



VALLEY
A C A D E M Y



Extra-Curricular Handbook



Our Philosophy

Valley Academy strives to offer our students the best possible opportunity to become well-rounded individuals through participation in clubs and activities that enhance their skills and interests. The goal of our extracurricular programs is to develop life-long learners and to provide a safe and healthy environment for students to share their talents and interests.

Extracurricular activities are not a right at Valley; they are a privilege earned through academic achievement and meeting behavioral criteria. They are always secondary to academics, and rarely will time be taken from the academic day for any extracurricular activity.

Activities Available

Sports (5th – 8th grades):

Fall

Cheerleading
Girls' Basketball
Co-Ed Soccer

Winter

Girls' Volleyball
Co-Ed Flag Football

Spring

Boys' Basketball

Musical Groups:

Band (4th – 8th grades)
Chorus (3rd – 8th grades)

School Morale, Clubs, Councils, and Committees:

Yearbook (5th – 8th grades)
Scrabble Club (3rd – 8th grades)
Student Council (4th – 8th grades)
Science Club (5th – 8th grades)
Mascot (5th—8th grades)
National Jr. Honor Society (5th-8th grade, must apply)
National Jr. Art Honor Society (5th—8th grades)

Activity Fees

Valley Academy charges an activity fee only to those children who take advantage of our extra-curricular programs.

All Extra-Curricular Activities

For all of our extra-curricular activities there is a participation fee of \$50 per activity. This fee should be paid before the first meeting. Sports fees are \$50 per athletic season. These payments may be cash or check (made payable to Valley Academy) and should be given to the front office. Please write on your check the name of your child and what club or team they will be participating in.

Band

In order to participate in our Band program, the cost for each child is \$70 for the school year. Along with this fee, students must either rent or purchase their own instruments.

Extracurricular Fee Form

The extracurricular fee is \$50 for each participating child for each activity they participate in. The extracurricular fee for band is \$70.

The _____ fee due date is _____.

Payments may be made in the form of cash or check (charge cards are not accepted). Checks returned due to “non-sufficient funds” will require an additional \$25.00 service charge by Valley Academy. The fee can be paid through _____ or the attendant in the front office. Please make checks payable to **VALLEY ACADEMY**.

Student's Name: _____

Teacher: _____

Parent's Signature: _____

Date: _____

Tryouts

Participation in many of Valley Academy's extracurricular activities is not automatic. Because we often have a large number of students who wish to participate, and because having everyone play is not always practical, most of our teams first have a tryout.

Pre-Tryout Grade Check - All students desiring to try out for any athletic team must have a Grade Check completed and signed by all of their teachers and turned in to the Athletic Director **PRIOR** to going to tryouts. Students without a completed grade check will not be allowed to try out.

Tryout for: _____

Date(s) of Tryout: _____

Time of Tryout: begins at _____ ends at _____

Location of Tryout: _____

Coach/ Leader: _____

To this tryout, you should:

Wear: _____

(See extracurricular dress code)

Bring: _____

Additional information: _____

Academic/Behavior Requirements

Standards

In order to be eligible to participate in an extracurricular activity, students must meet the following standards:

- ◆ Maintain a “70%” or better in all classes
- ◆ Maintain an “S” or “E” in all classes
- ◆ Abide by the school and classroom rules
- ◆ Attend meetings or rehearsals on a regular basis
- ◆ Have a positive attitude

Probation

If a student’s grade falls below “70%” or “N” in any class, he/she will not be allowed to participate in games or performances but will be allowed to participate in practices or rehearsals with coaches permission and with written parental permission. If a student’s grade falls to an “F” or “U” in any class, he/she will not be allowed to participate in any form of extracurricular activity. This probation status will last a minimum of two weeks.

A student can be placed on probation for behavior. If a teacher feels that a student who is participating in an extra-curricular activity is not showing a positive attitude or is displaying behavior unbecoming a representative of Valley Academy, that teacher can report that student to administration. Administration will make a decision on placing that student on a behavior probation. All of the same rules apply. The student will be on probation for a minimum of two weeks.

After a two-week period, if the student has adequately improved his/her grade or behavior, then the student will be allowed once again to participate in extracurricular activities. However, if adequate improvement has not been made at the end of the two-week period, the student will be placed on probation for an additional two-week period.

If, at the end of the second probationary period, the student has not sufficiently raised his/her grades or made improvements to their behavior, he/she will be removed from the team, club, or activity for the duration of the season.

In addition to grades, a student may be dismissed from a club or activity for:

- ◆ Receiving an in-school or out-of-school suspension
- ◆ Consistently failing to arrive on time to scheduled events
- ◆ Displaying a poor attitude

Detention

When a student receives a detention, which is to be served on a practice/rehearsal day, the student will serve the detention and then attend practice/rehearsal. If the student fails to serve the detention, then another detention will be added to it pursuant to school policy. The student will also be suspended from playing in the next game or performing in the next event. If there are continued problems with a student failing to serve detentions, the student may be dismissed from the team or extracurricular activity.

When a sports player receives a detention which is to be served on a game day, the student will serve the detention and then be benched for the first half of the game. In the case of a game that is played off campus, if the student is released from detention after the means of transportation has already departed and he/she is unable to find alternate transportation, the player will not participate in the game.

Absence

Students who are absent from school on the day of an after-school extracurricular activity (unless they are absent due to an observation of a religious holiday) may not attend the activity.

Clubs must have a faculty member sponsor. Membership of clubs and enrichment classes is limited to students and their immediate families. Membership for non-students is limited to availability and subject to administrative approval.

Forms and Procedures

Athletic Emergency Information Form

All students participating in extracurricular sports (athletics) are required to fill out an emergency information form which may be used in the event of medical or other types of emergencies.

Physical Exam or Waiver and Acknowledgement Form

The parents of every student participating in extracurricular sports (athletics) must either have a doctor fill out a physical exam form stating that the child is in the physical condition necessary to play the sport, or they must fill out and sign a waiver stating that they are willing to forgo a physical exam and allow the child to play.

Ride Share Form

Valley Academy does not encourage carpooling or ride sharing to extracurricular activities. However, if a student is to ride to a game or performance with someone other than his/her legal guardian, the student must have written permission from a legal guardian on file with the school.

NOTE: These forms may be obtained and returned through the coach or the front office.

Practice Procedures

Valley Academy realizes that time at home is important. Therefore, we typically attempt to limit practices for sports to two days per week (max.4/ week with games). These practices usually last an hour and forty-five minutes, beginning at 3:15 P.M. and ending at 5:00 P.M., and the following procedures should be used:

1. Students will be dismissed from their classrooms at 3:15 P.M. and will line up in a designated zone on campus.
2. The coach will meet them at this zone at 3:15 P.M. and may dismiss them to change for practice. Students not changing out of their uniforms will still be supervised by the coach.
3. When all students have finished changing, the practice should officially begin with the coach providing constant monitoring.
4. When practice is over (at 5:00 P.M. unless otherwise designated), the students should be picked up by a legal guardian unless prior written permission is given for them to ride with someone else.
5. Any students who have not been picked up by 5:00 P.M. may be taken to Coyote Club to wait for their parents. This service will be charged to the parent.
6. The coach should not leave until all students have been picked up or delivered to Coyote Club.
7. Teams are required to use the bathrooms in the P.E. building for practices and games.
8. Practices on Friday, Saturday, Sunday, or over scheduled school breaks, must be optional only.

Note: Siblings and friends are not allowed at practices unless they are under the constant supervision of an authorized adult. Please be aware that coaches and their assistants must devote their attention to the team.

Game Day Procedures

Valley Academy attempts to set game schedules so as to interfere as little as possible with both the academic day and the evening and weekends at home. Most of our games begin around 4:00 P.M., giving our teams enough time to get to the games without having to leave before 3:15 P.M. They also tend to end in the early evening, giving students the time they need at home. On a day when there is a game, the following procedures should typically be utilized:

GAMES ON CAMPUS

1. Students will be dismissed from their classrooms at 3:15 P.M. and will line up in a designated zone on campus.
2. The coach will meet them at this zone at 3:15 P.M. and may dismiss them to change for the game. Students not changing out of their uniforms will still be supervised by the coach.
3. Whether meeting together or warming up, the players should be under the supervision of the coach until the game is over.
4. When the game is over, the children should help to clean up the area around the playing field and should help put any equipment away.
5. The students should then be dismissed to their parents or taken to Coyote Club. The charge for Coyote Club will go to the parents.
6. The coach should not leave until all students have been picked up or delivered to Coyote Club.

GAMES OFF CAMPUS

1. Students will be dismissed from their classrooms at 3:15 P.M. , and they should go directly to the restrooms to change (if given permission).
2. They should then go to the appropriate zone to be picked up by their rides. Valley Academy does not provide rides and does not recommend the use of carpooling or ride sharing to games. However, students may ride share providing the appropriate documents have been filed with the school.
3. Students should meet the coach at the designated place by the stipulated time and should be in uniform and ready to play.
4. Whether meeting together or warming up, the players should be under the supervision of the coach until the game is over.
5. When the game is over, the children should help to clean up the area around the playing field and should help put any equipment away.
6. The students should then be dismissed to their parents (or rides). Parents must be there to pick up the children as soon as the game is over.
7. Coaches may not leave until all children have been picked up.

Note: Siblings and friends are not allowed at games unless they are under the constant supervision of an authorized adult. Please be aware that coaches and their assistants must devote their attention to the team.

Dress Code

The dress code for extracurricular activities may vary from event to event and depending on the coach's requirements. However, a basic guideline will generally be followed:

Shorts/Pants

- Must not be too short or revealing
- Must be worn at the waist
- May not be too form-fitting or too baggy
- Will not have inappropriate logos or writing

Shirts

- Must not be low-cut at the neckline
- Will cover the stomach and the back
- May not be too form-fitting or too baggy
- Will not have inappropriate logos or writing

Shoes

- Will be fastened securely to the foot
- Must be appropriate for the required use

Hats

- May be worn outside for protection from the sun
- Must be worn with the bill facing forward
- Will not have inappropriate logos or writing

Administration approved team t-shirts of the current school year may be worn on Spirit Day, but no other team shirts may be worn to school.

Uniforms must be returned to the team coach within two weeks of the season's end, or Valley Academy may charge the participant for the uniform replacement.

Observing After School Activities

Practices and Games

A student who is not on a team may stay on the sidelines during practices only if he/she is under the constant supervision of an authorized adult. If the student will not be under such supervision, that child must either be picked up or must go to Coyote Club during this time.

Students who are staying after school to watch a practice or a game are not the responsibility of Valley Academy employees.

Any student attending a practice or a game must remain in the designated activity area and must follow all standards of Valley Academy behavior.

Code of Conduct

Players

Student athletes are representatives of Valley Academy and are expected to conduct themselves in an acceptable manner on and off the court. They will be reprimanded and/or removed from the team for displaying any behavior including but not limited to the following:

- Inappropriate language
- Physically assaulting a player, a coach, a spectator, or an official
- Ignoring or disobeying a coach
- Throwing or otherwise using equipment inappropriately
- Taunting or “trash talking” players, coaches, spectators, or officials
- Degrading another player or team in any manner
- Knowingly deceiving a coach or official

Coaches

Coaches serve both as representatives of Valley Academy and as examples to their players; therefore, they are expected to conduct themselves accordingly. They may be reprimanded and/or removed from their coaching positions for any behavior including but not limited to the following:

- Inappropriate language
- Physically assaulting a player, a coach, a spectator, or an official
- Throwing or otherwise using equipment inappropriately
- Taunting or “trash talking” players, coaches, spectators, or officials
- Degrading a player, parent, team, or official in any manner
- Knowingly allowing a student who is on academic probation or is otherwise ineligible to participate in a game
- Chronically being tardy or absent

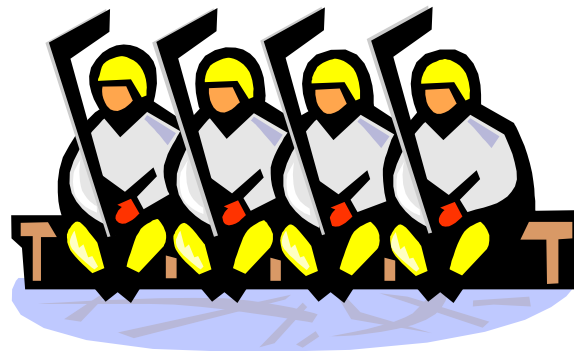
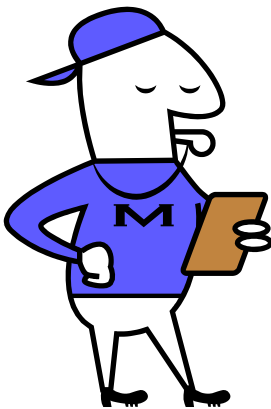
Spectators

Because our fans also serve as representatives of Valley Academy and as examples to both our players and the other team’s players when attending a sporting event, we ask that they also observe the applicable behavior above. We greatly appreciate the help of our fans as we attempt to instill good sportsmanship in our students, and we reserve the right ask any spectator who is behaving inappropriately to leave the premises.

Coaches

For the safety of our students, Valley Academy coaches must be approved by Administration and the Athletic Director, and those who are 21 years or older are required to have their fingerprints registered with the Arizona Department of Safety. They are also required to sign an agreement stating that they will follow guidelines provided by the school in dealing with students. For example, coaches should:

- Never be alone in a closed room with a student.
- Never drive to a game with only one student (other than their own child).
- Always make the safety and well being of the student the first priority.
- Avoid yelling at and/or demeaning the student.
- Use appropriate language around the students, parents, other coaches, and officials.
- Display good sportsmanship toward the referees and the other team.
- Never play a child who is on academic probation or is otherwise ineligible.
- Do their best to make the immediate environment as safe as possible.
- Focus on the practice or game that is taking place.
- Report any problems immediately to the Athletic Director or administrator on duty.
- Represent Valley Academy in a positive manner.
- Maintain an appropriately professional relationship with students, other coaches, parents, and officials.
- Dress in appropriate and professional attire as is befitting a Valley Academy representative.
- Approve all memos, uniforms, team t-shirts, and all other team related purchases with administration before the information is discussed with the team, goes out, or purchases are made.



Player's Agreement

I, _____, would like to participate in Valley Academy's _____ team for the 20____ - 20____ season. I have been advised that I am required to have an **Athletic Emergency Information Form** along with either a **Physical Exam Form** or a **Waiver and Acknowledgement Form** on file with Valley Academy. I must also have a **Permission to Ride Share Form** on file should I choose to ride to or from a game or practice with someone other than my legal guardian. I understand that Valley Academy's philosophy states that the purpose of our extra-curricular sports program is to provide our students with the opportunity to participate in competitive physical activities. The goal of Valley Academy's sports program is to develop good sportsmanship, build a sense of teamwork and responsibility, and improve basic athletic skills. I understand that it is my responsibility as a player to keep my grades at an acceptable level and to demonstrate a high level of sportsmanlike conduct as a representative of Valley Academy.

I hereby agree to abide by the philosophy and goals set by Valley Academy.

Player Signature Date

Parent Signature Date

Coach's Agreement

I, _____, am volunteering to coach Valley Academy's _____ team for the 20__-20__ season. I have been advised that I am required to have a fingerprint clearance card on file with Valley Academy. I understand that Valley Academy's philosophy states that the purpose of our extra-curricular sports program is to provide our students with the opportunity to participate in competitive physical activities. The goal of Valley Academy's sports program is to develop good sportsmanship, build a sense of teamwork and responsibility, and improve basic athletic skills. I understand that it is my responsibility as a coach to demonstrate proper conduct and hold the members of the team to high standards of sportsmanlike conduct.

I hereby certify that I have been given a copy of the _____ rules that will govern the 20__-20__ season. I further certify that I agree to abide by the philosophy and goals set by Valley Academy.

Signature

Date

Starting a Club

Any interested student can start a club at Valley Academy as long as he/she can find a staff member who is willing to sponsor it. In order to start a club, the information below must be submitted to and approved by an administrator.

If you are interested in starting a club at Valley Academy, submit the following information to Administration for approval.

1. Name of the club
2. Brief description of the club
3. Purpose of the club
4. Membership eligibility requirements
5. Cost/dues and what they would be for
6. How often and when the club would meet
7. Name of teacher willing to sponsor the club

Club Application

Name: _____ Date: _____

Relationship to Valley Academy: _____

Name of club: _____

Purpose of club:

Membership Eligibility Requirements:

Cost/Dues: _____

What will the money be used for?

How often and when will the club meet? _____

Name of staff member(s) willing to sponsor the club:
