



Lourdes Academy
Activities Handbook
2018-2019

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Activities Philosophy at Lourdes Academy

The mission of Lourdes Academy is to help our student to “prepare for life, college and a continued relationship with God.” That mission is the foundation for all aspects of community, including athletics, the arts, and extra-curricular activities. Our sports teams, performance groups, and clubs are an extension of our educational program. God created us in the hopes that we can develop our spirit, mind and body. School activities work on all three components. Physical fitness is an important part of maximizing one’s opportunities in life. Spiritual growth comes from fulfilling God’s plan for each of us by becoming the people we were made to be. Sports give us the opportunity to grow closer to God by growing more fully human. Finally, the strategy and teamwork that come with sports and clubs pique the mind to think in a complex manner, to learn, and to demonstrate vision of what is to come. Our performance at practice, during games or matches, and in concerts and shows is our prayer to God. In all that we do, we give glory to God and do honor to Lourdes Academy.

All extra-curricular activities are recreational. Participation should provide students with beneficial outlets for self-expression, positive relationships with teammates and coaches, and a chance to have fun. All members of the Lourdes Academy community must keep the recreational and developmental purposes of these activities in mind. Our goal is not to produce professional athletes or performers, but to create a positive environment for all students to grow their talents. Our hope is that all who participate are better people because of their experience on the team or in the club at Lourdes Academy. We will be kind, generous, honest, sportsmanlike, courteous and compassionate while also being competitive, relentless, focused and determined. We will act with the honor of Knights at all times.

The Role of Parents

The standard for acceptable behavior at athletic events and other performances is set by the parents. Exemplary sportsmanship must be displayed by all parents while attending games, matches or performances, as well as when discussing athletics or the arts with others or at home. Parents often have a detrimental effect on a student-athlete’s development when they become too involved as aggressive spectators or when they coach from the bleachers, second guessing and criticizing the coach’s decisions. This can lead to poor play or withdrawal on behalf of the child, or to a lack of responsibility or effort on the child’s behalf, feeling that the parent’s view of the coach justifies less than full cooperation. Coaches are not perfect; they will certainly make mistakes. However, parents must trust that the coach is actively trying to maximize the team and develop every young person on the team. Mutual trust, respect and encouragement among all members of the community (parents, students and coaches) will lead to the best possible experience for all involved.

If a problem does arise, please follow this procedure:

1. The student athlete should speak directly with the coach in order to seek resolution of the issue.
2. If further clarification is needed, a parent may then contact the coach (please do not contact a coach “in the heat of the moment.” Unless an injury or emergency is involved, give 24 hours for the situation to “cool off” before pursuing the question.)
3. If the issue remains unresolved, the parent should then communicate the concern to the activities director.

If all three steps are taken without resolution, the parent may appeal to the principal. Upon hearing the dispute, a decision will be rendered. The principal’s decision is final.

Parents and members of the Lourdes community should always keep in mind that watching games, matches and performances is a privilege. At all times, regardless of circumstance, respect must be shown to opposing players, coaches, spectators and support groups. Game officials must always be treated with respect – they may make mistakes, but they are doing their best and offering their time to help student-athletes to compete. The way that we treat our opponents and officials should be a direct representation of our Catholic faith and our desire to follow the example of Jesus. We celebrate together as our teams do their best. We praise every athlete for what that person brings to the team. We appreciate outstanding play and recognize that sports serve a higher good than simply victory.

Eligibility Rules

In order to participate in interscholastic sports at Lourdes Academy, a student athlete must:

1. Be enrolled as a full-time student as defined by school policy and the WIAA
2. Have a valid WIAA physical examination card on file in the Athletic Office prior to any participation (conditioning, tryouts, practice, games). An alternate year card is used every other year, as physicals are required every second year.
3. Have on file all other required paperwork, including:
 - a. Signed WIAA Eligibility Form
 - b. Signed student and parent “Code of Conduct Contract”
 - c. Signed student and parent “Risk and Waiver Form”
4. Have watched the Athletic Code presentation online with at least one parent
5. Be academically eligible to compete according to the standards of the school
6. Be free from any misconduct that might cause ineligibility

General Athletic Policies

1. Athletes who try out and are selected for a team commit themselves to that team for the entire season. Any athlete who decides to quit a team after trying out and making the team must have a conference with the coach. Students who quit without the coach's approval will not be allowed to participate in any sports at Lourdes Academy for the period of one calendar year. The athletic director has the right to waive or modify this policy as the situation dictates.
2. No athlete shall drop a sport in season and join another team in the same season unless the situation meets one or more of the following criteria:
 - a. It occurs before the final cut
 - b. It occurs because of an injury
 - c. It is by mutual consent of the coaches
 - d. The student athlete is given a special waiver by the athletic director
3. Attendance at practice sessions and contests is mandatory. Students may be granted permission to miss a practice or event by the coach if the situation is discussed in advance. Family events, a conflicting school responsibility such as the musical or madrigals, or emergencies may be acceptable reasons to miss an event, but a coach should never be surprised that a student is not at practice or a contest. Students commit themselves to the team / club and should plan all activities around their responsibilities to the team or club.
4. Athletes are required to be at school for the entire day on the day of a contest. If an athlete has a doctor appointment, the student must return to school with a note from the doctor confirming the appointment. Administration may identify exceptional circumstances which result in a temporary suspension of this rule (weather, etc.). A student who is ill on Friday remains eligible to compete on Saturday.
5. All student-athletes are required to ride the school-sponsored transportation to and from games. Any parent who intends to provide transportation for their child must make written arrangement with the coach before doing so. A parent is only allowed to transport his / her own child. Under no circumstances will a student-athlete be allowed to ride with another student.
6. Lourdes Academy provides uniforms for each sport. The distribution and collection of these uniforms is the responsibility of the coach. Proper care for the uniform is the responsibility of the athlete. Uniforms must be returned in acceptable condition in order for the athlete to avoid a fine. **THE FINE IS THE COST OF A NEW UNIFORM.**
7. Coaches have the freedom to institute their own policies for their teams and players, as long as those policies do not contradict the general policies of the athletic department. Coaches will communicate team rules and procedures to athletes and parents at a preseason or early season team meeting.

Code of Conduct

To represent Lourdes Academy is an honor. Athletes and performers are regarded by students, fans, and the general public as examples of what Lourdes Academy represents. Thus, the code of conduct is a year-round (12 month) standard of behavior. The following expectations apply to all students who represent Lourdes in athletics, extra-curricular activities, or the arts:

Academics

Academic standards must be met by all student athletes and performers. A participant must pass all classes and maintain a minimum of a 2.00 GPA to be eligible for activities and athletics.

- a. We will have 3 grade checks, 1 after the 3rd week of a quarter, 1 after the 6th week of a quarter, and one at the end of the quarter.
- b. **At the mid-quarter checks**, if a student is failing a class, they will have one week of probation to get their grade up. If at the end of the week they don't have a passing grade(all classes), they become ineligible until the grade is passing.
- c. **At the end of the quarter**, if a student has an F or a GPA under 2.0, they will be ineligible for 15 school days.(A student becomes eligible on the 16th school day) If a student has multiple F's, they will be ineligible for the following quarter.
- d. A failing grade or GPA in the 4th quarter results in co-curricular ineligibility for the following school year. Students cannot correct the grade in summer school for co-curricular purposes.
- e. *ZAP* – ZAP is an acronym for “Zeros are Prohibited.” This program is designed to make sure that all students are turning in assignments on time. Any student who fails to turn in an assignment will be ZAPPED, meaning that student is required to stay after school until the work is done or 3:45, whichever comes first. The teacher will contact the parent to inform the parent of the missing assignment and the student will report to that teacher immediately after school. Students will not be allowed to practice or participate in sports or other activities until all missing work has been completed in a satisfactory manner. A student who fails to report to ZAP unexcused will be required to attend ZAP the next day (if the work is not completed), assigned a detention, and ruled ineligible for sports for 3 school days, that day plus 2 more days. (Parents may excuse a student from ZAP for family event, transportation issue, or with permission of the principal, but that child will be ineligible to participate in athletics or activities for the evening in question.) Parents are asked to support the teachers in this endeavor by holding students accountable for their homework and supporting the program, even when it is inconvenient.

Tobacco, Alcohol, E-Cigarettes, Drugs, JUULS, and Mood Altering Substances

Students are expected to make healthy choices is regards to tobacco, alcohol, and illegal drugs:

- a. **1st Offense** – A student who is caught with Tobacco, E-Cigarettes, Alcohol, or illegal drugs will be suspended for 33% of the season. (This number is defined by total number of contests on the schedule. The number of contests missed will always be rounded up 1 game if necessary.)
- b. **2nd Offense** – A student who is caught a second time will be suspended from all co-curricular activities for one calendar year. The year starts with a dated note from the activities director.
- c. **3rd Offense** – A student who is caught a third time will be suspended from all co-curricular activities for the remainder of their career. (A student may file an appeal to shorten this suspension.)
- d. Students may not be present at a gathering of peers where alcohol or illegal drugs are used. To avoid penalty for being present, a student must leave immediately. This will result in a **one game** suspension, and can only be waived at the discretion of the administration.
- e. If a student is not currently in a sport / activity or if the season ends before period of ineligibility (defined by number of contests) has been satisfied, the student will serve the suspension or the remainder of it in the next sport / activity in which the student participates.
- f. Students who are participating in the **musical or madrigals** will be ineligible to perform in any production if they are found to be in violation of the substance abuse section of the code of conduct. This is to protect the integrity of the program, as someone will have to be trained to take the performer's place. Performers should be aware that such a choice will have dire consequences for the production.

General Behaviors

Students are expected to demonstrate good character(The LAW) in behavior and conduct at all times. Respect, courtesy, manners, honesty, and good sportsmanship are required in all interactions. Some examples of behavior unbecoming a Lourdes Academy student is:

- | | |
|----------------------------|--------------------------------------|
| -Unexcused absence | - Fighting |
| -Academic dishonesty | - Not Following School Rules |
| -Bullying / Cyber bullying | - Harassment |
| -Vandalism | - In/Out of school suspension |
| -Unserved Detentions | - Removal from a co-curricular event |

In the event a student is found to violate one of these expectations, the discipline will be as follows.

1st Offense – Letter home to parents – No suspension

2nd Offense – Letter home to parents – 1 game/event suspension

3rd Offense – Letter home to parents – 2 game/event suspension

4th Offense – Student is suspended indefinitely until a meeting is held with student, parent(s), activities director, principal, and one head coach. Head Coach cannot be a Head Coach of the student. At the conclusion of the meeting, the Activities Director, Principal, and Head Coach will determine a length of suspension.

Addressing Code Violations

The administration and coaches may impose penalties restricting involvement or participation in athletics as deemed appropriate for any conduct that is deemed detrimental to the school and the team. These consequences are in addition to any academic or legal consequences that the student may face.

It is the administration's right to impose penalties greater than those proscribed above for offenses believed to be more egregious, such as hosting a party at which alcohol or drugs were present, injuring someone while drunk, and drunken driving. Finally, the administration reserves the right to extend penalties into the next school year if it deems that to be appropriate.

Coaches may impose additional penalties on an athlete, as long as those penalties do not violate the school's policies or contradict the penalties already assigned.

Self-Reporting

Honesty is a virtue. If a student finds himself in violation of the code of conduct, that student has a moral obligation to self-report to the activities director. Ideally, the student will provide a written statement outlining the offense. If a student self-reports, the activities director may reduce the athletic consequences for the student, but a minimum suspension of 20% of the scheduled contests for the sport is always required when alcohol, tobacco, or drugs are involved.

Self-Reporting is coming to the activities director or principal before they come to you.

Self-reporting may only lead to reduced consequences for a student's first violation of the code of conduct. Further violations of the code of conduct will be addressed with full consequences.

Appeals

A suspended student and his/her parents may formally appeal a suspension to the activities director. The appeal ***must be in writing*** stating reasons for the appeal and must be signed by the participant and at least one parent/guardian. An appeal must be made within five(5) calendar days of receiving the suspension.

The Appeals Committee will be comprised of five members (2 teachers, 2 coaches, and 1 administrator). The coach of the sport for which the student is ineligible may not serve on the committee. The student will have the right to select one of the teachers and request that teacher's presence on the committee. The activities director will select a faculty member, 2 coaches, and an administrator (associate principal, school counselor or campus minister). The activities director will be present to present case and answer questions, but is not a voting member.

Appeal Meeting Format

1. The AD starts the meeting by presenting the facts of the case
2. The student presents their reason for the appeal.(Best if written ahead of time)
3. Parents or other witnesses may speak
4. Any letters in support of the student can be read and presented(please have 5 copies)
5. The members of the appeals committee can ask questions of the student, parent(s), activities director, and witnesses
6. The appeals committee will be left alone for deliberation. They will provide the AD with their decision who will then call the family. *AD will call family within 24 hours.

Conflicts in Activities Scheduling

At Lourdes Academy, our students display their wealth of talents in numerous clubs, sports and activities. We encourage students to be involved, but this involvement also requires both a commitment to the Code of Conduct and a commitment to participate in the scheduled activities of the club or sport. Inevitably, conflicts will arise. As a general rule, the student should coordinate with coaches and moderators to find an acceptable solution. Typically, a game comes before a club meeting and a performance comes before practice. Some specific cases are outlined below:

- 1) Music / Athletics conflicts – Music concerts are a part of the academic curriculum and must be given priority. A student who is scheduled for practice or a game at the same time as the concert must attend the concert. Every effort will be made to avoid these conflicts by scheduling wisely, but sometimes weather or circumstances make such a conflict unavoidable. **POLICY #1 – CONCERTS ALWAYS COME FIRST.**

Our performers may also choose to participate in music activities such as madrigals or the school musical. In such cases, the student should meet with the coach and the director as

soon as possible to review the schedule and resolve conflicts. In general, the following principles should be applied:

- a) Athletic contests will take priority over rehearsals
- b) Music performances will take priority over athletic practices
- c) If a contest and performance fall on the same night, the student and parents must choose one to attend. Further conflicts should be addressed by alternating which event is missed. A similar practice should be employed on nights that practice and rehearsal conflict.

Students, parents, coaches and directors may come to the conclusion that it is impossible for the student to do justice to both activities. If so, the student will be asked to choose one activity and be dedicated to it.

- 2) Family conflicts – We believe that family always comes first. To that end, we will support the student in attending family functions whenever possible. We ask that parents make every effort to schedule family functions in light of the student’s activity schedule. When this is not possible, the student should report the conflict to the coach or moderator as far ahead of time as possible. The coach will attempt to accommodate the family, but this should be a rare circumstance. Repeated conflicts may jeopardize a student’s ability to participate in an activity. Coaches may choose to put consequences on a student missing practice or rehearsal, as justice requires that a coach consider the preparation of the team and the efforts of all members.

STATE SEND OFFS AND CELEBRATIONS

1. These will be treated the same whether an individual or team send off.
2. The sendoff will occur during Knight Time. If possible, the day of the event. Otherwise, the day before.
3. We will offer a fan bus for all state tournament participation. The fan bus will need sufficient numbers in order to go through with it. Students will pay the cost of the fan bus.
4. **CELEBRATIONS** – We will recognize a team that wins a state championship or a team runner up in a group setting that evening. If the championship takes place late at night, the recognition will take place the following evening (if possible).

NATIONAL SIGNING DAY CEREMONIES

1. Recognition for a student receiving an athletic scholarship will take place during Knight Time on National Signing Day, or whenever the student “commits” to a college/university.
2. A student will be allowed 2 speakers and can show a pre-approved 3 minute video if they choose.

3. It is the student/family responsibility to make sure there is communication between the offering school and the Lourdes Academy administration and counseling office. If there is no communication, there will not be a recognition.

STUDENT / PARENT HANDBOOK ACKNOWLEDGMENT PAGE

By signing this page, I attest that I have read and understand the expectations of a Lourdes Academy student as described in this handbook. I acknowledge that I am aware of the consequences for violating the code of conduct. I agree to abide by the expectations and rules expressed within this handbook. I will represent Lourdes Academy with class and honor at all school events.

Student Signature

Date

Parent Signature

Date