



EXTRACURRICULAR HANDBOOK



Arlington Classics Academy July 2023

PURPOSE OF EXTRACURRICULAR HANDBOOK

The Extracurricular Handbook aims to help you, as the student, better, and your parents understand the expectations and goals of all extracurricular programs. One of the main goals of Arlington Classics Academy Middle School is to prepare you to succeed in life no matter what obstacles you encounter. We aim to teach you how to work as a team member, learn skills to compete at your highest level of effort, and manage the schedule challenges in and outside the school day.

MISSION OF ACA EXTRACURRICULAR ACTIVITIES

The main goal of the Athletics program is to understand how to work as a team to achieve a common goal. Working within a team environment, you will learn how to support other team members while learning to blend your personal goals with the team's. You will also be able to strengthen your leadership skills by encouraging, challenging, and setting an example for the other team members.

The nature of athletics is to learn how to thrive in a competitive environment. While we strive to win, our primary focus is to develop you into the best you can be in every competition area. We understand and encourage a growth mindset that teaches us that if we learn from failure, failure is productive and helps us reach our goals. Competition is not always about winning but learning to push yourself to reach and set a new goal. We aim to help you set goals and encourage and push you to reach them.

We also understand that the academic side of Middle School is demanding, and the main focus of ACA is to prepare our students academically first. However, students involved with their peers outside of the classroom will be more successful in the classroom. With that in mind, we expect the highest levels of integrity and dedication to the classroom and their athletic and creative abilities and activity.

PHILOSOPHY OF ACA EXTRACURRICULAR ACTIVITIES

Coaches are teachers, trainers, and mentors to athletes, singers, players, and participants. We teach skills and help participants improve them to reach their potential. We aim to help students in extracurricular activities grow and develop psychologically and socially. The coaching process involves collaboration and respect between the coach/director/sponsor and the student participants. Our philosophy is centered on the student's well-being, and development is the primary consideration. We aim to ensure safety and long-term personal, physical, and analytical development. We strive to foster a positive attitude toward lifetime fitness while establishing a healthy attitude toward winning and losing to develop character. We also strive to create a positive, healthy, and fun atmosphere for athletes while learning to balance school demands and extracurricular challenges. Some of our goals for positive coaching are as follows:

1. Strive for excellence
2. Achieve optimal performance
3. Teach and model the process of success
4. Leading a group to become a highly effective team
5. Nurture intrinsic motivation
6. Respect and protect the self-worth of every athlete

ATHLETIC ACTIVITY OFFERINGS

Fall Season- August-October

Cross Country: Boys and Girls 6th, 7th & 8th

Winter Season- November-January

Basketball: Boys and Girls 6th, 7th & 8th

Spring Season- February-April

Track and Field: Boys and Girls 6th, 7th & 8th

Band Offerings

Throughout the school year. Participation in concerts is required.

Choir

Throughout the whole school year. Participation in concerts required

Robotics/Other Clubs

Throughout the school year. Participation in competitions and/or tryouts.

ELIGIBILITY

The student-athlete is a full-time student in grades 6th-8th. The student-athlete for the 8th-grade athletic competition has reached his/her 15th birthday on or before September 1 and has not enrolled in the 9th grade. The student-athlete has been in attendance and has passed the number of courses required by the state law and the State Board of Education rules. The student-athlete has yet to repeat the 6th, 7th, or 8th grade or change schools for athletic purposes.

ATHLETICS PARENT-COACH COMMUNICATION GUIDE

This communication guide is designed for the parents of Arlington Classics Academy athletes. This document supports communication between student-athletes, parents, and the athletic department/coaches of their respective athletic teams. The communication expectations and some of the general rules of the athletic program are included.

Both parenting and coaching are extremely difficult vocations. By establishing communication and understanding each position, we can better support each other and benefit student-athletes more significantly. Parents have the right to know and understand what is expected of them and their children. Coaches have the right to know if a parent is concerned when discussing it with the coach at the appropriate time and place.

Communication parents should expect from their child's coach:

1. Coach and program philosophy.
2. Individual and Team expectations.
3. Locations and times of practices and games/meets/events.
4. Team requirements, i.e., fees, school & team rules, and special equipment.

5. Procedures that will be followed if your child becomes injured during participation.
6. Any discipline that may result in the denial of your child's participation.

Communication coaches expect from parents:

1. Concerns regarding the child were expressed directly to the coach at the appropriate time and place.
2. Specific concerns regarding the coach's philosophy or expectations.
3. Notification of schedule conflicts at minimum 24 hours in advance.

During your child's involvement in athletics at Arlington Classics Academy, they will experience some of the most rewarding and inspiring moments of their lives. It is essential to understand that there may also be times when things do not go how you or your child wishes. At these times, discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches

1. Mental and physical treatment of your child.
2. Ways to help your child improve and develop.
3. Concerns about your child's behavior.

The coach makes decisions based on what they believe is in the best interest of all students participating. Some certain areas and issues can and should be discussed with the coach. Other things, such as those below, should be left to the coach's discretion.

Issue not appropriate to discuss with coaches

1. How much playing time each athlete is getting?
2. Team strategy and play calling
3. Any situation dealing with other student-athletes unless suspected bullying or mistreatment occurs. Then those concerns should be brought to the attention of the coach.

Some situations may require a conference between the coach and the parent. These are not discouraged; each party must clearly understand the other's position. When these conferences are necessary, the following procedures are suggested to help promote a resolution to the issue.

If a parent has a concern to discuss with the coach, the following procedures should be followed:

1. Email the coach to set up an appointment.
2. If a coach cannot be reached, contact the athletic director/principal and ask to set up a meeting with the coach.
3. Have a specific request or solution you can present at the meeting.
4. Stick to discussing the facts as you understand them.
5. For the safety of other athletes and confidentiality, do not confront the coach before, during, or after a practice/meet/event.

What should a parent do if the meeting with the coach does not provide a satisfactory resolution?

These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolution of the situation but often escalate it.

1. Call the athletic director/principal to set up a meeting with AD/Principal, Coach, and Parent.
2. An appropriate next step can be determined at this meeting if necessary.

Parent Role and Responsibility when in Attendance of a Game/Meet and Practice

1. Remain in the spectator area during the contest or practice. This area is to be designated by the coach. Depending on the specific event, this area may be away from athletes and coaches. For example, practice will be more secluded than meets.
2. No derogatory comments are directed toward officials, coaches, players, and parents of either team.
3. No officiating from the sidelines.
4. No coaching from the sidelines during the game/ meet and practice.
5. Be in control of emotions.
6. Show interest, enthusiasm, and support for your child and other athletes.
7. Demonstrate and promote the positive values and characteristics of good sportsmanship.
8. Do not question or criticize the coach or his/her decision in front of your child or other athletes.
9. Realize that athletics is an integral part of the school's total curriculum.

Failure to comply with these rules can result in the dismissal of the parent and/or athlete from the athletic program at the discretion of the coaching staff and Athletic Director/or Principal.

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES CODE OF CONDUCT

Since participating in athletics and extra-curricular activities is a privilege, students, parents/guardians, and other interested persons must know the following rules and regulations. As representatives of Arlington Classics Academy, students are expected to exhibit appropriate behavior at all times. The Arlington Classics Academy School Board adopts these rules to support the student's social, emotional, and physical well-being and promote healthy, enriching, and safe athletics and extra-curricular opportunities for all students.

1. Students in good standing may participate in their school's athletics and extra-curricular activities. A student is considered in good standing if he/she is not the subject of any disciplinary action for violating any policy or school rule and is currently academically eligible based on Arlington Classics Academy guidelines.
2. **All participants must attend school ready to learn on all scheduled school days. For this policy, any student who misses any portion of the school day unexcused may not participate in extra-curricular activities.** Also, all students (even with excused absences) must attend at least 3 hours of a school day to participate in athletics and extra-curricular activities(including dances).
3. Students suspended from school (including in-house and out-of-school suspension) shall not practice, participate, attend, or compete in extra-curricular activities during the days of suspension.
4. Students must abide by all Board policies, school rules, and any additional rules and/or training guidelines imposed by coaches or advisors. Any additional rule and/or training guidelines must be consistent with Board policies and be approved by the Athletic Director/Principal.

5. Using tobacco, alcohol, and drugs is illegal and negatively affects student health, safety, and performance. Students participating in athletics and extra-curricular activities are responsible to themselves, their fellow students, coaches/advisors, parents, and the school to set the highest possible example of conduct, sportsmanship, and training, including avoiding involvement with tobacco, alcohol, and drugs. Therefore, students participating in athletics and extra-curricular activities may not engage in the prohibited behaviors and activities described in the Policy at any time or place from the beginning of the student's first athletics and extra-curricular activities of the school year through the end of the school year.
6. Students and their parents/guardians must sign the Athletics and Extracurricular Contract as a condition of participating in athletics and extra-curricular activities. All students who plan to participate in athletics and extra-curricular activities at any time during the school year (and their parents/guardians) must sign the contract at the beginning of the school year (or upon enrollment in school if transferring to the school).
7. Students are expected to conduct themselves not to discredit themselves, their team or organization, their coach or advisor, and their school. If a student is charged with a crime, he or she may be suspended from participation in athletics and extra-curricular activities until the case is adjudicated. A student convicted of a crime may be suspended from participating in activities for a time to be determined based on the facts of the case.

EXTRACURRICULAR ACTIVITY POLICIES

Academic

We strive for our student participants to progress not only in competition but also in the classroom. Each student participant is responsible for taking ownership of their learning and ensuring they pass all their classes. **Students must complete assignments before competing in any specific extracurricular activity.** We incorporate a "No Pass, No Play" rule here at ACA, which means students will not be allowed to compete if they do not pass any of their classes. A student will be deemed ineligible to participate if they make below a 70 in any class on their report card. However, progress checks will be throughout the season to hold students accountable for their education. A student will be ineligible to participate starting on Friday the week following report cards at 3:00 pm. The student can regain their eligibility if they pass all classes on their Progress Report on the Friday following the publication of Progress Reports. If the students still fail any class on their progress report, they will remain ineligible until report cards are released. If the student passes all classes on the report card, they will regain eligibility on the Friday of the week following report cards at 3:00 pm. This includes all High School level courses, as ACA's primary goal is to advance the students academically to prepare them for High School.

Please be aware that for some extracurricular activities, participation in the competition, activity, or performance is a grade(ex. Band concert, choir concert)

Physical Examinations

All athletes must undergo A physical examination before tryouts and/or participation and be on file with the school nurse. All physicals must be at most one year old and maintain current throughout the seasons. The student is responsible for having it on file with the school nurse.

Daily School Attendance

Students must be present the entire school day on the day of the competition to participate. Daily Attendance: to participate in athletic practices and contests, the student must be in attendance for all classes during the school day. There will be five acceptable reasons for not attending classes: 1) An appointment with a health professional, 2) Observance of a religious holiday, 3) A family emergency, 4) A planned absence for a personal or educational purpose that has been approved in advance, 5) A field trip or other related activity.

Profanity/Taunting

Swearing, abusive language, and taunting will not be permitted at any time. This may result in disciplinary action by the coach or administration.

No Smoking or Other Use of Tobacco Products:

Smoking or any other use of tobacco products at any time will not be allowed. Possession and/or use will result in immediate suspension from the team or program. Additional consequences beyond athletics teams/programs may be imposed at the administration's discretion.

No Alcohol or Other Drugs

The use or sale of drugs or alcohol will not be allowed. Possession and/or use will result in immediate suspension from the team or program. Additional consequences beyond athletics teams/programs may be imposed at the administration's discretion.

ATHLETICS PROCEDURES

Fees

Athletics is an ACA club we offer our students to help enrich their education. However, for our students to compete, we join different leagues to help provide a safe, competitive environment. We are members of the Texas Charter School Athletic and Academic League and the Private School League. To help the parents, we offer transportation to the different locations we compete by utilizing Durham Bus Company. To help cover the cost of the transportation and registration fees, we ask that all parents pay a fee of \$100 for the first sport. If the athlete is competing in multiple sports, then each additional sport will cost a fee of \$75.

Other Clubs may have fees throughout the year to be determined and informed by the club sponsor/teacher.

Uniform Payment

To build team growth, each sport will have a uniform that athletes must wear to competition. The athlete will purchase the uniforms at a cost and will be the athlete's property. The athlete will care for

the uniform over the school year. Cross Country and Track and Field uniforms will be the same, so the athletes only need one uniform for those two sports.

Try-outs

Coaches may conduct tryouts for participation on a team (Basketball, Track and Field only). Students must have a completed physical examination form on file with the school nurse before tryouts.

Band

Tryouts usually occur at the beginning of the school year.

Other Clubs/Extracurricular

It may differ depending on the activity.

Sportsmanship

Any act of unsportsmanlike or inappropriate conduct in practices, games/meets, or program events may lead to immediate disciplinary action, including suspension or dismissal from the team.

Proper Dress

All team or program members must dress presentably on all road trips. All team members must follow the expected dress guidelines of the coach, leader, or sponsor/mentor.

Injuries

Important to note that as a member of an athletic team, the student-athlete can be injured, perhaps seriously. Injuries can occur due to direct participation in activities or events or as a bystander simply being near an activity/event. Be sure to report all injuries to your coach, no matter how minor they may seem. For concussions, please review the concussion oversight protocol.

Travel

Buses provided by the School District will transport team personnel to games/meets held off campus. The team members shall travel to and from school-sponsored competitions on the bus or in vehicles authorized by the School District. Drivers must be adults authorized by the Superintendent or Principal. Student-athletes may return with parents or other adults delegated by the parent as long as they have parental consent, are signed out, and have spoken to the teacher/director. Any other travel arrangements must be made with the Athletic Director/Principal in writing or person. The notice should be given at least three days before the event.

Practice/Game/Event Pick UP

A parent/guardian must pick up all students promptly after all games, practices, or events. Again, students leaving with anyone other than a parent/guardian need to sign out with the coach or volunteer. Violations of this rule may result in suspensions or dismissal from the team.

Practice/Game/Meet Attendance

Regular attendance at all practices, games, and events and promptness are imperative. Absences will be excused for illness, other school-sponsored events, or at the coach's/director/sponsor's discretion. Three unexcused absences may result in dismissal from the team program.

Weather

In the event of severe weather or pending severe weather, a decision will be made by 1:00 pm to postpone or cancel an event based on the information and forecast available. A decision will be made by our staff and through email lists. Should severe weather be present during an event, the game/meet officials will decide based on the department's weather safety guidelines.

Volunteer Coaches

Volunteer coaches are a welcome addition to our programs. They serve an essential role and perform more efficiently when they work under the supervision or guidance of the head coach. All volunteer coaches must be approved volunteer cleared through the ACA Administration Department. Coaches must notify the athletic director or school principal of potential volunteers assisting the team. **(Volunteer Applications must be turned in by September 15 in the fall and January in the spring to participate in any volunteer opportunities.)**

Social Media

All student-athletes will refrain from posing, submitting, sending, or publishing inappropriate, slanderous, derogatory, sexually suggestive, sexually explicit, or any form of negative comments, photos, texts, etc., to any electronic, public, or private entity, which includes but is not limited to Facebook, Twitter, Instagram, YouTube, personal email accounts, personal web pages, personal or private chat rooms, personal texting/cell phone accounts, etc. Sending inappropriate (as determined by Arlington Classics Academy) photos, comments, etc., will not be tolerated regardless of who the intended recipient may be. Once sent consequences designated by the coach in conjunction with the administration will occur.

PRACTICE AND CONTEST EXPECTATIONS

During Practice

1. Be on time- All participants must be on time for all practices. If a student needs individual attention from the coach, he/she should be at practice 15 minutes before the scheduled start time.
2. Attendance (Practice & Contest)- Athletes must attend all weekly practices and contests. If an absence is expected, a note or email from a parent/guardian will be supplied to the coach before the planned absence. When a student is involved in other programs outside the school, adjusting the schedule to accommodate the middle school practice and game schedule will be necessary. A student-athlete must attend a practice with a valid reason to be allowed to participate in the next contest. If this happens a third time, the student will be removed from the roster. Practices held on non-school days/ vacations are not mandatory.
3. Respect Others- Never criticize the abilities of other student-athlete

During Competition

1. Be on time- The participants must be on time for the competition. Only warm-ups or arrival times with a valid excuse will result in the athlete/student participating that day.
2. Be in Uniform- Student-athlete must be in complete uniform, or he/she will not participate.
3. Proper attire- neat in appearance, is required for all contests, home and away. Attire worn during practice and contest will be consistent with the Middle School dress policy.

Bus Behavior

1. Only electronic devices with headphones are acceptable.
2. Remain seated.
3. Keep the bus clean and litter free.
4. No changing of clothes on the bus.
5. No excessive loud singing or noise making.

Failure to adhere to these rules or to follow directions given by the coach or the bus driver will result in a suspension of travel privileges for the next away contest. Further infractions will result in suspension from such privileges for the remaining away contests. In such a situation, it would be necessary for the parent/guardian to supply transportation personally.

DISCIPLINE ACTIONS

Improper conduct, as determined by the Athletic Director, Coach/Administrator, shall result in disciplinary action up to and including removal/suspension from the team or activity (in addition to any discipline imposed under applicable Board policies or school rules). The Athletic Director/Coaches are always expected to ensure all policies and school rules and use their best judgment in applying penalties for violations. The coach shall consult the Athletic Director/Administrator before suspending a student from an activity or team.

Consequences

- a. Coach/athlete conference with sport-appropriate conditioning activities
- b. Coach/athlete/parent conference to complete a behavior contract and possible suspension from games/contests.
- c. Removal from the athletic program.

ARLINGTON CLASSICS ACADEMY ATHLETIC DEPARTMENT INFORMATION

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ARLINGTON CLASSICS ACADEMY ATHLETICS ACTIVITY RULES

PARENT/STUDENT-ATHLETE ACKNOWLEDGEMENT

I have read and understand the rules and guidelines of the Arlington Classics Academy Middle School Athletics Handbook for the _____ team and agree to abide by them.

Student's Signature: _____ Date: _____

Student Name (please print): _____

I have read and understand the rules and guidelines of Arlington Classics Academy Middle School Activity.

Parent Signature: _____ Date: _____