



Tolleson Union High School District

2015-2016 Athletics Handbook



Copper Canyon High School (623) 478-4800	La Joya Community High School (623) 478-4400
Sierra Linda High School (623) 474-7700	Tolleson Union High School (623) 478-4200
University High School (623) 478-4380	Westview High School (623) 478-4600
Continuing Education Academy (623) 478-4120	Lighthouse Academy (623) 478-4377

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PURPOSE

This handbook is intended to provide a tool for Tolleson Union High School District student athletes and their parents with information that is essential to successful and fulfilling participation in the interscholastic athletic program. It is the District's expectation that the student athletes and their parents be held responsible for adherence to the requirements and expectancies set forth in this handbook.

HIGH SCHOOL ATHLETIC PHILOSOPHY

We believe athletics to be a beneficial and valuable experience for the young people of Tolleson Union High District high schools. This is an area in which young men and women can develop the skills they will need to meet the demands and challenges of adult life. Such valuable personal traits as sacrifice, determination, dedication and the will to succeed will always be a part of athletics and is only one of many activities provided. All students are to remember that classroom performance must come first. The athletic departments will strive to be a source of pride for our athletes, students, school and community. (The Tolleson Union High School District athletic programs will continually seek to make significant contributions to the total education of the students.)

HIGH SCHOOL ATHLETIC GOALS AND OBJECTIVES

With the following goals and objectives in mind, the athletic departments seek to contribute to the growth, development and education of the young men and women who attend our high schools:

- Each student should become aware of the importance and value of a physically fit body, how to reach an acceptable fitness level and how to maintain that level.
- Each student should understand the important role of healthy mental attitudes and emotional stability in effective athletic performance.
- Through the principles of justice, fair play and good sportsmanship, each student will develop good citizenship and respect for rules and authority.
<http://www.aiaonline.org/pvh/> http://www.aiaonline.org/pvh/six_pillars.php
- Each student will be provided the opportunity to develop his/her athletic skills to their fullest potential.
- Each student will gain an understanding and appreciation of the risks inherent in athletic participation and become aware of measures he/she can employ to effectively reduce those risks.
- The athletic programs will seek to promote community interest and involvement in school activities by providing enjoyable experiences for participants and spectators.
- Each student will realize the benefits of self-esteem, self-confidence, self-discipline, a desire to achieve and a commitment to excellence.
- The athletic programs will develop the leadership qualities that exist in each of our students.
- Each student will become aware of the importance of setting goals and dedicating one's self to reaching those goals by making the necessary sacrifices.

STUDENT ATHLETE ASSUMPTION OF RISK STATEMENT

An Important safety Statement

Safety for student athletes during participation in the interscholastic athletic program is of utmost concern. We attempt to provide all student athletes with a safe practice and playing environment. Our coaching staffs are carefully selected to ensure competence in conducting their sport. We provide the best in protective equipment and include proper facilities maintenance as an important aspect in injury prevention.

Despite these efforts, injuries do occur. Athletic competition by its very nature creates various situations where injuries cannot be avoided. As an athletic participant, **there is always the possibility that you may sustain** an injury. The injury sustained could range from minor contusion to a severe spinal cord injury resulting in quadriplegia or death.

Participation in athletic competition provided the individual with a positive educational experience that can add to the individual's development. The participant and participant's parents must realize, however, that there is a potential for **serious injury**. Individuals who cannot accept the injury risk should redirect their energies to either a non-athletic activity or select a sport with a reduced injury potential.

*Each sport and facility may have unique kinds of injury risks. Individual schools and sports may require athletes and parents to sign additional sports specific risk statements.

STUDENT ATHLETE CODE OF CONDUCT

The interscholastic Athletic program at Tolleson Union High School District facilitates the personal growth and education of students through their participation in a comprehensive program of AIA sports. As an integral part of the school, the Athletic program actively promotes fair equity and diversity.

To this end, the Athletics Department has adopted a standard of ethical conduct and behavioral expectations for all athletes in the Tolleson Union High School District. A balanced student-athlete will be a responsible citizen, who achieves academically and performs athletically. Violation of this code of conduct is a significant event and calls for disciplinary action.

I. Standards of Conduct

1. It is a privilege and not a right to be a student-athlete in the Tolleson Union High School District.
2. On and off campus and in cyberspace communities, you are expected to conduct yourself in a manner that exhibits honor and respect to our school, students, teachers and staff.
3. As a student-athlete you are expected to conform to all federal, state, and local laws as well as school and Tolleson Union High School District regulations regarding academics, and general conduct.
4. Students penalized for violating public laws are not exempt from further prosecution by school authorities if actions also violate school rules.

5. The athletic department and respective coaches reserve the right to implement additional sanctions.
6. Tolleson Union High School District expects its student-athletes to demonstrate academic integrity and accomplishment, train and strive for their highest degree of athletic excellence and sportsmanship, and to conduct themselves responsibly as members of the campus and larger community.
7. Hazing - behavior that endangers the physical or mental health of any person – or damages property will not be tolerated.
8. Sportsmanship is respect for oneself, teammates, coaches, officials, opponents, and property.
9. Sportsmanship also requires maintaining self-control, and refusing to be drawn into or encourage physical conflict not otherwise required by proper execution of the sport.

Sportsmanship: Sportsmanship shall be defined in accordance with the standards of the A.I.A. and the Tolleson Union High School District. In general, a sportsperson is one who can take a loss or defeat without complaint, a victory without gloating, and who treats opponents with fairness, generosity, and courtesy. All student-athletes are obligated to represent themselves, the team, the Athletic Department, the school, their families, and their communities, with the highest level of sportsmanship.

Initial Section I _____

II. Prohibited Conduct

Prohibited conduct includes violation of any of the standards established by the governing authorities identified above. Student-athletes must not violate any of the policies described below.

1. *Academic Dishonesty*: The Athletic Department will not tolerate acts of academic misconduct which includes, but is not limited to: cheating, falsification/fabrication, tampering, plagiarism, facilitating academic misconduct, and other academic misconduct.
2. *The possession or use of illegal drugs, tobacco and or alcohol* is strictly forbidden.
3. *Hazing*: Hazing in connection with membership or participation in athletic team activities is strictly prohibited.
4. *Cyberspace* (including social networking websites): Student-athletes are permitted to have profiles on social networking websites such as Myspace and Facebook provided that a) no offensive or inappropriate pictures are posted, b) no offensive or inappropriate comments are posted and/or c) any information placed on the website(s) does not violate the ethics and intent behind the Tolleson District Student Code of Conduct, the student-athlete code of conduct, and all other applicable state, federal, and local laws.
5. *Violence*: The Tolleson Union High School District is committed to creating and maintaining a community in which its members are free from all forms of harassment, exploitation, intimidation, and violence. Student-athletes are prohibited from engaging in violent acts including assault on a person or property, hate crimes, hazing, stalking, sexual violence, or any other conduct prohibited by law.
6. *Sexual Assault*: The Department of Athletics will not tolerate sexual harassment, intimidation, stalking, sexual assault, domestic violence, or other related violations.

7. *Disrespect*: At all times, student-athletes are required to conduct themselves in a manner respectful of themselves, their team, the school, the Department of Athletics, game officials, opponents, and property. Student-athletes are to refrain from disrespectful conduct such as unsportsmanlike conduct; profane, abusive, demeaning, harassing, threatening, or obscene expression; or deliberate damage to equipment or other property. Disrespectful conduct will be reviewed by the Head Coach and Director of Athletics and may result in disciplinary action.
8. *Poor Sportsmanship*: Student-athletes are held accountable to a high standard of ethical conduct in all activities affecting the athletics program, whether as a participant or as a spectator.
9. *Unexcused Class Absences and Poor Academic Performance*: Student-athletes are expected to attend class regularly and punctually, and to fulfill course academic performance requirements. Failure to meet such obligations may affect eligibility to participate, eligibility, and academic standing.
10. *Failure to Meet Team Obligations*: Student-athletes must complete training requirements; arrive promptly for team practices, meetings, and departure for away games and other team events; attend team functions; and otherwise fulfill their responsibilities as team members. Absences must be excused in advance by the Head Coach unless an unforeseeable emergency arises.

Initial Section II _____

III. Disciplinary Process and Sanctions

Sanctions levied by Athletics may occur over and above those levied by the school. Sanctions will vary depending on the type and circumstances of the violation. When the Department of Athletics becomes aware of an alleged violation of this Code of Conduct, the Director of Athletics or his/her designee (“the AD”) will take reasonable steps to verify the validity, reliability, and accuracy of the report. These steps may include interviews of students and employees, or of all persons having knowledge of relevant facts; examination of documents; and other steps necessary for the AD to determine the merits of the report. A meeting with the student-athlete will ordinarily occur before any discipline is imposed; however, in extenuating circumstances, the AD may suspend the student-athlete before the meeting.

Determination of responsibility will be based on a preponderance of evidence and information available. A first time offense may be serious enough to warrant any of the possible sanctions listed below. A student-athlete’s refusal to participate and cooperate in an Athletic Department investigation of possible violation of this Code of Conduct or AIA rules may itself constitute a basis for disciplinary action.

Possible Sanctions include but are not limited to:

1. Warning
2. Probation – *Special status with conditions imposed for a limited time*
3. Restitution – *i.e., payment for damaged property*
4. Suspension – *Removal of a student-athlete from all athletic department activities for a limited period of time*
5. Expulsion – *Permanent removal from a team and/or department activities regulations*

Violations of Team Rules

Each student-athlete is responsible for following his/her specific team policies. These policies shall be in writing and distributed to team members at the start of each academic year or the beginning of the playing season, whichever comes first. The Head Coach and the Director of Athletics all have authority to impose sanctions.

Violation of Criminal Law

Student-athletes arrested for, or charged with, violating the criminal law will be immediately suspended from practice and competition. Based on available information, the Director of Athletics may at any time, prior to a finding or plea of guilty to a criminal charge, may lift or modify the suspension.

Initial Section III _____

IV. Appeals

The student athlete will be given the opportunity to make a written statement within five days about the circumstances and why he or she feels reinstatement is warranted. Upon conclusion of an appeal, the building principal will notify the student in writing as to the result of the appeal.

Initial Section IV _____

V. Agreement/Waiver

I understand and agree that I am required to know, understand, and follow the standards contained in the Tolleson Union High School District Code of Conduct. In addition, I understand and agree that I am responsible for knowing, understanding, and following the rules, policies, and procedures of Tolleson Union High School District, and my sport's team policies.

I understand the possible sanctions which could be imposed due to a violation of any of the policies listed above. If I have further questions regarding this Student-Athlete Code of Conduct, I can ask my coach or athletic director.

SPORT: _____ DATE: _____

PRINTED STUDENT ATHLETE NAME: _____

STUDENT ATHLETE SIGNATURE: _____

PARENT PRINTED NAME _____

PARENT SIGNATURE _____

IMPORTANT SOURCES OF INFORMATION FOR PARENTS/STUDENTS

Tolleson Union High School District

www.tuhsd.org

(Athletic information on school websites)

Arizona Interscholastic Association

aiaonline.org

(The AIA by-laws, rules, and regulations for all sports as well as power ratings, state tournament information, articles on high school sports, and AIA programs offered)

National Federation of State High School Association **nfhs.org**

(Rules and information relating to high school athletics across the nation)

NCAA Eligibility Center

ncaa.eligibilitycenter.org

(Contains information regarding requirements for scholarship qualifications and provides information on how a student athlete becomes academically eligible to receive a Division I or II scholarship)

SPORTSMANSHIP REQUIREMENTS

“VICTORY WITH HONOR.....SPORTSMANSHIP AND CITIZENSHIP”

The Tolleson Union High School District supports the Arizona Interscholastic Association (AIA) in the Pursuing Victory With Honor program. Sportsmanship and citizenship will form the foundation of all district athletic programs. Student athletes, parents, coaches and spectators are expected to adhere to the principals of good sportsmanship at all times. Interscholastic athletics serves as an educational function in public schools, it is not about winning. **As a spectator you are a guest at our educational activities and expected to be a good sport at all times. Coaches, athletes and the participants are held to the same high standards of good sportsmanship.**

Six Pillars

Trustworthiness

- Be honest – *Don't deceive, cheat or steal*
- Be reliable – *Do what you say you will do*
- Have the courage to do the right thing
- Build a good reputation
- Be loyal – *Stand by your family, friends and country*

Respect

- Treat others with respect; follow the Golden Rule
- Use good manners, not bad language
- Be considerate of the feelings of others
- Do not threaten, hit or hurt anyone
- Deal peacefully with anger, insults and disagreements

Responsibility

- Do what you are supposed to do
- Persevere: Keep on trying -- *Always do your best*
- Use self-control; Be self-disciplined
- Think before you act – *Consider the consequences*
- Be accountable for your choices

Fairness

- Play by the rules; take turns and share
- Be open-minded; listen to others
- Do not take advantage of others; do not blame others carelessly

Caring

- Be kind, be compassionate and show you care
- Express gratitude -- forgive others -- help people in need

Citizenship

- Do your share to make your school and community better
- Cooperate -- stay informed, vote
- Be a good neighbor; obey laws and rules
- Respect authority; protect the environment

HAZING PREVENTION PROCEDURES

The Arizona legislature has issued a mandate (A.R.S. 15-2301) to “every public educational institution in this state.” This law:

- Requires school districts to “adopt, post, and enforce a hazing prevention policy.”
- Directs that “the hazing prevention policy shall be printed in every student handbook for distribution to parents and students.”
- Sets forth specific provisions which must be included in the “hazing prevention policy.”

It is the responsibility of all Tolleson Union High School District personnel (including principal, athletic directors, coaches, teachers, and staff) and students to be aware of and strictly adhere to the following policy;

- Hazing is strictly prohibited and will not be tolerated.
- This prohibition includes:
 - any solicitation to engage in hazing; and
 - aiding and abetting another person that is engaged in hazing.
- “Hazing” means any intentional, knowing, or reckless act committed by a student whether individually or in concert with other persons, against another student, and in which both of the following apply:
 - The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with Tolleson Union High School District.
 - The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

- “Organization” means an athletic team, association, order, society, corps, cooperative, club, or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.
- The fact that a person consents to being “hazed” does not constitute a defense to violation of this policy.
- All students, teachers and staff shall take reasonable measures within the scope of their individual authority/ability to prevent violations of this policy.

The following procedures are to be employed by students, teachers and staff in reporting violations of this policy, or for filing complaints for violations of this policy:

- Standard administrative procedures will apply for all teachers and staff, as directed by the administration and include the appropriate due process provided and implemented by school administration for investigation of reports of violations of this policy.
- Penalties and sanctions for violation of this policy shall be imposed in accordance with the Tolleson Union High School District Student Athlete Code of Conduct.
- The appeals process for those who are subjected to disciplinary action under this policy shall follow current district disciplinary guidelines.

Violations of these hazing procedures may result in notification to the appropriate law enforcement agencies.

ARIZONA INTERSCHOLASTIC ASSOCIATION ELIGIBILITY RULES

All Rules and Regulations are available on the following website: aiaonline.org.

Domicile Requirements

To be eligible to participate in any athletic contest, a student must meet one or more of the following requirements:

- living with parent(s)/guardian(s) who reside in that high school’s attendance area;
- a student who transfers to a new school attendance zone with one parent, where the parents are not divorced or legally separated, is not eligible at the school to which he/she transfers;
- may reside with guardian but the guardian must be a legal guardian appointed by a court of competent jurisdiction. If the student lives with legal guardian, he/she must petition the Arizona Interscholastic Association Executive Board to be declared eligible;
- any student that has attended the same high school a minimum of one school year is eligible at that same high school (must be the previous school year);
- an eighth grade student enrolling in the ninth grade for the first time is eligible for participation no matter where his/her parents reside;
- a foreign exchange student that is placed in the school’s attendance boundary by an AIA approved exchange program is eligible, unless they have graduated in their home country;
- students may not transfer schools for athletic reasons. “Any student who transfers schools without change of domicile must appeal to the AIA for athletic eligibility under the “hardship transfer rule;”
- all transfer students must complete a 520 form to be eligible to participate in athletics;
- a student denied eligibility may still participate in any sport not participated in during the previous twelve months by submitting a 530 form to the athletic director.

Eligibility Rule

A senior high student is limited to eight consecutive semesters of opportunity for eligibility beginning with the student's first enrollment in the ninth grade.

Age

If a student becomes 19 years of age after September 1, he/she is eligible to compete for the remainder of that school year. If he/she becomes 19 years of age on or before September 1, he/she is not eligible for any part of that school year. This age limitation may only be waived, in the discretion of the AIA Executive Board (Board), in the case of a documented disability which causes the student's non-compliance with the rule (15.14.5).

Non-School Participation – “Loyalty” Rule

A student who is a member of a school team shall not practice or compete with any other team or group in that sport during the interscholastic season of competition. A student who violates this rule faces a loss of eligibility for a minimum of the balance of that sport season and a maximum of one calendar year.

This rule promotes well-rounded, well-balanced students. It promotes the notion that students are to be students first, then athletes. It encourages students to participate in more than one sport and to have time for non-athletic activities as well. It helps equip students for life, not just sports.

Amateur Standing

Each student, in order to represent any Tolleson Union High School District in any AIA sanctioned contest, shall be and shall remain an amateur.

Recruiting

There shall be no recruitment of athletes. Recruitment is defined as the act of influencing a student to enroll in a school or to transfer from one school to another in order that the student may participate in interscholastic athletics. No school administrator, athletic coach or employee of a high school district shall engage in recruitment either by direct contact with a student or indirectly through parents, legal guardians, common school employees, directors of summer athletic programs or other persons who are in a position to influence the student's choice of a school.

SPORTS PARTICIPATION GUIDELINES

Athlete Responsibilities

Participation in high school athletics is a privilege that carries with it a certain amount of individual responsibility. The following guidelines are set forth to help each athlete meet and accept those responsibilities:

- Report all injuries to the coach and athletic trainer as soon as possible.
- Team practices are scheduled for every school day, as well as some Saturdays and holidays, unless otherwise canceled. Squad members are expected to be punctual in reporting to practice. In case of a necessary absence from practice, it is the athlete's responsibility to notify the coach before the practice or contest. **No school-related activities will take place on Sundays.**

- All athletic trips will be made on school transportation. The only exemption is for a parent that wishes to furnish transportation home from an event for their son or daughter. *See the section below entitled “Travel Procedures for Students” for specific rules pertaining to these situations.* This procedure is to be used only under circumstances when it is essential and not on a routine basis (Pages 25 and 26).
- As members of an athletic team, athletes are representing much more than themselves. Our athletes should strive at all times, in their dress, actions, and behavior, to reflect only those qualities and characteristics that will bring pride to themselves, their team, and their high school.
- **The athlete is held responsible for all athletic equipment issued him/her.** Athletic equipment should not be worn around school unless the athlete is directed by his/her coach to do so. Any lost or stolen athletic equipment should be reported immediately to the coach so that the appropriate steps can be taken to locate the item. **The athlete will be required to pay for any equipment that is not returned.**
- On the field or court, athletes must conduct themselves in a commendable manner. The expectation is that all athletes have complete control of themselves at all times. Coaches will review and discuss more specific regulations related to proper athletic conduct. Refer to AIA Sportsmanship Rule in this handbook.
- Any athlete who voluntarily leaves a team or is released from the team for any reason may not participate in any other organized team activity until the sport from which he/she dropped has ended. Exceptions are subject to coach and athletic director’s approval. Any athlete planning to voluntarily leave a squad must first notify his/her coach in advance of this action.
- Our high schools give athletic awards to those students that successfully participate in the interscholastic athletic program. This minimum requirement for earning an athletic award is completing the season in good standing. However, there may be additional requirements stipulated by the coach. Certificates will be given to each athlete who letters by the site athletic program.

ATHLETIC ELIGIBILITY RULES PROCEDURES FOR ATHLETIC PARTICIPATION CLEARANCE

All students must meet the minimum requirements set forth by the Arizona Interscholastic Association and receive participation clearance from the site athletic director before they will be issued any equipment, **allowed to practice**, or be eligible to participate in interscholastic competition. The procedure for receiving athletic participation clearance is as follows:

Student athletes should pick up all clearance material from the athletic secretary. The clearance packet should contain the following information:

- Domicile form
- Equipment Check Out/Parental Consent form
- Watch Informed Consent Video and complete and sign Statement of Awareness form
- Annual Pre-participation Physical Evaluation form
- A Physical Examination is required using the AIA FORM in the packet.
(Physicals taken on or after March 1 of this year are good for the following school year.)
- AIA Concussion Statement and Acknowledgement (Complete and Sign) form
- Consent for Emergency Care form

Additional Items Needed To Complete Clearance Requirements:

- Copy of your medical insurance card. I clearly understand that it is the District's policy that all students participating in interscholastic activities must have insurance and that the school cannot pay any medical cost from injury to a student. School insurance is available for students without insurance.
- Complete AIA Brainbook Concussion course and print out certificate (one time only) <http://aiaacademy.org/users/login/brainbook>
- Copy of your Birth Certificate
- Copy of signed NCAA Clearinghouse information sheet
- An annual Athletic Fee of \$50.00 per sport is due at the beginning of each sport season after you try out and make the team. This is payable at the student bookstore.

Submit all completed paperwork to the Athletics Department for approval. Note: All debts to the bookstore must be paid in full before athletic clearance will be given.

Attendance

No student may participate in an extracurricular activity on any date during which the student has been absent for more than one-half (1/2) of the class periods in which the student is enrolled. Relief from this requirement may be granted by administrative review.

Student/Athlete Eligibility Requirements

The State Board of Education as mandated by the Arizona State Legislature requires that each school district must have in place a "No Pass No Play" policy. Athletics, speech, spiritline and ROTC are all defined as extracurricular activities that fall under the "No Pass No Play" policy.

Extracurricular Participation

Definition

Extracurricular activities for grade nine (9) through twelve (12) are defined as:

- a. All interscholastic activities which are of a competitive nature where championship, winner or rating is determined.
and/or
- b. All those endeavors of a continuous and ongoing nature for which no credit is earned in meeting graduation or promotional requirements and are organized, planned or sponsored by the District consistent with District policy.

Activities which are an integral part of a credit class shall be excluded from this regulation unless the activity is an interscholastic activity or a competitive nature where a championship winner or rating is determined. No class in physical education shall require participation in interscholastic athletics as a condition of the grade and/or credit earned.

Scholastic Requirements

Earn

A student earns eligibility to participate in extracurricular activities during the current eligibility period by passing each course in which the student was enrolled during the previous eligibility period. Prior to the first semester of the senior year, a student must have been enrolled in at least five (5) credit courses or equivalent during the previous eligibility period.

Maintain

A student in grades nine, ten, and eleven maintains eligibility to participate in extracurricular activities during the current eligibility period by being enrolled in at least five (5) credit courses or equivalent during the eligibility period. A high school senior may enroll in fewer than (5) credit courses or the equivalent so long as the number of hours is sufficient to allow the student to complete graduation requirements by the end of the senior year.

Generally, a passing grade shall be earned by successfully completing sixty (60) percent of the requirements of a course. A grade that does not earn credit toward graduation shall be represented by: F (fail), NC (no credit) or I (incomplete).

An audit prearranged as per requirements set forth in the course description catalog shall not adversely effect a student's eligibility.

Special education students shall receive grades in accordance with individual education plans (I.E.P.) as pursuant to Arizona State Board of Education rule (R7-2-401).

The grading/ineligibility interval shall be nine (9) weeks in duration. The District Progress Report shall serve as a preliminary written notice to parents/guardians and student of pending ineligibility. Specifically, the comments "in danger of failing" and "failing" shall provide this notice. This report shall be compiled no later than the end of fifth (5th) week of each grading/eligibility period. The District report card shall serve as a written notice to parents/guardians and students of eligibility/ineligibility status. Specifically, the grades earned at the end of the *first (1st) quarter, first (1st) semester, third (3rd) quarter, second (2nd) semester* shall provide this notice.

Period of Ineligibility

The period of ineligibility shall be the same length as the grading/eligibility period (nine (9) weeks). However, eligibility status of all those ineligible will be checked at the progress report. If a student is passing all courses and is making satisfactory progress toward graduation, then the student shall have regained eligibility. Students may participate in practice sessions or attend meetings but may not participate in competitions or the business affairs of an organization until eligibility is regained.

Change of Eligibility Status

A student regains eligibility on Friday, when grades are posted. A student may regain eligibility at the time the progress report grades are posted, during intersession and/or credit/grade recovery period.

Ineligibility will be lost on the first regular school day, (i.e., Monday after October break, and Spring break and on the first day of First and Second Semester).

Deficiencies that are made up through summer school or night school shall affect eligibility status for the grading/eligibility period following the grading/eligibility period during which the work is completed.

If a student fails a required class, he/she must remove the deficiency by retaking a required class in order to regain eligibility. If a student fails an elective class the student may remove the deficiency by taking any elective or required class in order to regain eligibility.

Educational Support Services

Educational support services may include, but are not limited to:

- Individual assistance from teacher.
- Supervised study periods.
- Tutor program.
- Study skill program.

These services shall be available to all students. Students who are participating or attempting to participate in extracurricular activities and are declared ineligible by this rule shall be directed by the certificated supervisor of the activity to the appropriate support service(s).

Student Behavior

No student may participate in an extracurricular activity on any date during which the student has been absent for more than one-half (1/2) of the class periods in which the student is enrolled. Relief from this requirement may be granted by administrative review.

Any student whose behavior during extracurricular activities is inappropriate to the spirit of the event and/or violates District Student Behavior Guidelines may be denied participation in an extracurricular activity until such time as a behavior of the student warrants reinstatement.

Monitoring

It shall be the responsibility of *the certificated supervisor* of any activity to monitor the eligibility status of the student(s) participating or attempting to participate in the activity.

Remediation plans are available to all students. It is the student's responsibility to attend assigned sessions or make special arrangements for any individual remediation services. Parents may contact the coach/sponsor, the teacher, or the athletic director for information and assistance in student remediation at any time.



Tolleson Union High School District Eligibility Timeline 2015-2016

1st Quarter Progress	-	September 2	A student who is ineligible from the spring of 2015 can regain eligibility
1st Quarter Report Card	-	October 9	A student regains eligibility on Friday, when grades are posted
2nd Quarter Progress	-	November 18	A student regains eligibility at the time the progress report grades are posted, during intersession and/or credit/grade recovery period
2nd Quarter/Semester 1 Report Card	-	December 18	A student regains eligibility on Friday, when grades are posted
3rd Quarter Progress	-	February 3	A student regains eligibility at the time the progress report grades are posted, during intersession and/or credit/grade recovery period
3rd Quarter Report Card	-	March 4	A student regains eligibility on Friday, when grades are posted
4th Quarter Progress	-	April 13	A student regains eligibility at the time the progress report grades are posted, during intersession and/or credit/grade recovery period
4th Quarter/Semester 2 Report Card	-	May 20	A student regains eligibility on Friday, when grades are posted

Course Change Procedure



Tolleson Union High School District

Eligibility Update

(This is not an official Grade Change Form)

Copper Canyon La Joya Community Sierra Linda Tolleson Union Westview University High

Student Name _____

ID# _____

Course	Previous Grade Percent	Updated Grade Percent	Reason for Change

Teacher Name (*Print*) _____

Teacher Signature _____

Administrator Signature _____

Date _____

COMPLETED FORM MUST BE SUBMITTED TO THE ATHLETIC'S/ACTIVITIES OFFICE

A student may request to change a class from credit to audit status through the first one-third (1/3) of any course. Any student who changes a class from credit status to audit status during the term will be ineligible under the No Pass/No Play regulations through the end of the term.

Any student may request to drop a class, without that class appearing on the student's transcript, before the end of the 5th week of any block class will remain on the transcript. They will be ineligible for the remainder of the term.

High School Activity Participation Fee

A \$50 per sport year per year (not to exceed \$200 per family) participation fee will be assessed at registration to enable the student to participate in any of the following AIA activities for the 2014-2015 school years:

- Athletics
- Spiritline
- Speech and Debate

The fee is payable at registration or may be paid prior to participation in one of the above activities. Requests for fee waiver consideration due to hardship must be directed to your school's athletic director. There is a family cap for two or more participants from the same family. Funds generated will be used to cover the costs of game management, entry and tournament fees, officials, equipment, transportation and meal money for events.

Guidelines for Team Selection

Participation in interscholastic activities is not a right. The following guidelines apply:

- An athlete will be offered ample opportunity to demonstrate their abilities.
- A tryout period of a minimum of three days is a district guideline, which may be subject to change by the coach in consultation with the site athletic director.
- The coach is responsible to establish a criteria system for team selection.
- The coach will review the selection process with the athletic director prior to tryouts.
- The coach will notify players of tryout results in a timely and sensitive manner.
- Coaches will be proactive with regard to the sensitive process of non-selection of all athletes.
- The coach may discuss tryout results with the athlete or parent, but may not discuss with other athletes.
- Coaches will provide suggestions for improvement to help athletes, who are cut, prepare for the future tryouts.
- The coach may not use any off-season program participation as a basis for team selection.
- Multiple sports players must be allowed to tryout. Their selections to the team shall not result in cutting previously selected players, although it may involve changes in level of team on which those players will participate.
- There will be no public commentary regarding the selection process.

NOTE: IN ALL INSTANCES, THE FINAL DECISIONS FOR TEAM SELECTION WILL RESIDE WITH THE HEAD COACH WITH THE PROCESS ONLY SUBJECT TO REVIEW BY THE ATHLETIC DIRECTOR.

Guidelines for Students Participating In Two Concurrent Sports

- If it is deemed to be in the best interest of the student and athletic program, athletes may participate in two concurrent sports with the following conditions:
 - Both coaches must personally meet with the athlete and his/her parents to review the demands of each sport.
 - It must be mutually agreeable with both coaches with consideration given to practice schedules and games.
 - The student athlete must identify the primary sport. This sport has priority when necessary over the second sport.
 - The student athlete and his/her parent/guardian must attend the preseason risk warning meeting and execute an informed consent form related to each sport.

- Participation of freshmen athletes in varsity sports is rarely appropriate and not to be encouraged. In those instances where such participation is being considered, the following guidelines apply:
- Before any freshmen athlete is placed on a varsity team/sport, the coach must communicate his/her intentions with their athletic director.
- The head coach must communicate with the student athlete and parents/guardians. Discussion should focus on time commitments, academic concerns, and level of competition, health and safety issues, peer separation, and possible future burnout.
- The coach, parents/guardians, and athletic director must reach a consensus regarding participation.

NOTE: THE ABOVE GUIDELINES FOR FRESHMEN ATHLETES DO NOT APPLY TO: SWIM/DIVE, GOLF, CROSS COUNTRY, TRACK AND TENNIS.

Guidelines for Athletes with Disabilities

Federal law prohibits any discrimination against students with disabilities, and requires reasonable accommodation of such students to allow for them to be included as broadly as is reasonably possible in all school programs, including extracurricular activities. The following guidelines will be applicable to participation of students with disabilities in the Tolleson Union High School District athletic program:

- If they are cleared to participate through the athletic participation clearance process, reasonable accommodation must be made for the participation of athletes with disabilities. For example, an athlete with hearing loss must be allowed to have a qualified “interpreter” available during practices, games and team meetings to assure effective communication with that athlete.
- Other than making reasonable accommodation for their participation, athletes with disabilities must not be treated differently than any other athlete out of concern for their well-being. For example:
 - In wrestling, an athlete with disability cannot be continuously matched against smaller, younger, less mature participants out of a concern that the athlete will be at greater risk working against participants of similar size, age and maturity.
 - In baseball or softball, an athlete with hearing loss cannot be required to wear protective equipment that is not required of other athletes out of concern that he/she is at greater risk of being struck by a ball or bat.
- Athletes with disabilities and their parents/guardians will not be subjected to more stringent requirements pertaining to risk warning and informed consent than is the case with all other student athletes.

Scholar Athlete Recognition

All athletes are subject to AIA rewards for individual or team academic excellence. A team with a combined GPA of 3.1 or an individual with a 3.5 GPA or more will receive state recognition.

SAFETYGUIDELINES

Tolleson Union High School District is committed to making the health and safety of its athletes the highest priority of the interscholastic athletic program. To this end, the district employs athletic trainers at every high school and imposes strict requirements upon athletic directors and coaches for knowledge of, and adherence to, safety policies and procedures.

We know, however, that the efforts of Tolleson Union High School District personnel can only go so far in providing protection from injury. **Athletes and their parents must also be committed to safety** for the district's goals to be achieved. In addition to focusing on the following areas of concern, athletes and parents will be provided with a continuous flow of information which is critical to athlete health and safety.

Tolleson Union High School District athletic trainers are nationally certified, state licensed health care professionals who specialize in athletic health care. If you have any questions or concerns about the risk of injury or illness due to athletic participation, or how to best reduce that risk, be sure to contact the athletic trainers at your school. On the following pages you will find detailed information concerning certain aspects of the "safety guidelines: which have been adopted by Tolleson Union High School District.

PRE-PARTICIPATION PROCESS

Tolleson Union High School District recognizes that effective pre-participation screening of all athletes is an essential component of providing for their safety. Consequently, an annual athletic participation clearance process which includes an annual pre-participation physical evaluation and an annual pre-participation physical examination is required for athletic participation. This requirement applies not only to "in-season" participation, but to any out-of-season (including summer) program which is organized and conducted by Tolleson Union High School District athletic staff.

Screening Methods

Responsibility for facilitating and assuring compliance with pre-participation screening lies with the athletic director, athletic trainers and coaches at each school. Various factors may influence the particular details of a given school's approach to pre-participation screening, but certain guidelines must be followed:

- At least once each year, a group screening (Physicals) may be conducted at each school. This may be scheduled in the spring, after March 1st or in the late summer, prior to commencement of any in-season sports activities for the coming school year. The cost of these screenings (physicals) to the athletes will be nominal, and arrangements will be made for waiver of cost to those athletes who are unable to afford the cost as determined by the athletic director.
- Screenings (Physicals) at each school will be open to athletes from that school and other Tolleson Union High School District schools, as long as prior notification and arrangements are made between the athletic director of the athlete's school and the athletic director of the school conducting the screening (physical).
- Standardized screening forms (physical evaluation and physical examination), approved by the AIA, will be required for all screenings (physicals).

- The school athletic director, athletic trainers and school team physician will collaborate on planning and implementation of group screenings (physicals). At least one qualified physician must be present and sign all forms, and the screening staff shall be of sufficient size and qualification to assure effective screening of all athletes. School nurses, athletic trainers from other schools, and other qualified health care personnel may be used to support the physician(s) in the screening process.
- If an athlete is unable to participate in a group screening (physical), his/her parents/guardians will be responsible for arranging for private screening (physical) with a qualified physician of their choice. In this instance, the athlete/parent will obtain the appropriate screening (physical) form from the athletic director conducting screenings in a manner which assures uniformity for all athletes.
- Pursuant to AIA rules, licensed physicians of medicine or osteopathy must conduct screenings (physicals).
- A screening (physical) is valid for one calendar year unless the athlete has suffered a significant injury or illness since the screening (physical) was performed. In that instance, the athlete must be thoroughly evaluated by the athletic trainer before resuming participation. The athletic trainer may, in his/her discretion, recommend to the athletic director a re-screening.
- Screening (physical) forms shall be placed in the athlete's file maintained by the athletic director and copies given to the athletic trainers.

INSURANCE GUIDELINES

Availability of insurance coverage is critical to obtaining appropriate medical care for athletes, particularly in an emergency situation. Therefore, it is an important safety consideration.

Insurance requirement

Tolleson Union High School District requires proof of insurance as a condition of participation in all sports programs. This applies not only to in-season activities but to all out-of-season (including summer) activities planned and facilitated by Tolleson Union High School District personnel. A **“waiver” of the insurance requirement by the parent/guardian will not suffice.** Student athletes who are approved for Arizona Health Care Cost Containment System (ACCCHS) coverage will be approved for sports participation upon presentation of proof of that coverage.

Insurance coverage for purchase

Tolleson Union High School District offers the parents the opportunity to purchase insurance coverage through an outside agency. Brochures will be available at each site for the appropriate coverage.

Verification of Compliance

It is the responsibility of the school athletic director and athletic trainer, and the head coach of each athlete, to assure that the insurance requirement has been met prior to commencement of any form of participation by the athlete. Insurance information for all athletes will be maintained in the offices of the unit athletic director, school nurse, and athletic trainer, and will be immediately accessible at every activity session, whether conducted on or off campus. Unit athletic directors will work with their school's bookstore organization to develop a fund from which school insurance can be purchased on behalf of athletes whose parents/guardians are unable to afford the coverage and have no primary coverage for the athlete.

RISK WARNING & INFORMED CONSENT GUIDELINES

Responsibilities of Tolleson Union High School District

Tolleson Union High School District recognizes its legal and moral responsibility to assure that prior to participating in athletic activities all students and their parents/guardians are entitled to be made aware of the risks which are inherent in their chosen sport and to give their “informed consent” to participation. Complete commitment and cooperation of administrators, athletic trainers, coaches, parents and athletes is essential to assuring that this responsibility is fulfilled.

The District also recognizes that educating parents and athletes concerning sport-specific risks is an essential component of reducing those risks and preventing injuries. This requires a comprehensive approach which is uniformly applied with parents and athletes of all athletic teams throughout the district.

Risk Warning Methodology

The District will provide specific tools and methods for facilitating the education of parents and athletes concerning sport-specific risks and documenting their informed consent to participation. School athletic directors, coaches and athletic trainers will form the primary team at each school which is responsible for assuring that procedures and guidelines related to risk warning and informed consent are uniformly implemented with every sports team at that school. The following general guidelines will be followed:

- A standardized “Athletic Statement of Awareness” form is included in the Athletic Packet and by reading this document you will be asked as a parent/guardian and athlete to sign that you have received and read this information.
- A parent/athlete meeting may be conducted for each sports team prior to the commencement of pre-season practice for that team. All parents are urged to attend.
- Different levels of team for a given sport may meet together, but risks specific to each level will be addressed.
- General meetings scheduled by “sport season” may be conducted to address general and “season-specific” risks, but each sport must also meet with parents/athletes of that sport to address “sport-specific” risks.
- Use of audio-visual aids and handouts may be used as part of this educational process. Materials provided by the school athletic director with input from the appropriate advisory committee(s) and then reproduced and disseminated to all schools. In addition, the District web site will serve as sources for informed consent information, including the very important “risk video.”
- When athletes participate in multiple sports, they and their parents are strongly encouraged to attend all sport-specific meetings for each sport.
- Efforts will be made to assure that each year, new and meaningful information is provided in addition to the basic risk education so that athletes and their parents will not view the process as redundant and a waste of time. However, repetition of critical information is essential to assuring comprehension and retention of that information. The information provided at these meetings may save an athlete’s life.
- There are provisions for parents/athletes to have alternative opportunities to receive the risk information conveyed at the regularly scheduled meeting, and to pose any questions or concerns they may have related to risk issues. A video is available on the district website and athletic trainers and coaches, as well as the athletic director are available to discuss risk management information.

- The written consent given to participate in a sport during the regular sport season does not apply to out-of-season and summer activities for participants in that sport, or to unusual circumstances such as out-of-state travel to tournaments or camps related to that sport. Parents are strongly encouraged to attend meetings set up by coaches to explain the particulars of those activities.
- No unusual requirements will be imposed pertaining to athletes with disabilities. The standard process applicable to all students will include a provision for addressing any condition which exposes an athlete to “unusual” risk, e.g. prior surgery for an athletic injury, frequent concussions, history of heat illness, medical conditions which predispose athletes to injury or illness, etc., as well as any legally defined “disability.”

NO ATHLETE WILL BE ISSUED EQUIPMENT OR CLEARED TO COMMENCE PRACTICE UNTIL ALL REQUIREMENTS HAVE BEEN MET AND THE ATHLETIC INFORMATION FORMS HAVE BEEN SIGNED AND FILED WITH THE ATHLETIC DIRECTOR.

Concussion Awareness

In accordance with the AIA and the State of Arizona, the District recognizes the importance of concussion awareness in sports. In a two part effort, the District has implemented for all coaches, trainers and student athletes an educational component (Brainbook) and a baseline testing program (ImPACT - Immediate Post-Concussion Assessment and Cognitive Testing). Brainbook is the educational piece where all coaches, trainers and student athletes go through a comprehensive educational component designed to educate everyone on the importance in understanding the causes, symptoms and long-lasting effects of concussions. All coaches, trainers and student athletes must complete the course and receive a certificate that shows successful completion. ImPACT is the diagnostic piece where every student athlete is baseline tested so that our ability to determine if a concussion has occurred is greatly increased. ImPACT is the first, most-widely used, and most scientifically validated computerized concussion evaluation system. Given the inherent difficulties in concussion management, it is important to manage concussions on an individualized basis and to implement baseline testing and/or post-injury neurocognitive testing. This type of concussion assessment can help to objectively evaluate the concussed athlete's post-injury condition and track recovery for safe return to play, thus preventing the cumulative effects of a concussion.

- All coaches and trainers must be NFHS Concussion Certificated.
- All athletes will be Brainbook Concussion Certificated
- All athletes will be baseline tested using IMPACT
- Parents must sign the AIA Concussion Statement and Acknowledgement Form before athletic participation is allowed.

Heat Illness Prevention Guidelines

Risk of heat illness poses a very serious problem for Tolleson Union High School District athletes and must be accorded the appropriate level of concern and consideration. Heat illness is the one form of athletic injury/illness that is absolutely preventable, and yet every school year brings reported instances of heat illness in high school athletes. Severe heat illness is a medical emergency and can produce permanent disability or death. Tolleson Union High School District athletic trainers and athletic directors are well-versed in nationally accepted guidelines for prevention of heat illness and serve as a valuable resource to aid and educate coaches, athletes, and parents regarding this issue.

Prevention Education

The District recognizes that prevention is the best way to deal with heat illness. Prevention includes several key areas, including:

- A consideration for risks associated with exercising in hot, humid environmental conditions.
- *The need for gradual acclimatization over a 3 to 14 day period.*
- The need for athletes to progressively increase the intensity and duration of work in the heat with a combination of strenuous interval training and continuous exercise.
- The fact that well-acclimatized athletes should train for 1-2 hours per practice session under the climate conditions that will be present during their competitive events.
- The realization that “proper hydration” must be attended to throughout the day, not just during activity sessions. Athletes need to drink water throughout the day.

Hydration Requirement Guidelines

Athletes must be hydrated prior to the beginning of each activity session, and then maintain those hydration levels throughout the session. Methods for assuring compliance with hydration requirements will be provided by athletic trainers but are dependent upon complete cooperation of parents and athletes. **These requirements must be followed each time an athlete engages in vigorous activity, whether in a school-sponsored session or in a personal workout.**

- To assure proper pre-activity hydration, athletes should consume at least 17-20 oz. of water or a sport drink 2-3 hours before the start of the activity session, and another 7-10 oz. within 10-20 minutes before the start of the session.
- During activity, athletes should consume at least 7-10 oz. of fluid every 10-20 minutes.
- Post-activity hydration should attempt to replace all fluid lost during the session within 2 hours. The best way to assure compliance is for the athlete to weigh before and after the session. Replacement of lost fluid is accomplished by returning to pre-session weight.
- Carbonated and caffeinated beverages interfere with hydration and must be avoided.
- Hydration requirements vary between athletes, based upon a number of factors. Certain athletes may be particularly susceptible to heat illness due to pre-existing conditions or medical history. Athletes and parents must rely upon their family physician and/or the school athletic trainer for guidance on these issues.
- Heat illness is not unique to “outdoor” activities, and can occur “indoors” under certain circumstances. **Follow hydration guidelines for all activity sessions.**

Injury Evaluation and Care

While district athletic trainers are available to provide immediate evaluation and care to athletes during most practices and competitive events, and coaches are also trained to administer first-aid care, there are instances in which athletes and their parents need to make decisions on their own. Most commonly, this need will arise when the athlete begins experiencing symptoms at home which were not apparent during, or immediately following, the activity session.

Since injuries and other adverse health conditions are inevitable in athletics, and the severity of the problem may not be recognized immediately, it is important for athletes and parents to be continually alert to the development of symptoms.

The following guidelines are provided by the athletic trainers for use as a resource for parents/guardians and/or athletes to assist in determining the need for initial care and treatment of injuries or conditions while at home, or in other instances when an athletic trainer or coach is not immediately available.

- How badly am I hurt? Should I see a doctor?
- Consider the degree of pain:
 - Debilitating pain – *stops performance; can't move the injured part.**
 - Limiting pain – *hinders performance; able to complete the activity.*
 - Temporary pain – *interferes with performance for no longer than seven days.**
 - Chronic Pain – *interferes with performance for longer than seven days.**
- Examine for deformity.
- Swelling – *amount is generally related to the severity of the injury; swelling within the first two hours indicates a significant injury.**
- Discoloration – *amount is related to the severity of the injury.*
- Comparison – *Does it look like the other one?*

***In any of these cases, see a doctor immediately**

How should I care for my injury until I see a doctor? Your goals are to (A) control pain, (B) control swelling, and (C) prevent further injury.

R.I.C.E. Principle

- **Rest** – Do not use the injured part if it is painful; immobilize if necessary.
- **Ice** – Apply ice to the injured part immediately; 20 minutes on, one hour off, repeat; ice will limit swelling and reduce the pain.
- **Compression** – Use an elastic bandage (which can be soaked in cold water to aid the cooling process) to add firm pressure.
- **Elevation** – Where practical, keep the injured part elevated higher than the heart for the first 24 hours.

If you sustain an injury when the athletic trainer is not available, and you are in doubt about how to treat the injury or whether or not you should see a doctor, discuss it with your coach or call your family physician. Do not underestimate injuries.

Return to Activity Following Injury or Illness

One of the most critical concerns in athlete safety is the avoidance of unnecessary recurrence of injury or illness after return to activity. This requires that the athlete be fully recovered and properly reconditioned before returning to the rigors of practice and competition. The following principles apply to any situation requiring return to activity:

- If the injury or illness is of a minor nature, not requiring advanced medical care, the ATC shall be responsible for making the decision whether the athlete is fit for return to activity.
- If the injury or illness has required advanced medical care, written clearance from the treating physician (or team physician, if appropriate) shall be required for the athlete's return to activity. This written clearance shall reference the specific injury/illness and any limitations to be imposed upon the athlete.

- Following receipt of the physician's clearance, the athletic trainer shall evaluate the athlete and provide any necessary reconditioning. The athletic trainer shall notify the site athletic director that the athlete is ready for return to full activity.
- Based upon the recommendations of the athletic trainer, the athletic director shall then determine whether to approve the athlete for return to full activity.

SUBSTANCE USE BY ATHLETES

The use of unlawful substances is a "safety issue" that is of major concern in high school athletics. Such usage has serious short-and-long-term consequences to the health and well-being of all high school students, but particularly to athletes. Combining substances which are deemed unlawful for minors, with the rigors of competitive athletics, creates significant risk of health consequences that can be very serious, and even life threatening. The "substances" includes: alcohol; tobacco; unlawfully obtained, or improperly used, prescription medications; recreational drugs such as marijuana, cocaine (in all forms), methamphetamines (in all forms) and heroin; anabolic/androgenic steroids, and all other performance enhancing substances.

The Tolleson Union High School District has a zero tolerance policy relating to the use of any of these substances. Violation of this policy by athletes will lead to immediate imposition of penalties. The use of any of these substances is of concern to the district as a matter of student health and safety as well as the integrity of the interscholastic athletic program.

With regard to performance enhancement, it is the position of the Tolleson Union High School District that this is effectively achieved through dedicated and disciplined compliance with guidelines provided by district athletic trainers and coaches for fitness, strength and skill development. The district does not approve of or condone, the use of any type of performance enhancing substances for increased muscle development or enhanced athletic ability. Such usage is a direct attack upon the integrity of athletics and is considered to be cheating. The District is strongly opposed to the use of any performance enhancing substances by athletes and members of the student body because of health and ethical concerns.

AIA POSITION STATEMENT

Supplements, Drugs and Performance Enhancing Substances

All AIA member schools are required to annually communicate this AIA Position Statement on the use of supplements, drugs and performance enhancing substances to every participant in interscholastic activities. (See Article 14, Section 14.13.2)

The Arizona Interscholastic Association (AIA) views sports, and the participation of student-athletes in sport, as an activity that enhances the student-athlete's well-being by providing an environment and stimulus that promotes growth and development along a healthy and ethically based path.

- It is the position of the AIA that a balanced diet, providing sufficient calories, is optimal for meeting the nutritional needs of the growing student-athlete.
- It is the position of the AIA that nutritional supplements are rarely, if ever, needed to replace a healthy diet.

- Nutritional supplements use for specific medical conditions may be given individual consideration.
- The AIA is strongly apposed to “doping” defined as those substances and procedures listed on the World Anti Doping Agency’s Prohibited List (www.wada-ama.org).
- It is the position of the AIA that there is no place for the use of recreational drugs, alcohol or tobacco in the lifestyle of the student-athlete. The legal consequences for the use of these products by a student athlete are supported by the AIA.

In Pursuit of Victory with Honor, the AIA promotes the use of exercise and sport as a mechanism to establish current fitness and long-term healthy lifestyle behaviors. It is the position of the AIA that the student-athlete, who consumes a balanced diet, practices sport frequently and consistently and perseveres in the face of challenges, can meet these goals.

Travel Procedures for Students

The District guideline is to provide transportation for athletes to all practices and contests which take place away from the home campus of the affected team. **All athletes are required to use district-provided transportation.** The only exception is in the occasional situation where parents need to provide transportation to their child following an event. This requires compliance with specific policies outlined below. It should be done only when absolutely essential, and not as a matter of routine. The following guidelines are applicable to all transportation situations:

- Report ahead of scheduled time. It is better to be an hour early than a minute late. The bus will not wait on anyone.
- No one will be permitted to make the trip with the team who is not absolutely necessary. The coach always reserves the right to determine who makes the trip. If necessary, a list of those making the trip will be posted sometime prior to the day of the trip.
- Coaches will instruct participants as to the appropriate dress on all out-of-town trips.
- There will be NO FOOD/DRINK taken on trips unless arrangements have been made with the coach.
- Instructions will be given to keep the bus clean; and all participants will be asked to clean a portion of the bus in their area.
- Any student in possession of tobacco, alcohol or drugs (including but not limited to performance enhancing substances and steroids) will be subject to disciplinary action in accordance with team and district policies.
- Players should use the travel time to prepare mentally for the game. No horseplay or carelessness will be permitted on the trip.
- It is the responsibility of the parents or guardians to contact the coach/athletic trainer regarding departure time return time and other regulations relating to each trip.
- Participants are representing their school, coaches, parents, and the community. Everyone mentioned is judged by the behavior of the team.

When parents have a particular need to provide transportation to their child following an event, the following requirements must be met:

- They must obtain written approval from the school athletic director no later than the day prior to the day of the event.

- They must communicate directly with the head coach concerning their intentions and provide the head coach a copy of the written approval prior to the team's departure for the event.
- The head coach will allow the athlete to leave the event only with his/her parent/guardian.
- The head coach may adopt and enforce more strict requirements if and when they deem it necessary as approved by the athletic director.

SCHEDULING OF CONTESTS

The AIA schedules all contests for member schools. Individual schools are part of the process when scheduling freedom games and athletic invitational tournaments.

The Tolleson Union High School District subscribes to the following considerations in relation to athletic schedules:

- ✚ Loss of school time
- ✚ Finances
- ✚ Distance
- ✚ Sensitivity with respect to religious holidays

OUT OF SEASON/SUMMER GUIDELINES

Out of season activities relating to AIA sports will follow current AIA bylaws and regulations. Summer participation in activities related to AIA sports shall be under the direction of the site athletic director. All students participating in summer/out of season AIA sports activities shall meet the Tolleson Union High School District requirements for athletic eligibility.

UNIFORM AND EQUIPMENT REPLACEMENT RULES

Equipment and Uniforms

- Students will be held responsible for all athletic equipment issued to them.
- Abuse of equipment – “Normal” wear and tear is expected. You will be held responsible for unusual abuse or loss of equipment.
- School uniforms are to be used or worn only under three strict conditions:
 - practice;
 - competition;
 - approved by the coach.
- Students shall turn in all athletic equipment issued to them immediately after completion of any sport or after dropping out of that sport as the case may be.
- Students failing to turn in all equipment issued to them or failing to pay for lost items shall not receive any honors or award for that sport or be permitted to take part in any other sport until satisfactory clearance is made.

FUNDRAISING GUIDELINES

Fundraising will be governed by the following guidelines:

- All sales involving student organization/teams are classified as student activity fundraisers.
- Sponsor/coach shall obtain prior approval for any student fundraising activity from the principal or the assistant principal (athletic director).
- Fundraising activities are to be pre-approved by the Student Council following the published approval dates which will be in August, December and May.
- Student Council is to prepare a master calendar of site activities.
- Students are not permitted to sell items going from house to house.
- Fundraising activities initiated by Student Council may be either on campus or off campus but must be within the guidelines prescribed in this manual.
- Monies raised through the efforts of students must be spent for the benefit of those students.
- Raffles or lotteries are not allowed by student groups or staff.
- When collecting money from student sales and other money-making activities, an accurate accounting sheet must be kept. At the conclusion of the activity, the amount represented by the accounting sheet must be reconciled by the sponsor and club officers and filed with the bookstore. This report must be filed within ten school days after the last approved day of the sale. Money should be stored in the athletic director's safe or bookstore safe daily.
- Student participation in student activity fundraising shall be voluntary and should not be a factor used to determine a student's credit, grade, or team requirement.
- No monies raised from any type of a school affiliated fundraising event may be deposited in any other account except with the school bookstore. In addition, a coach may keep no monies.
- All Tolleson Union High School District Governing Board Policies regarding fundraising and accounting of monies will be strictly followed.

Procedures for Gifts and Donations

- Gifts and donations to individuals, teams, and schools are subject to Governing Board approval.
- All gifts and donations to any athletic team or programs must first be discussed with the principal/athletic director.
- The District forms for Approval of Gifts and Donations must be completed and returned to the principal/athletic director. The form is available in the Athletic's Office.
- All gifts and donations will be considered based on Title IX implications and requirements.
- Any questions regarding Title IX should be directed to the high school athletic director/principal.

Booster Club Guidelines

- Athletic Booster Clubs contribute to the success of the Tolleson Union High School District. Booster Clubs can also provide the opportunity for parents and other concerned community members to participate in fundraising activities for their local school and provide support to a wide range of activities.
- Generally Athletic Booster Clubs run concession stands, host hospitality rooms and provide banquets for teams. Fundraising is an intricate part of Booster Club activities. The Tolleson Union High School District cannot render tax or legal advice and it is recommended that Athletic Booster Clubs consider consulting a legal or tax professional. In general, however, there are a number of potential issues individuals who participate in Booster Clubs may face. It is imperative that Booster Clubs work closely with not only the coach of the sport, but the athletic director as well.
- Booster Clubs must be recognized by the Tolleson Union High School District Governing Board.

Legal Issues

- Parent organizations may consider incorporation to provide a legal shield against certain liabilities that may pass through to the officers or members of the organizations. Non-organization to apply for tax-exempt status. If a parent organization chooses to pursue this option, the organization will need to contact the Arizona Corporation Commission (ACC) as well as draft articles of incorporation, by-laws, and possibly annual filing with the Arizona Secretary of State.

Tax Issues

- A parent organization can complete an I.R.S. application for recognition of exemption (Package 1023 to be recognized as a 501c (3) organization) “Parent-Teacher” Associations are specifically cited in the I.R.S. guidelines as examples of organizations that are suitable for 501c (3) tax-exempt status.
- Tax-exempt status offers many advantages including:
 - The organizations revenues will be exempt from Federal and Arizona Income Tax.
 - Contributions to the organization are permitted to take a charitable deduction for donated cash or goods.
 - The organization is eligible for bulk-mailing permits from the U.S. Postal Service.
 - Small charitable organizations are not required to file a 501c (3) application if their gross receipts are normally less than \$5000 per year. It is recommended that parent organizations and Booster Clubs visit the I.R.S. website at www.irs.gov to review Publication 557 tax-exempt status for your organization to see what tax filing requirements may apply to a parent organization or Booster Club.

USFR Requirements

- If an athletic booster club plans a fundraiser that will involve student effort or represent the school in anyway, the parent organization, coach and athletic director must be involved in the planning of the activity and the future use of proceeds. Since athletic booster organizations work together with schools to support school activities, the Uniform System of Financial Records of Arizona District (USFR) Appendix H must be followed.

Student Guide to the NCAA

In order to play a sport in college, students must meet a specific set of academic standards. It is the responsibility of the student to make sure that you have met the needed standards. This sheet will provide you with an overview of what is expected, and provide you with resources to learn more.

Divisions I and II

If you want to participate in athletics or receive an athletics scholarship during your first year, you must:

Core Courses

- **NCAA Division I requires 16 core courses. NCAA Division II currently requires 14 core courses.** Division II will require 16 core courses for students enrolling on or after August 1, 2013. See the charts below.
- **NCAA Division I will require 10 core courses** to be completed **prior to the seventh semester** (seven of the 10 must be a combination of English, math or natural or physical science that meet the distribution requirements below). These 10 courses become "locked in" at the seventh semester and cannot be retaken for grade improvement.

Beginning August 1, 2015, it will be possible for a Division I college-bound student-athlete to still receive athletics aid and the ability to practice with the team if he or she fails to meet the 10 course requirement, but would not be able to compete.

Test Scores

- **Division I** uses a sliding scale to match test scores and core grade-point averages (GPA). The sliding scale for those requirements is shown on Page No. 2 of this sheet.
- **Division II** requires a minimum SAT score of 820 or an ACT sum score of 68.
 - The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.
 - The ACT score used for NCAA purposes is a **sum** of the following four sections: English, mathematics, reading and science.
- **When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.**

Grade-Point Average

- **Be sure** to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website (www.eligibilitycenter.org). Only courses that appear on your school's List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
- **Division I** students enrolling full time **before August 1, 2015**, should use Sliding Scale A to determine eligibility to receive athletics aid, practice and competition during the first year.

- **Division I** GPA required to receive athletics aid and practice **on or after August 1, 2015**, is 2.000 (corresponding test-score requirements are listed on Sliding Scale B on Page No. 2 of this sheet).
- **Division I** GPA required to be eligible for competition **on or after August 1, 2015**, is 2.300 (corresponding test-score requirements are listed on Sliding Scale B on Page No. 2 of this sheet).
- **The Division II** core GPA requirement is a minimum of 2.000.
 - Remember, the NCAA GPA is calculated using NCAA core courses only.

DIVISION I

16 Core Courses

4 years of English.

3 years of mathematics (Algebra I or higher).

2 years of natural/physical science (1 year of lab if offered by high school).

1 year of additional English, mathematics or natural/physical science.

2 years of social science.

4 years of additional courses (from any area above, foreign language or comparative religion/philosophy).

DIVISION II

14 Core Courses

3 years of English.

2 years of mathematics (Algebra I or higher).

2 years of natural/physical science (1 year of lab if offered by high school).

2 years of additional English, mathematics or natural/physical science.

2 years of social science.

3 years of additional courses (from any area above, foreign language or comparative religion/philosophy).

DIVISION II

16 Core Courses

(2013 and After)

3 years of English.

2 years of mathematics (Algebra I or higher).

2 years of natural/physical science (1 year of lab if offered by high school).

3 years of additional English, mathematics or natural/physical science.

2 years of social science.

4 years of additional courses (from any area above, foreign language or comparative religion/philosophy).

For more information, visit the NCAA Eligibility Center website at www.eligibilitycenter.org.

What you should be doing to make sure that you are eligible to become a college athlete.

Grade 9

Verify with your high school guidance advisor and the online core course listing to make sure you are on track.

Grade 10

Verify with your high school guidance advisor and the online core course listing to make sure you are on track.

Grade 11

- Register with the NCAA Eligibility Center.
- Make sure you are still on course to meet core-course requirements (verify you have the correct number of core courses and that the core courses are on your high school's 48-H with the NCAA Eligibility Center).
- After your junior year, have your high school guidance advisor send a copy of your transcript. If you have attended any other high schools, make sure a transcript is sent to the NCAA Eligibility Center from each high school.
- When taking the ACT or SAT, request test scores to be sent to the NCAA Eligibility Center (the code is "9999").
- Begin your amateurism questionnaire.

Grade 12

- When taking the ACT or SAT, request test scores to be sent to the NCAA Eligibility Center (the code is "9999").
- Complete amateurism questionnaire and sign the final authorization signature online on or after April 1 if you are expecting to enroll in college in the fall semester. (If you are expecting to enroll for spring semester, sign the final authorization signature on or after October 1 of the year prior to enrollment.)
- Have your high school guidance advisor send a final transcript with proof of graduation to the NCAA Eligibility Center.

Contact Information

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Contact the athletic director at each school with specific questions or concerns regarding Interscholastic Athletics.

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