



AMERICAN ACADEMY  
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## Extracurricular Activities Policy

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*This policy was approved by the American Academy Board of Directors on September 15, 2015*

### Registration

In order to sign up for an athletic program, musical program, or other activity at American Academy, students and parents must complete the forms and pay the fees required by that sport, musical program or activity as outlined in this policy.

### Required Athletic Forms

All athletes, prior to participating in camps and practices, must complete the following registration process:

- 1) **Registration Form and Payment**– Student information, health and dental insurance information, and parent/guardian signatures must be provided and the required fee must be paid in full.
- 2) **Athletic Conduct Contract** – The contract should be read by both the parent/guardian and student, and all information completed and signed by the parent/guardian and student.
- 3) **Physical Form by Physician** – This form is provided by a physician (and will preferably be on the clinic or office letterhead), and must be completed and signed by a physician. Students will not be allowed to participate without this form and all physicals will expire exactly one year from the date on the form. Students must get a new form every year in order to continue to qualify for athletic participation.
- 4) **Emergency Card** – Emergency contact information and medical information must be provided.

### Participation Fees and Refunds

- 1) There is a fee to participate in all American Academy athletic programs, musical program or other activities.
- 2) Students may not participate in the activity until the fee is paid in total or other provisions are made.
- 3) If a student leaves the school, the fee will be refunded on a prorated basis.
- 4) If a student leaves an activity due to academic ineligibility, intentional equipment abuse, or behavioral issues, the fee will not be refunded.

The administration has the authority to dis-enroll a student from an AA-sponsored extracurricular if deemed necessary.

### Activity Code of Conduct

Any student participating in an athletic program, musical program or other activity at American Academy must comply with the Activity Code of Conduct. *The following code is a minimum Code of Conduct. Any coach or leader may use a more strict set of rules:*

- 1) Student must be in attendance at school the day of a game, performance or practice, except in the case of a doctor's appointment or any excused reason other than illness; and must be at school at least one half day (minimum 3 1/2 hours);

- 2) Student must arrive at practice on time and remain at practice until it is over, unless excused by the coach or leader in the case of a special circumstance. Lack of regular attendance will jeopardize opportunities to participate;
- 3) Student must not be late for three practices and/or games/performance combined or they will be removed from the team or activity with no refund of fees (coaches/leaders will determine what amount of time is considered late);
- 4) Student will be prevented from participating in a sport, musical or other activity for the rest of the school year, if he/she violates the Alcohol/Drug Use Policy, or any other policy in the School Code of Conduct which would result in a recommendation for expulsion;
- 5) Student will be prevented from participating in a sport, musical or other activity for the rest of the school year for intentional equipment abuse and will be responsible to pay for damaged or unreturned equipment before being allowed to participate in any further athletic or musical program.

### **Scholastic Eligibility**

- 1) **One core (math, language arts, history, or science) class with a current grade at an "F" will make a student ineligible to participate in an athletic program, musical program or other activity for one full week (Monday through Saturday) even if the grade is brought up during that period.** Coaches and or parents may adopt a stricter policy but may not be more lenient. A school administrator shall have the authority to make individual student recommendations for Special Education, At-Risk students, or based on extenuating circumstances.
- 2) Weekly academic eligibility reports will be generated by an Principal on Thursdays to check for participant eligibility. Participants will be informed on Thursday and have until Friday at 3:00 pm to resolve any discrepancies. The Principal can clear a participant to be eligible for the next week's activity or sport if warranted.
- 3) Scholastically ineligible participants will not be allowed to participate and may be replaced at the coaches/leaders discretion. In the event that a student cannot participate in an activity due to academic ineligibility, there will be no refund for that activity.
- 4) A school administrator shall have the authority to declare a student ineligible based on inappropriate behavior.

### **Other Behavior Expectations**

In addition to scholastic eligibility, each student is expected to conduct themselves according to all rules and regulations of the school throughout the school year. No student will be allowed to compete or perform while on in or out of school suspension. If an event is scheduled for a non-school day, the student must be in accordance with these rules on the preceding day.

All athletes and actors must abide by the Athletic and Musical Code of Conduct and the School Code of Conduct. All rules and regulations are considered to be in effect throughout the school year. Most important are the rules on behavior and citizenship, which all students are expected to follow. Any student, who in the judgment of the coach, leader, or principal are found to be conducting himself/herself in a manner which is not representative of the best interest of American Academy will be suspended or dropped from the current program.

### **Activities Late Pick-up**

All parents are expected to pick up their children from extracurricular activities on time. Students not picked up on time will be sent to Crash Club and parents will be charged at the current Crash Club tuition rate. Students must be picked up from Crash Club by 6:00 pm or late fees will apply (\$15.00 flat fee). If a student is picked up more than 30 minutes late, the late fee will apply (\$15.00 flat fee) and the school will notify the Douglas County Sheriff's Department..

It is expected that parents will pay for any late fees within 24 hours of the late pick-up through the American Academy School Store. The fee will be posted to the parent account in the School Store that same day. If you cannot pay the late fee that day, your child's participation in any after-school activity will be suspended until you have made that late fee payment. Failure to pay or continued delinquency in payment will result in the disqualification of your student from **all** AA extracurricular activities.

**Safety and Welfare of the Students**

The safety of students and coaches participating in any activity is a high priority. Coaches, leaders, participants, parents and spectators must participate in assuring a safe environment for all activities. If there is an emergency, the coach or administrator in charge will be responsible.

For all emergencies, parents must be notified and an accident report must be completed. An emergency card is to be with the coach or leader for every athlete or participant during practices, games and other student activities. If a participant has to be transported to the hospital, the activity leader or a member of the coaching staff or other designated adult will accompany the participant.

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**POLICY HISTORY**

- Original:* approved by the BOD on February 18, 2010
- Revision 1:* approved by the BOD on July 15, 2010
- Revision 2:* approved by the BOD on April 23, 2011
- Revision 3:* approved by the BOD on September 21, 2011
- Revision 4:* approved by the BOD on December 19, 2012
- Revision 5:* approved by the BOD on April 5, 2014
- Revision 6:* approved by the BOD on September 15, 2015

