the appropriate coach.
11. Students should sanitize equipment after use as sanitizing wipes are provided,
12. Students should report any damaged equipment to the coach or the Athletic Director.
13. Students should remember that being in The Den is a privilege. They should take advantage of the time and opportunity to make themselves better athletes.

## TRANSPORTATION

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.

Departure and arrival times for all such events will be set by the leader. A participant may leave from the activity with someone other than their immediate family as long as consent has been given by a parent or guardian. A parent or guardian may text or email their consent and the leader must be notified well before departure time of any changes in the transportation arrangements.

## APPROPRIATE DRESS

Student athletes strive to thank God by using their gifts and abilities to his glory. ALA athletes honor him when they properly represent their school, faith and Savior in their thoughts, words, and actions. They can also honor God as they follow the dress code of ALA. As student athletes, they want to recognize that their appearance matters. ALA student athletes will strive to follow the dress code before and after practices and contests.

## TWO-SPORT ATHLETES

1. Students at Arizona Lutheran Academy may participate in two sports (i.e., softball and track) provided they meet the following conditions:
2. The athlete will speak with the head coaches of both sports about this potential arrangement prior to the start of the season.
3. The athlete 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 must maintain a minimum GPA of 2.0 in order to become a two-sport athlete. If the student's GPA falls under 2.0 while participating in two sports, 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.

## SPRING SPORTS AND DRAMA

Students desiring to compete in a spring sport and the drama production concurrently will be considered according to the following guidelines:

- Players on any spring sport (softball, baseball, golf, or track) will be considered ineligible to participate in both activities. An individual student may appeal this by seeking the special permission of the sport's coach and the drama director.
- Students interested in participating in both activities must make their intentions known to the coach and the drama director by February 15.
- The two-activity student must be committed to both groups. To ensure fairness for both groups, the following protocol will be followed:
  - The student must choose a primary activity and a secondary activity.
  - When conflicts arise, the primary activity will take precedence. The coach and director can allow for changes to this priority under extenuating circumstances on mutual agreement.
  - Communication between the student and the directors/coaches is the key to avoiding problems.
- The student shall have a minimum GPA of 2.0 for the first semester to be considered to participate in both activities, 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 the second activity for the remainder of that season.
- If a student receives a part, he/she will be counseled by the sport's coach and the drama director as to a manageable schedule, and this counseling will occur before the posting of the final cast list. If he/she does not receive a part, then the question is moot.
- Coaches, directors, and all faculty will work to make this shared participation a positive experience for all involved, though as appropriate, they may counsel a student away from attempting this demanding course of action.

## 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 schoolwork. 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-region, 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.

## LINES OF COMMUNICATION

ALA is governed by the policies as outlined in the Constitution and Bylaws of the Arizona Interscholastic Association, or the AIA. Matters pertaining to athletic programs at ALA should start with the respective coaches. Appeals concerning athletic decisions should go through the following steps:

Student/Parent → Coach → Athletic Director → Principal → ALA Board of Directors

## ELIGIBILITY

### GENERAL ELIGIBILITY REQUIREMENTS

1. Students may play **only** on a school sponsored team while in season. EXAMPLE: Students playing on an ALA basketball team may not play basketball in a church league or AAU.
2. Students are eligible for only eight consecutive semesters from the time their high school enrollment begins. Freshmen are eligible for athletic participation immediately.
3. Students may not be 19 years of age on or before September 1.
4. A birth certificate must be on file in the school office.
5. All students participating in athletics 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.StudentInsurance-KK.com](http://www.StudentInsurance-KK.com).
6. According to AIA rules, international students may participate in JV sports only.

### ACADEMIC ELIGIBILITY

All students participating in extra-curricular activities must be in good academic standing. Eligibility for these activities is determined by academic performance and measured at various times throughout the year. Unless enrolled under an academic probation contract, all students will begin each school year eligible for participation in extra-curricular activities. At seven (7) checkpoints throughout the school year (approximately monthly), dividing the school year into eight (8) terms, students will be evaluated for eligibility. All students eligible for extra-curricular activities exhibiting a 1.75 GPA or above in core courses (including Religion, Science, Math, Social Studies, English, and Foreign Language) and who are not failing any courses at these checkpoints will continue to be eligible for participation. Those students who do not meet these benchmarks at the end of the checkpoint will be placed on academic probation. The purpose of this placement is to give students assistance needed to regain good academic standing. While on academic probation, students will continue to be allowed to participate in extra-curricular activities given the following conditions:

- Students are assigned to and work with the Student Success Coordinator during his/her study hall(s).
- Students check in with the Student Success Coordinator at the end of each school day prior to participation in practice or competition that day.

- Students exhibit progress toward regaining good academic standing as is determined by the Student Success Coordinator. Those students not exhibiting this progress will be required to attend the duration of after school study hall prior to attending practice or competition.

When students on academic probation reach the next checkpoint, their academic performance will again be measured according to the GPA guidelines listed above. Those meeting these guidelines will be returned to the list of students eligible for extra-curricular participation and probationary conditions will be removed. Students who do not meet these guidelines in the successive term will be considered ineligible for extra-curricular participation during the upcoming term, meaning that the student will not be permitted to participate in practices or competitions during this time. The student will also continue working with the Student Success Coordinator according to the conditions listed above.

When students considered ineligible for extra-curricular activities reach the next checkpoint, their academic performance will again be measured according to the GPA guidelines listed above. Students meeting the guidelines at this time will be assigned to the status of academic probation and will be once again eligible to participate in extra-curricular activities under probationary conditions. Those who do not meet these guidelines will continue enrollment under ineligible status but continued enrollment at ALA will be reconsidered.

## LATE WORK POLICY

Keeping schedules and deadlines is an important part of success in academics. To encourage our students to place an appropriate emphasis on this aspect of their education, the following policy will be enforced.

- An assignment not submitted by the due date is late and will be considered incomplete for cumulative grade determination until submitted.
- Late assignments will be assigned a value of zero in the gradebook until satisfactory work is submitted to the teacher.
- Late assignments may also be penalized a maximum of 25% of the grade at the discretion of the teacher.
- Additional points may also be deducted from that point dependent upon the quality of work.
- In cases where the due date is missed because of excused reasons (absence on account of sickness, etc.), students may have as many as two days for each day absent to submit missing work without penalty, though each teacher may set alternate due dates upon conversation with students and according to the teacher's discretion.
- After these extended deadlines have passed, un-submitted assignments may be considered late and scored according to the policy above.

Un-submitted work determined to be late should be assigned an "M" in the gradebook until a student submits satisfactory work. The grade for this designation will temporarily be zero but should be replaced with a percentage or letter grade after a student submits satisfactory work.

Un-submitted work that is temporarily excused for various reasons should be assigned an "NC" in the gradebook until satisfactory work is submitted. This designation will not impact course grade calculation while holding a place in the gradebook.

A Homework Support Plan may be created for any students who are considered eligible for extra-curricular activities but for one reason or another are quickly falling out of good academic standing. Such plans are created at the recommendation of one or more teachers and after consultation with parent(s). Student Success Coordinator, Assistant Principal of Academics, and representative teacher(s) are expected to assist students before they are placed on academic probation. Students placed on homework



support plans will be assigned to the Student Success Coordinator during study hall. They will also be assigned to the after-school study hall for additional academic support as is needed. Students placed on Homework Support Plans will continue to be eligible for extra-curricular activity on a case-by-case basis upon initial consultation with parents, Student Success Coordinator, Assistant Principal of Academics, and representative teacher(s). Students may be removed from the homework support plan by the Student Success Coordinator and Assistant Principal by petition from student and parent.

## TRANSFER ELIGIBILITY

**All transfer students must check with the Athletic Director to determine eligibility.**

- Out of State Transfers (enrolling into an AZ high school for the first time)
  - Are eligible immediately if the student has moved with their parents (both) or guardian
  - Will sit out 50% - If the student has not moved with their parents (both) or guardian
  - Must submit completed 550 forms online
  - Hardships can be brought forward from the school (not parents) if they meet the requirement of being **unforeseen, unavoidable or uncorrectable** and can be documented by the parent. Appeals will be heard by the Conference Committee of the appealing school.
  
- In State Transfers (all AZ students who move from one school to another)
  - Regardless of if there is a change of domicile or not, the student is considered a transferring student and is ineligible at all levels for the first 50% of the power ranked regular season contests in those sports in which the student participated during the twelve (12) months immediately preceding the transfer. 530 forms are still in effect.
  - Must submit completed 550 forms online
  - Tournaments that take place before 50% of the contests have been played are not eligible opportunities for a transferring student to participate.
  - If a student transfers during the season (season defined as the 1<sup>st</sup> day of practice until that team has completed all opportunities to participate), that student is ineligible for one year from the date of first attendance at the receiving school in that sport.
  - If there are any subsequent transfers by the student, the student is ineligible for one year from the date of first attendance at the receiving school in the sport he/she has played the previous year.
  - Hardships can be brought forward from the school (not parents) if they meet the requirement of being **unforeseen, unavoidable or uncorrectable** and can be documented by the parent. Hardships are not to be brought forward to circumvent the intent of the transfer rule. Hardships should be extenuating situations that are unique with documented evidence of the situation. Appeals will be heard by each Conference Committee.

## 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, vaping instruments, 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 pose 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 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.)

## SOCIAL MEDIA POLICY

1. Assume nothing is private, ever. If you are putting your thoughts on the internet, there is no "invasion of privacy."
2. Remember that your audience is vast, and unknowable. You have no idea who will ever see what you write on the internet. Anyone from your best friend on the team, to your head coach, to your biggest rival, to your teachers can see what you post. Keep in mind that what you say can be seen by the world. Your microphone to the world is right at your fingertips. Be wise.
3. It is against Arizona Interscholastic Association rules to engage and influence any non-ALA student for the purpose of enrolling at ALA for athletics. Do not use social media for this purpose. Refer anyone asking about our athletic teams or department to the Admissions Coordinator, Athletic Director, or Principal.
4. Do not discuss injuries, either yours or that of any of your teammates.
5. DO NOT TAKE pictures or videos of anyone in the locker room. Pictures and video from the locker rooms should never be taken or posted on any social media.
6. Complaining about your coaches or teammates will NOT solve anything. Talk to them directly to solve problems to make yourself and your team better.
7. Do not talk about your opponents in a negative fashion. Stay away from trash talking your past, present or future opponents.
8. Your social media posts can be permanent. They are a permanent record. You can't take back what you put out on the internet for everyone to see. If you re-tweet or post something, you agree with it and promote it. Keep this in mind.
9. Play with your God-given talents and abilities, not your mouth and your fingers on the keyboard. Glorify God!

10. Social media use should follow the ALA Honor Code that you agreed to upon your enrollment at ALA.

Student-athletes who violate this policy may result in disciplinary action, including temporary or permanent suspension from the team, as determined by the Athletic Director and Head Coach.

## HOMESCHOOL / ONLINE STUDENTS

A student who is homeschooled or enrolled in an AZ online charter high school education program that does not offer high school athletics may participate in extra-curricular activities at Arizona Lutheran, whether athletics or fine arts. The student must meet the academic eligibility requirements outlined in this handbook. This includes weekly grade checks which are the responsibility of the athletic director.

The student is expected to adhere to all athletic program training rules and code of conduct rules. Practice/game attendance expectations will be provided by the individual sport coach.

Participating students will be responsible for the following fees, which are double the normal sport fees. This is to account for costs that are normally absorbed in the budget by tuition.

Sport Fee        \$350 for football  
                      \$300 for all other sports  
                      No individual maximum per year and all fees are non-refundable

Interested students must agree to school policies and the values/beliefs expressed in the “Willing Learner” document and school “Honor Code.” Arizona Lutheran Academy reserves the right to deny participation to any student who does not agree with the tenets of these documents or terminate participation if school policies are violated.

## CONCUSSION POLICY

### EDUCATION

A concussion is a traumatic injury to the brain because of a forceful blow, shaking, or spinning. All concussions are serious and can occur without loss of consciousness and can occur in any sport. Recognition and proper management of concussions when they first occur can help prevent further injury, permanent disability up to and including death.

Each athlete must complete an online course educating them about concussions. This course is found at [aiaacademy.org/brainbook](http://aiaacademy.org/brainbook). When the course is completed, the athlete must print and upload the certificate to FamilyID 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 through FamilyID.

### REMOVAL FROM PLAY

If a head injury/mild traumatic brain injury is suspected, the student-athlete will be removed from play and evaluated by a member of ALA’s athletic department. If no symptoms are reported, only an appropriate health care professional can clear the student athlete to return to play that day. If any symptoms are reported, the student-athlete will be held out from activity until seen by a qualified medical professional (e.g., Licensed Athletic Trainer, Physician (MD / DO, Licensed Nurse Practitioner, Physician’s Assistant). The ALA Athletic Department will inform the athlete’s parents or guardians about the possible concussion and provide them with a concussion fact sheet. It will be the responsibility of the athlete/parents to provide the ALA Athletic Department with all medical forms from the doctor about both academic and athletic restrictions.

## RETURN TO PLAY

The athlete may not return to play until cleared by a qualified medical professional. Once the student-athlete has a note from a qualified medical professional, they may begin a graduated return to play protocol. If any symptoms occur during any of the gradual return to play steps, all activity must stop. The protocol will be restarted at step 1 once the student-athlete is symptom free for 24 hours. Once the protocol is completed, a qualified medical professional must provide a note for final clearance.\*\*\*

Generally, medical professionals will follow this return to play protocol:

*Step 1:* Light aerobic exercise for 5 to 10 minutes on an exercise bike or light jogging; no weightlifting, resistance training, or any other exercises.

*Step 2:* Moderate aerobic exercise for 15 to 20 minutes of running at moderate intensity in the gym or on the field without a helmet or other equipment.

*Step 3:* Non-contact training drills and the student athlete may begin weightlifting, resistance training and other exercises.

*Step 4:* Full contact practice or training.

*Step 5:* Full game play after clearance from medical professional.

\*\*\* A *Qualified Medical Professional* is deemed those medical personnel that have knowledge and expertise in addition to their practice, which includes concussions, concussion research and neurology. A Qualified Medical Professional is defined as the following:

1. Licensed Athletic Trainer
2. Physician (MD/DO)
3. Licensed Nurse Practitioner
4. Physician's Assistant

## SIGNS AND SYMPTOMS

Athletes who experience one or more of the signs or symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion. These signs or symptoms may show up immediately; some symptoms may not be noticed or may not show up for hours or days.

### Signs Observed by Coaching Staff

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves Clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall down"

### Symptoms Reported by Athlete

Headache or "pressure" in head  
Nausea or vomiting  
Balance problems or dizziness  
Double or blurry vision  
Sensitivity to light  
Sensitivity to noise  
Feeling sluggish, hazy, foggy, or groggy  
Concentration or memory problems  
Confusion  
Just not "feeling right" or is "feeling

## INSURANCE

The HeadStrong Concussion Insurance Program was specifically developed to ensure student athletes from the high cost of concussion treatment and neurological follow up that may be required after a suspected concussion. This insurance is free for student athletes and has a \$0 deductible and no Co-pays. The Athletic Director will provide insurance information to the parents as needed.

## EMERGENCY PROCEDURES

Although rare, there are some situations where the ALA Athletic Department will need to call 911 or ensure an athlete is taken to the emergency department. The following circumstances may be medical emergencies:

- Loss of consciousness of any duration
- One pupil larger than another
- Drowsiness or inability to wake up
- Decreasing level of consciousness
- Irregularity in breathing
- Repeated vomiting or nausea
- Convulsions or seizures
- Severe or worsening headache

Whenever an injury occurs, athletes should never move an injured athlete. They should call time out or call for a coach. Improper movement could result in permanent damage to the injured party.

If you are injured, you need to report all injuries to your coach. Do not “hide” your injury. Your welfare is more important than the contest that is being held.

# FINE ARTS

## ATTENDANCE POLICY

Extra-curricular and co-curricular fine arts participants are required to attend all scheduled rehearsals and performances and arrive on time.

In the event of a conflict with a rehearsal or performance, absences cannot remain unexcused. Students may not excuse themselves from rehearsals and performances; only the director or the student's parent/guardian may do so. Below are situations that may arise throughout the school year pertaining to attendance. Communication is key, and written reminders via email are the best way to communicate.

1. In the event of a conflict between a sports competition and a fine arts rehearsal, the competition will take precedence.
  1. If the student returns to campus from a competition before or during a rehearsal, the student will attend whatever remains of the rehearsal.
2. If a fine arts performance conflicts with a sports practice, the performance will take precedence.
3. Sports competitions will be excused by the director. Please communicate.
4. A student who attended classes during the school day is expected to attend fine arts rehearsals. If the student was absent or left early due to sickness, they will be excused from the after-school rehearsal by the director.
5. If there is a conflict between a fine arts rehearsal and a sports practice, the director and coach will determine a course of action.
6. Any other absence requires a parent/guardian to excuse the student. Acceptable excuses include sickness, pre-planned trips, or family events. However, when making plans, please take rehearsals and performances into account.
7. Unexcused absences are unacceptable. Repeated unexcused absences may result in disciplinary action, up to and including dismissal from the extra-curricular or co-curricular group.

The director reserves the right to evaluate each situation on a case-by-case basis and has the final word. Unexcused absences and perceived abuses of this policy will result in a meeting between the director and the student. This may be followed by a meeting between the director, the student, and the student's parent/guardian.

## 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:

Students/Parents → Directors → ALA Administration

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

Student/Parent → Director → Principal → ALA Board of Directors

## FINE ARTS ELIGIBILITY

Students who participate in extra-curricular or co-curricular fine arts programs at ALA are also subject to the academic eligibility rules. Concerts are considered an academic assessment and may be attended by ineligible students. Any other activities outside the school day (evening practices, Choral Festival, Banquet, ALA Sundays, etc.) will be evaluated on a case-by-case basis.

For AMEA competitions, the following three points apply:

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.

## SOCIAL MEDIA POLICY

Participants in ALA fine arts programs must follow the social media policy as it pertains to them, especially points 1-2 and 6-10.

## CUTTING POLICY

ALA encourages all students to try out for fine arts extra-curricular activities, 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.

## 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, vaping instruments, 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.