

**ARIZONA LUTHERAN ACADEMY
EXTRACURRICULAR HANDBOOK
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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.

GENERAL ATHLETICS

ATHLETIC REGISTRATION

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

1. 2019-2020 Annual Pre-participation Physical Evaluation for Physicians, Parents & Students
 - a. REQUIRES ATHLETE, PARENT, & PHYSICIAN SIGNATURE.
2. Athletic Acknowledgment of Warning by Student, by Parent, and Training Rules and Conduct
 - a. REQUIRES A STUDENT & PARENT SIGNATURE.

3. AIA MTBI/Concussion Statement and Acknowledgment
 - a. REQUIRES A STUDENT & PARENT SIGNATURE.
4. Consent To Treat Form
 - a. REQUIRES A PARENT SIGNATURE.
5. Proof of Insurance
 - a. 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 studentinsurancekk.com.
6. Acknowledgement of Warning
 - a. The following is the wording of the Acknowledgment of Warning that all students and parents must sign before the student may participate in extra-curricular athletics at Arizona Lutheran Academy:
 - b. ACKNOWLEDGEMENT OF WARNING BY STUDENT
 - i. I, (name of student), hereby acknowledge that I have been properly advised, cautioned, and warned by the proper coaching personnel of Arizona Lutheran Academy that by participating in any of the sports 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 sports 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 sports program.
 - c. ACKNOWLEDGEMENT OF WARNING BY PARENT
 - i. We/I, the parent(s) of (name of student), hereby acknowledge that we/I have been fully advised, cautioned and warned by the coaching personnel of Arizona Luther 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 sports programs offered by Arizona Lutheran Academy.
 - ii. 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 sports program.
 - d. ACKNOWLEDGEMENT OF TRAINING RULES AND CODE OF CONDUCT
 - i. I have read, I understand, and I agree to abide by the Arizona Lutheran Academy training rules and the materials contained in the Arizona Lutheran Academy Athletic Handbook.

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

7. Concussion Course
 - a. Each athlete must complete an online course about concussions at aiaacademy.org/brainbook.
8. Birth Certificate
 - a. Each athlete must have a copy of their birth certificate on file in the front office. If you have turned this in to the office, this step is complete.

ATHLETIC FEES

Participation in extracurricular activities requires fees which vary from activity to activity. These fees help to partially offset the following athletic costs: transportation, uniforms, equipment, equipment repair, facilities, awards, AIA dues, tournament fees, coaches' education, and officials.

Athletic fees are due prior to the first competition. Specific dates are listed on the front page of the athletic registration on FamilyID. Failure to pay the fees will result in athletes not participating in games until fees are paid in full.

If you need to set up a payment plan, please contact the Athletic Director.

Please note that athletic fees are paid separately from tuition.

Football - **\$175**

All other sports - **\$150**

There is a maximum fee of \$350 per year, per athlete. Miscellaneous sports fees are extra and not included in the maximum fee.

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.

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. This does not apply to doctor or dentist appointments.

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.

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 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 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.

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 weight lifting techniques to reduce any risk of injury. Coaches should properly supervise their student-athletes while they are performing a lift. The facility and weight room are available for all of 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. Any participant not returning to school and leaving with someone other than their family must provide the leader with a Transportation Parental Consent Form naming the driver. A parent may text or email their consent instead of completing the form. 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. With this in mind, 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 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-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

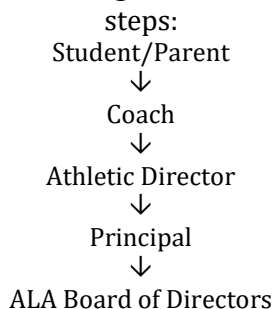
ALA encourages all students to try out for athletics, but due to the nature of certain sports, cuts may have to be made. The skill level and attitude of the participant will be the determining factors.

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



ATHLETIC 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.k12studentinsurance.com.
6. According to AIA rules, international students may participate in JV sports only.

ACADEMIC ELIGIBILITY

To be eligible for participation in extra-curricular activities:

1. Students must maintain a 1.75 GPA each semester. Students must also be passing all classes.
2. Beginning with the fourth week of each semester, a weekly check (on the first day of the week) will be made for GPA and grades.
 - a. If a student is found to be below the expected level in either of the areas, the Athletic Director will place the student on probation (see definition below) for one week.
 - b. After one week, if the student is still below the expected level in either of the areas, the Athletic Director will declare the student ineligible (see definition below) until the next grade check.
3. Students who are ineligible will remain so until the next weekly review, at which point their grades must have risen to meet the guidelines.
4. A student whose grades dip into ineligibility more than two separate times in an athletic season will be declared ineligible for the remainder of that season. If this situation occurs, the student will be held to a sterner policy in the following season in which he/she participates and will be declared ineligible upon the second occurrence of a dip into ineligibility. Furthermore, a student who misses three weeks of any season due to eligibility concerns will be considered to have forfeited the season. Fine arts extra-curricular activities will follow the same definition of "season" according to the athletic year.
5. A new semester starts a new slate. However, students ineligible at the end of one semester will be placed automatically on probation for the first three weeks of the new semester.
6. Freshmen will be subject to slightly different rules for the first quarter of their freshman year. Beginning with the fourth week, freshmen will be evaluated along with all other students, and they may face being placed on probation; however, freshmen will not be declared ineligible through the posting of the first quarter grades. On the first day of the week following the posting of the first quarter grades, freshmen will be evaluated for eligibility in accordance with the requirements noted above.
7. The administration reserves the right to make exceptions to these rules as it deems appropriate.

Probation = Student must go to after-school study hall each day. Student must practice afterwards and may participate in or travel to competitions or performances.

Ineligible = Student must go to after-school study hall each day. Student may not practice afterwards nor participate in or travel to competitions or performances.

8. "I's" (incompletes) remove students from a team or group 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 coach or advisor and teacher, may be exempt from this rule.
9. Students may regain eligibility for a new school year by making up credits during the summer in summer school, through correspondence courses, or by special arrangements for make-up courses. This must be completed by the first day of the new school year.

LATE WORK POLICY

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.

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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 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 1st 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, 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 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.)

ONLINE STUDENTS

A student who is enrolled in an AZ online charter high school education program or is homeschooled 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 \$300 for football
 \$250 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 as a result 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. 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 weight lifting, 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 weight lifting, 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. These can include a Medical Doctor (MD), Doctor of Orthopedics (DO), Licensed Nurse Practitioner (LPN), Neurologists, Neuro-surgeon, and a Physician's Assistant. Chiropractors, Naturopaths, Homeopaths, Pharmacists, Dentists, Lawyers, EMT's, Paramedics, Coaches and PhD professionals, though knowledgeable, are not certified or qualified to determine return to play certification. An Athletic Trainer can assess the condition of the patient and determine based upon their knowledge, training and expertise, to remove the athlete from activity or to let them remain in the activity. An Athletic Trainer is *not* certified for return to play determinations after a concussion is assessed. It is here that an Athletic Trainer refers the patient/athlete to a qualified medical professional as needed to clear the patient/athlete to return to play. This is done for medical and liability purposes for benefit of both the athlete, sport governing body and school insurance policies. ***

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) groggy
- 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 down"

INSURANCE

The HeadStrong Concussion Insurance Program was specifically developed to insure 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:

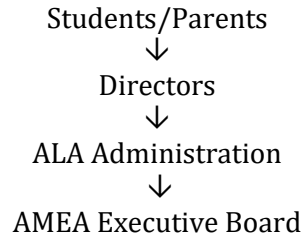
- Loss of consciousness of any duration
- One pupil larger than another
- Drowsiness or inability to wake up
- Decreasing level of consciousness
- Irregularity in breathing
- Repeated vomiting or nausea
- Convulsions or seizures
- Severe or worsening headache

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 played.

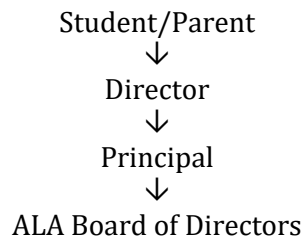
FINE ARTS

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

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.

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.

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.