Ursuline Academy New Orleans Athletic Staff, Parent, and Student Manual

Athletic Director

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Revised 10/15/2026

Forward

As the Athletic Director, it is my duty to foster an environment conducive to growth and opportunity for each Head Coach and the Student-Athletes we serve. I am committed to offering support through effective communication, mentorship, and leadership, ensuring a comprehensive approach that promotes a spirited winning culture at Ursuline Academy. We will consistently prioritize and uphold core values including hard work, integrity, high character, *Serviam*, and a steadfast commitment to our Catholic Tradition.

God Bless,

DoBee Plaisance

Athletic Director

Ursuline Academy

ATHLETICS

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Introduction

Interscholastic athletics can be a fun, rewarding, and memorable part of the high school experience. While academics offer the primary source for formal education, athletics can contribute to the total value of that education in many ways. Building upon the concepts of teamwork, fair play, sportsmanship, and self-esteem, athletics can help provide for a well-rounded educational experience.

Athletic participation is a privilege and not a right. To those who strive to succeed in the classroom comes the privilege to compete outside of it. Being an athlete, or the parent of an athlete, is often a very challenging task. Sometimes this relationship can become complicated by the nature and structure of athletics in general.

It is the intent of this Athletic Manual to provide some insights into the role and responsibilities athletes and parents face and share, separately and together, in the realm of high school athletic participation. The high school sport experience is much different than the recreational sport experience. Whereas recreational sport philosophy stresses equal participation by all, at the interscholastic level playing time is earned and not guaranteed.

Coaches are responsible for the selection of the team rosters and for the determination of playing time for those on the team.

Athletic Chain of Command

Player

Coach

Athletic Director

Principal

If there are any questions or concerns regarding any aspect of the Player - Coach relationship, the athlete should first contact the appropriate coach. If there is no resolution at this level, she should then move to the next level in the Chain of Command until there is a consensus on a resolution.

The Chain of command is a step - by - step process of bringing together the primary individuals for discussion purposes. Each level is in place to facilitate the process of conflict resolution.

Parents are also asked to respect this Chain of Command model regarding problem resolution.

This manual outlines the basic policy for students and parents. A coach may have additional guidelines which have been reviewed and approved by the Athletic Director.

Ursuline Prayer

Gracious God, we come before you and ask for your blessing. Give us the grace to model the Ursuline values of service, courtesy, loyalty, and courage by attitude and action. Guide us, that in the spirit of St. Angela, our relationships with others may be rooted in reverence, respect, and loving kindness. Let deep faith, trust, and joy give energy to our efforts as we seek to serve You and Your people with a generous and open heart. Grant this in Jesus' name and through the intercession of Saint Angela.

St. Angela, watch over the days of our youth.

St. Ursula, protect our future.

Our Lady of Prompt Succor, hasten to help us.

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Alma Mater

Ursuline, to dear old Ursuline,
We pledge our endless love today.
Ursuline, forever Ursuline,
Though life may lead us far away.
Lamp that lights the flame
Of all our hopes and dreams.
Beacon bright that guides us
Onward with its beams.
Happy hours within your sacred hall
Cherished memories.

Ursuline, to dear old Ursuline,
We pledge our endless love today.
Ursuline, forever Ursuline,
Though life may lead us far away.
Alma Mater beautiful,
Starlike ever shine,
On our paths
To guide our faltering steps,
Home at last,
Dear Ursuline.

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Fight Song

Go Ursu-Lions, give ‘em your best.

We’ve got the power; King of the rest.

With the Lions’ glory, let the story

Read that the Lions won once more.

Lions are fighters, true royalty

Lions love winning, and victory

With Lions’ pride right at our side

Let’s hear Ursu-Lions roar…ROAR!!

It is tradition for teams to gather at the end of a competition, sing the fight song, and encourage community members to join.

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Mission Statement

Ursuline Academy of New Orleans, founded in 1727 prepares confident and compassionate leaders for a diverse global society through Catholic spiritual formation, academic excellence, and a life-long commitment to *Serviam*: I will serve.

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Honor Code

Inspired by St. Angela Merici, I will model the Ursuline ideals of Courtesy, Loyalty, Courage, and *Serviam* in all aspects of my life. Guided by the spirit of Truth, I strive to honor in all my endeavors and pledge to uphold the highest standards of academic integrity.

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Ursuline Academy New Orleans

Core Values

• Spiritual formation and faith development

• Respect for the uniqueness of the individual

• Development of the whole person

• Development of a nurturing community spirit

• Commitment to peacemaking

• Serviam

• Academic Excellence

Ideals

Courtesy, Loyalty, Courage

Essential Characteristics of an Ursuline Education

1. An Ursuline school cultivates its Catholic Christian identity and instills Ursuline values, heritage, history, and the spirit of St. Angela within its programs and activities.

2. An Ursuline school nurtures a strong spiritual formation for its students and co-workers, one that cultivates the faith development of all its constituencies.

3. An Ursuline school fosters respect for the uniqueness of each individual member of the school community.

4. An Ursuline school promotes the development of the whole person.

5. An Ursuline school forms and supports a nurturing family/community spirit.

6. An Ursuline school promotes faith-based living and leadership in a global community while striving for peace and justice.

7. An Ursuline school ensures the motto of Serviam permeates every aspect of the school.

8. An Ursuline school instills academic excellence while inspiring intellectual curiosity.

Our Promise

To succeed in tomorrow's world, we believe girls must learn to think creatively, articulate their ideas confidently and compassionately, and solve problems collaboratively. Our girls will be ready. Through highly interactive experiences powered by STEM and the arts—and a nurturing community diverse by design—we develop tomorrow's brightest independent thinkers, innovators, and community builders.

Philosophy of our Foundress

Saint Angela Merici founded the Company of Saint Ursula, in Brescia, Italy, in 1535. In 1612, the Order of St. Ursula began in Paris. In her life, she reached out in service and love to rich and poor alike. In her writings, she developed a philosophy of personal formation, a commitment to justice and a promotion of self-discipline through encouragement rather than compulsion in an atmosphere of unity, mutual love, and respect.

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Ursuline Academy Sports Directory

High School Head Coaches

F - Faculty

NF - Non-Faculty

SPORT	HEAD COACH	EMAIL ADDRESS
Cross Country	Christina Schlaudecker (F)	cschlaudecker@uanola.org
Volleyball	Nancy Walsh (NF)	newalsh@hotmail.com
Swim	Jacob Hodges (F)	jhodges@uanola.org
Soccer	Elliot DeJoie (NF)	edejoie@uanola.org
Basketball	Paul Carter (F)	pcarter@uanola.org
Sailing	Kevin Gunn (F)	kgunn@uanola.org
Cheer	Kellie Turner (NF)	spiritgroups@uanola.org
Dance	Jordan Kleehammer (NF)	MS_dance@uanola.org
Spirit Director	Kellie Turner (NF)	spiritgroups@uanola.org
Track and Field	Gordon McKee (NF)	indoortrack@uanola.org
Softball	Jeff Hand	jhand3@cox.net
Golf	Kyle Albright (NF)	coach_kalbright@uanola.org
Tennis	Jamie Brown (NF)	jbrown@uanola.org

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Middle School Head Coaches

F - Faculty
NF - Non-Faculty

SPORT	HEAD COACH	EMAIL ADDRESS
Volleyball	Darlene Rabalais (F)	drabalais@uanola.org
Cross Country	Gordon McKee(NF)	indoortrack@uanola.org
Swim		
Track and Field	Gordon McKee (NF)	indoortrack@uanola.org
Basketball	Darlene Rabalais (F)	drabalais@uanola.org
Soccer	Gordon McKee (NF)	indoortrack@uanola.org
Softball		
Dance	Jordan Kleehammer (NF)	MS_dance@uanola.org
Cheer	Kellie Turner (NF)	spiritgroups@uanola.org
Little Lions	Mia LeBoutillier (NF)	littlelions@uanola.org
Tennis		

Administration

F - Faculty
NF - Non-Faculty

NAME	TITLE	EMAIL ADDRESS
Laurie Leiva	President	lleiva@uanola.org
Sue Heidel	Principal (F)	sheidel@uanola.org
Leslie Joyce	LS/MS Dean of Students (F)	ljoyce@uanola.org
Cyd Bertrand	Athletic Trainer (NF)	cbertrand@uanola.org
Andrea Estavan	HS Dean of Students (F)	aestavan@uanola.org
Regine Rene-Labrousse	Director of Institutional Advancement (F)	rrlabursse@uanola.org
Dominique Becnel	Associate Director of Academy Communications and Enrollment Processing	dbecnel@uanola.org

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Policies

DRUG-FREE

Ursuline Academy prohibits substance abuse by its employees. Substance abuse includes, but is not limited to, the improper or unlawful distribution, sale, dispensation, possession, or use of drugs, controlled substances, alcohol, or inhalants. This prohibition does not include lawful possession or use of prescription drugs taken by an employee as directed by the employee's doctor or the possession or use of over-the-counter medications taken according to label directions.

TOBACCO-FREE

Ursuline Academy is a smoke-free zone, and smoking is prohibited, at all times, in the buildings, and on its premises. All Ursuline Academy employees and visitors are required to comply with this policy.

FIREARMS FREE WORKPLACE

It is unlawful for any employee, student or parent at any Ursuline Academy event to carry or possess any firearm or dangerous weapon at any time while on the Academy campus, on school transportation, or at any Ursuline Academy-sponsored function. This policy includes, but is not limited to, athletic competitions, dances, parties, or any extracurricular activities, or within one thousand feet of the Ursuline Academy campus.

DISCRIMINATION AND HARASSMENT

This policy applies to all Ursuline Academy employees and students. The Academy will not tolerate, condone or allow any harassment or discrimination, whether engaged in by employees, students, outside clients, vendors, or other non-employees who conduct business with the Academy. Its purpose is not to regulate the morality of employees or students, but to ensure that no Ursuline Academy community member engages in violence, sexual misconduct, or discriminates against, or harasses another because of any protected class, including sex, race, color, national origin, religion, creed, disability, age, marital status, veteran status, etc. Ursuline Academy will not tolerate sexual misconduct, discrimination, and/or harassment on the basis of sex, race, color, national origin, religion, creed, disability, age, marital status, veteran status, etc. by, between, and among employees and students.

Roles and Responsibilities

Responsibilities of the Athlete

1. The team's goals and success should always come before individual interests.

2. Athletes need to attend all scheduled practices, games, and assigned events including weekends and holiday breaks. No team is permitted to practice on a Sunday. If you are unable to attend a practice or game you must discuss with your head coach for approval not to attend.

3. Athletes must be receptive to coaching styles.

4. Team members are responsible for all issued uniforms and equipment. All uniforms and equipment must be returned within one week of the end of season.

5. Athletes are responsible for the security of all personal items. Use assigned lockers and lock belongings.

6. As a team member, an athlete must abide by established team rules and guidelines established by the LHSAA.

7. All injuries must be reported to the coach and to the Athletic Trainer immediately.

8. Strive for academic success to assure athletic eligibility.

9. Take pride in being a student-athlete at Ursuline Academy.

10 All athletes must take a baseline concussion test every 2 years.

11. All athletes must have a current physical in order to participate. Physicals are good for 13 months from the date signed by the doctor.

12. Travel arrangements to and from games must be coordinated through the head coach.

13.Represent my school, my coaches, my teammates, and myself in a manner which is appropriate and respectful

14. Demonstrate good sportsmanship and fair play at all times. Always maintaining a positive culture and healthy environment for the team.

15. School-sponsored games and practices always take precedence during season over club sports.

16. A student-athlete's appearance should be neat and clean at all times when traveling with the team, especially at restaurants and upon arrival at the game site.

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Responsibilities of the Coach

1. Running fair tryouts and using an effective evaluation process.

2. Scheduling all games, tournaments, and practices and conditioning related to your sport. Only administration can approve game changes or cancellations due to weather

3. Coordinate all travel arrangements including but not limited to ground transportation, hotel accommodations, and meals.

4. Coordinate officials assignment for each athletic home game.

5. Coaches must remain on site at all practices and games (home and away) until all students on the team have left the premises.

6. Coaches must be responsible for all pre-game set up (equipment, score table, benches, visitors and officials locker room, and playing area. If there are circumstances that the head coach is unable to perform these duties they must notify the athletic director in a timely manner in order to ensure the facility is set up.

7. Coaches must report any injury to the athletic trainer and fill out the appropriate school accident report.

8. Coaches must submit a roster and practice and game schedule 2 weeks prior to their first practice. Coaches are also responsible for adding the schedule into the LHSAA website prior to the official start of the season.

9. Coaches are responsible for hiring their own assistant coaches, managers, and any other help staff.

10. Determining the style of play, including offensive and defensive philosophies.

11. Teaching, instructing, and overseeing all practice sessions.

12. Determining starting lineups and making decisions regarding playing time.

13. Selecting the position of players.

14. Establishing and enforcing team and school rules.

15. Coordinate communication with players and parents regarding games & practices.

16. Presenting themselves as appropriate role models.

17. Be willing and available to discuss player-coach or parent-coach issues.

18. Develop team and individual objectives and goals.

19. Foster a healthy atmosphere for athletic competition.

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20. Lead by example. It is important to remember that participation on an athletic team is a privilege and not a right. Being part of and maintaining one's membership on a given team means accepting all the responsibilities of an athlete. Unlike recreational or intramural teams, equal or guaranteed playing time is not assured. Coaches will make the necessary decisions and utilize those players best suited to the conditions or demands of the contest on any given day. .

21. Changes to the schedule may be made only with approval of the Athletic Director.
- Court and field reservations must be made in advance with the Athletic Director.
- Team practices on school holidays are scheduled at each coach's discretion.
- Every effort is made to avoid scheduling games on school holidays.
- For high school athletics, there is an exception to this rule regarding Thanksgiving break, Christmas break, Mardi Gras break, and Easter break.
- In these cases, there may be games scheduled. No games will be scheduled on major holidays. No games or practices may be scheduled on Good Friday.
- The archbishop has a rule that **no** Catholic school can practice on Sundays, unless granted special permission.
- High school practices may be scheduled during exam days depending on what day the first exam falls on, and only with the agreement of the principal and Athletic Director.

22. All UA coaches are required to use Ursuline email for any correspondence with team members and parents

-Coaches must include the Athletic Director on all correspondences

-All emails from coach to parent or athlete that pertain to policy, behavior, or expectations must be approved by the Athletic Director and Principal prior to sending

23. Team will use various messenger apps for communications via phone

- Athletic Director must be included in the list

24. Coaches must dress appropriately for all practices and games.
- It is preferred that coaches wear an Ursuline Academy coaching shirt with appropriate shorts or pants. Coaches have the option of upgrading this dress code for more formal games/events. No jeans or flip flops are allowed.

25. Coaches are responsible for having their teams dress properly on athletic trips (including out-of-town games). Coaches will communicate to players the required practice uniform.

26. Coaches must attend all preseason and postseason district meetings and the Nomination of All-District and All-State Players to be selected by the media or coaches' association.

27. Coaches assume responsibility for cleaning the *Serviam* Shuttle/ chartered bus after a trip.

Serviam **Responsibilities**

Since Serviam is the fundamental core value of the Academy, all students are provided with opportunities to fulfill their required service hours throughout the year. As members of an athletic team at Ursuline Academy, each team is expected to complete at least one community service activity or project corresponding to their respective season.The guidelines for the Ursuline Academy service hours requirements can be found in Appendix A.

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Responsibilities for Everyone

Sportsmanship Procedures

The School's Role: It is the expectation of Ursuline Academy and more specifically the Athletic Department that everyone will demonstrate good sportsmanship and fair play during all athletic contests. This concept is presented to the staff and to the athletes throughout the school year. The Ursuline Academy Athletic Department considers the need for good sportsmanship as essential. Efforts will continue to assure that every student-athlete understands that need as well. So please let the players play. The coaches coach. Let the officials officiate. And let the spectators be positive, Geaux Lions!

Parent Responsibilities and Adult Code of Conduct

The decision to enroll at Ursuline Academy reflects a commitment to adhere to the school's policies, procedures, rules, Catholic/Christian values, and the teachings of St. Angela Merici. All parents/guardians, volunteers, visitors, and staff are expected to act in accordance with these guidelines and to conduct themselves professionally and respectfully in all interactions related to the school's students and activities, including academics, athletics, and extracurricular programs. As a faith-based institution, we believe it is the responsibility of all adults to serve as Christian role models for our students by exemplifying Ursuline Academy's Core Values, Honor Code, and Mission Statement. We all share the responsibility to work collaboratively in providing our student-athletes with the best possible training and education to develop as faith-filled individuals. Any concerns or issues involving parents/guardians, staff, coaches, officials, opponents, or any other aspect of athletic events should be addressed promptly in accordance with Ursuline Academy's established protocol policies.

Parents who fail to support the school, or follow the Adult Code of conduct, may be required to withdraw student(s) from the school. Parents who harass others (students, coaches, other parents or faculty and staff) at Ursuline Academy and/or disrupt the educational atmosphere of the Academy may be required to withdraw their daughter(s) at any time. The president will decide when this sanction is appropriate.

Participation and Eligibility Guidelines

1. Student-athletes must complete and return all required paperwork before being allowed to practice or play on any athletic team.
2. Detentions are unexcused absences. Illness, family death, or other significant events may be excused. Academics, make-up tests, and mandatory help sessions are excused absences; however, they require written notice from the teacher. If possible, student-athletes should not make appointments during practice.
3. Student-athletes must notify their coach if they need to leave school due to an illness or pre-arranged appointment.
4. Student-athletes must observe practice or game if unable to participate. This must be discussed with the coach prior to practice/game.
5. Consequences for a single missed practice or game will be left up to the discretion of the head coach.
6. If excessive absences occur, a student-athlete may be dismissed from the team. Additionally, our policy does require coaches to contact parents regarding their child's possible dismissal from the team prior to its occurrence.
7. If an issue regarding your daughter arises the Athletic Department requires that the parents / guardians reach out to schedule an appointment with the coach concerning the situation. No issues will be discussed immediately after a game or practice. Parents are never allowed to approach a coach in a derogatory manner.
8. Student-athletes may not remain on campus unsupervised. This includes before and after practice and games.
9. Unsportsmanlike conduct by any player will not be tolerated and may result in removal from game or performance. Severe infractions could lead to removal from the team.
10. School rules apply not only to the school day, but also to sporting events, team camps, and extracurricular activities. Ursuline Academy student-athletes should remember that they represent the school, themselves, and their family at all times, and are expected to behave in a Catholic manner.
11. The athletic department encourages parental participation and support in working the concession stand, clock and gate at home events.
12. Alcohol is NEVER permitted at any Ursuline Academy sanctioned event, including pre-game and/or post-game. Adults will be asked to leave the premises if found to be in possession of alcohol.
13. All volunteers and CECP coaches must complete the Archdiocesan Safe-Environment requirements.
14. If there is an overlap between sports seasons, the student athlete is allowed to participate for both teams, as long as both coaches agree. The in season sport will take precedence over the upcoming season sport.
15. Student-Athlete must not be considered delinquent on accounts payable to their Ursuline account.

LHSAA

Students have the opportunity to participate in a variety of athletic teams at Ursuline. UA offers up to 17 varsity sports for students in grades 8–12, and up to 10 varsity sports for students in grades 5–7. Interested students will have the opportunity to try out for various sports under the direction of the coaching staff, who will also be responsible for team selection.

To be eligible to try out for and participate in any sport, a student must be in good academic standing, maintaining a cumulative GPA of at least 2.0, and must be in full compliance with the Academy's Code of Conduct. Additionally, a student must attend at least half of the scheduled mods on the academic day in question in order to participate in any athletic activity—including, but not limited to, practices and contests. A student's half-day attendance requirement is based on the number of classes (mods) attended, not on a specific time frame spent on campus.

All students are also required to pass a health physical, and all athletic forms must be submitted and acknowledged by both the Athletic Training Staff and the Athletic Director before the student is eligible to try out.

Ursuline Academy is a member of the Louisiana High School Athletic Association (LHSAA) and follows its rules and regulations. Parents and student-athletes should be familiar with the LHSAA rules and regulations found on the LHSAA website (www.lhsaa.org).

For any eligibility questions, please refer to the LHSAA handbook or contact the Athletic Director.

LHSAA Basic Guidelines for Eligibility

Bona Fide Student

Student must be counted on the daily attendance records at your school. He / she is considered a student at your school after attending one class.

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Enrollment

Student must attend class during the first 11 school days of the first semester or she will be ineligible for the first 30 school days.

Age

Student cannot become 19 years of age prior to August 1 of the current school year.

Proof of Age

Student must provide legal proof of age, which meets the provisions of the LHSAA Handbook, to the school administrator to be kept on file.

Consecutive Semesters

Once a student enters the ninth grade, she has eight consecutive semesters to play athletics.

Scholastic

1. To be eligible for the first semester of a school year, a student shall have earned at least six (6) units from the previous school year which shall be listed on the student's transcript, including any special education subject(s) and shall have at least a "C" average as determined by the Local Education Authority when considering all "graded" subjects.
2. To be eligible for the second semester of a school year, a student shall pass at least six (6) units from the first semester of the school year, including any special education subjects.

Residence and Transfer

If student attends a school outside her " Home Attendance Zone," she is automatically ineligible for one year unless she meets the provisions of the Residence and Transfer Rule.

Undue Influence

If a student has been recruited to your school for athletic purposes, the student will remain ineligible as long as she attends your school.

Amateur

Student cannot play high school athletics if she loses amateur status.

Independent Team

In certain sports, student cannot play on a school team and an independent team during the same sport season.

Medical Examination

Student must pass a physical examination administered by a licensed physician, a licensed nurse practitioner that is in collaboration with a licensed physician, or a licensed physician's assistant under the supervision of a licensed physician and complete an LHSAA medical history evaluation form or the Louisiana School Entrance and General Health Exam Form prior to participating. (See Rule ⅛ of the LHSAA Handbook). This form must be kept on file with the school and is subject to inspection by the LHSAA Rules Compliance Team.

Athletic Participation Form

A school is required to complete and sign this form every year that a student participates in the LHSAA athletics at the school. This form must be kept on file with the school and is subject to inspection by the LHSAA Rules and Compliance Team.

Substance Abuse Contract

A school shall only be required to complete and sign this form the first time a student participated in LHSAA athletics at the school. This form must be kept on file with the school and is subject to inspection by the LHSAA Rules and Compliance Team.

Suspended and Ineligible Students

Suspended and ineligible students cannot participate in any interscholastic contest on any team at any school at any level until she presents written clearance from the school she has been suspended / expelled.

NOTE: All official requests for eligibility rulings must be in writing.

AWARDS

High school athletic awards will be based on years played. Managers and statisticians are eligible for athletic awards, based on attendance and at the coaches discretion. High school head coaches may give a “Most Valuable Player Award” and a “Most Improved Player Award”. The head coach also has the option to give a “Coaches Award” to a player(s) for her contributions to the team. Any other special award requires approval from the Athletic Director.

An Athletic Committee will nominate and select eligible recipients of the Brother Eugene, Pat Taylor, Senior Scholar Athlete and Spirit of St. Angela Awards. These awards will be presented at the High School Awards Ceremony. Criteria for these awards are as follows:

BROTHER EUGENE AWARD

The Brother Eugene Award is given in honor of a Christian Brother who coached Ursuline’s tennis team for many years. Because Brother Eugene attended every Ursuline sporting event and activity, we present the Brother Eugene Award to a junior who has demonstrated outstanding loyalty and dedication to her team. The recipient is someone who displays outstanding sportsmanship, commitment and service to her team, school, and community.

PAT TAYLOR AWARD

Established in 2000, Pat Taylor Senior Athlete Award is given in honor of Miss Taylor who gave over 40 years to Ursuline Academy, its athletic teams, and most of all, its students. A vote by the Ursuline Academy High School coaching staff determines the winner of the award.

The Pat Taylor Award should reflect the following qualities of the senior student-athlete:

- Love of Ursuline and Ursuline Athletics
- Loyalty to Ursuline as an institution
- Dedication to school and team
- Good sportsmanship
- Hard-work and commitment to her sport
- Willingness to help when needed (carrying equipment, scoring, etc.)
- Participation in more than one sport and/or minimum three-year athlete in one sport
- Participation in each sport without interruption (except injury or other circumstances beyond her control)

Senior Scholar Athlete

The Senior Scholar Athlete Award is to be given to a senior with outstanding achievements in both academics and athletics. The recipient is to be a young woman who is loyal to her school, demonstrates optimism and hopefulness, is a young woman of integrity, courage, and faith on and off the field of play.

Spirit of St. Angela Award

The Spirit of St. Angela Award is to be given to a senior who models the spirit of St. Angela by showing respect and compassion for others, demonstrating loyalty to her team and school, and is a woman of optimism, integrity, courage and faith on and off the field of play.

Lapel Pins

Ursuline Athletic Lapel Pins will be awarded to Student-Athletes once they have completed their sophomore year and they are a rising junior.

Letterman Awards

Letterman jackets and patches can only be ordered by student-athletes who have participated in a sport, dance, or cheerleading for two years.

When a student-athlete earns an all-district or all-state award, she is then able to purchase a patch from the official school award representative. These teams will be notified of the days which they may place order, schedule payment, and obtain the award.

State Championships

When a team wins an LHSAA state championship each student-athlete is afforded an opportunity to purchase a state ring from the official school awards representative. These teams will be notified of the days which they may place order, schedule payment, and obtain the ring.

Senior Banner

Senior Student-athletes and managers at Ursuline Academy have the option to purchase a senior banner which will be displayed in the Ourso Athletic Center. These banners are purchased by the parents and will be given to the family once the student-athlete has graduated.

Athletics Purchases, Fundraising, and Donations

The Athletic Director and head coach will meet at the conclusion of each sports season to discuss budget needs and priorities for the following school year.

All purchases must receive prior approval from the Athletic Director, who oversees the athletics budget in coordination with the Principal. If a coach identifies a need for supplies or equipment outside of the existing athletics budget, they should present the request to the Athletic Director. The Athletic Director will determine whether the need should be addressed through fundraising and will coordinate with the Director of Institutional Advancement as needed.

Any new fundraising initiative or donation (monetary, sponsorships, or in-kind) must be directed to the Athletic Director, who will manage communication and approvals in partnership with the Director of Institutional Advancement to ensure proper tracking and alignment with school protocols.

Ursuline Academy maintains strict branding standards. All team items and apparel designs must be approved in advance by both the Communications office and Athletic Director. Unauthorized artwork or items may not be used to represent Ursuline Athletics.

Failure to follow these guidelines may result in the denial of purchase requests, or individuals being held responsible for unapproved purchases.

Uniforms and Equipment

- The Principal and the Athletic Director must approve uniforms, warm-ups, and practice uniforms.
    - All head coaches are required to distribute uniforms to student-athletes.
    - The head coach must maintain accurate records of the gear given to each athlete and return these records to the Athletic Director at the end of each season following the collection and proper storage of the uniforms. This must be completed withintwo weeks of the end of their specific sports season. Failure to do so may result in purchase order denial
    - Some sports could require additional purchases of gear and/or equipment.
    - Additionally, when a season is over, the head coaches are required to submit a post-season equipment inventory to the Athletic Director.
- It is the responsibility of each athlete to turn in Ursuline issued uniforms in the same condition in which they were received.
    - Student-athletes represent Ursuline Academy and shall not cause disgrace to the Academy due to improper behavior while in uniform.
    - Student-athletes that violate these rules are subject to disciplinary action.
    - Student-athletes will pay for lost or damaged uniforms.

ATHLETICS

DISCIPLINE

Consistency and fairness are the most important factors in dealing with discipline issues. However, unique situations may occur; therefore, coaches should objectively evaluate each situation and decide based on the facts of the individual situation.

- Any violation of a major school rule should be reported to both the Athletic Director, Principal, and the Dean of Students.
- The High School Administrative Team has final authority concerning the discipline resulting from a violation of a major school rule.
- The discipline given by the administration does not preclude the head coach of the sport from also disciplining the offending student-athlete.
- Any student-athlete who withdraws, resigns, or is dismissed from a team prior to the conclusion of the season must obtain approval from the Athletic Director before participating in any other sport, in accordance with the LHSAA sports season calendar and the discretion of the Athletic Administration. Additionally, an athlete who is dismissed or resigns from a team will not be recognized as a member of that team during awards ceremonies.

FACILITIES

- Priority for the use of the Wellness Center, Ourso gym, tennis courts, and softball field is given to official Ursuline Academy athletic events and practices.
- Head coaches are responsible for securing each facility through the Athletic Director.
- Facility rental by outside groups will be handled through the Athletic Director and the Advancement Team.
- Student-athletes must respect school property and maintain conditions in which the property was prior to use.
- The concession stand must be always secured. Students may not have access to the concession stand without supervision.
- Storage areas must be always secured.
- Students may not have access to storage areas or athletic offices without proper supervision.
- Offices must always be locked when a coach is not present and cannot be used as a student lounge.
- Locker rooms must be secured after everyone has left the premises. Students need to be reminded to place any valuables in their lockers and lock them. All athletes are responsible for any personal items that are lost or missing.
- Coaches are responsible for the condition of the gym, gym foyer, softball field, locker rooms, respective offices, and equipment.

INJURIES

All injuries incurred by a player, whether in practice, competition, or driving/riding to or from a game, must be reported by the coach to the parents and Ursuline's Athletic Trainer as soon as possible. The athletic trainer will then recommend the proper course of action for treatment and rehab of said injury. The coach must fill out an accident report to keep on file within one day of the date of the injury. The accident report must be given to the Athletic Director, Athletic Trainer, and Business Department. All injuries must be reported, this includes minor and major injuries. Appropriate on-site treatment will be administered by coaches or available medical personnel.

The Athletic Director and the Athletic Trainer must be notified of any injury as soon as possible. If an athlete has to be taken to the hospital or Emergency Room, then the Athletic Director and Principal must be immediately notified.

Release forms for emergency care will be on file with each coach and carried to each contest or off campus practice site. Parents/guardians are responsible for maintaining current, updated numbers and records for contact and other purposes. Parents are responsible to report any updated medical conditions or information concerning students in writing, as situations change throughout the school year.

All athletes must take the IMPACT concussion test. The Athletic Trainer will coordinate with each coach on a time and date to test the athletes. Ochsner will be providing the test to the Academy at no cost.

MULTIPLE TEAMS

Multiple Sports are encouraged at Ursuline Academy.

In fairness to coaches and teammates, a student-athlete can change teams only after the following criteria have been met:

- The student-athlete has not been selected for a team after tryouts and is therefore eligible to try out for any other team provided that team has not completed its tryout process.
- All uniform and equipment obligations must be met before participation in another tryout.
- Any athlete dismissed from a team must have the original coach and Athletic Director's approval before joining another team.

ATHLETICS

POSTSEASON DUTIES

At the conclusion of each season, coaches are required to complete the following duties:

- Submit a final team roster to the Athletic Director; including number of years played by each member.
- Submit individual and team statistics, accomplishments, and scores.
- Submit a list of award winners; MVP, MIP, and Coaches Award
- Meet with the Athletic Director (end of season wrap-up) to discuss season and goals for next year.
- Collect uniforms.
- Clean, inventory, and store all equipment and uniforms.
- Notify the Athletic Director of any special thank-you notes that should be sent to individuals who were especially generous and/or helpful to the sport.

PRESS RELATIONS AND PUBLICITY

- Each head coach of a high school varsity sport is responsible for posting the results of every athletic contest to the LHSAA database.
- All press releases must go through the Academy's Communications Director and Athletic Director.

SOCIAL MEDIA/ELECTRONIC COMMUNICATION

This policy applies to all online or mobile-based tools for sharing content and discussion.

- Any sports team that would like to have their own social media page must be approved by the Academy's Communications Director and Athletic Director this includes, but not limited to any social media platform. The head coach is responsible for the postings and maintenance of this account and will be liable for any inappropriate content.
- Social media includes any activities that integrate technology, telecommunications, and social interactions through the use of words and/or images.

  Examples of social media include, but are not limited to, social websites such as Facebook, LinkedIn, Twitter, Instagram, Snapchat, TikTok, blogs, message boards, wikis, podcasts, and image-producing sites such as YouTube, live webcasting, and real-time web communities.

- For this reason, Ursuline Academy faculty, staff, and students shall not post on any social media site comments, postings, or photographs that are provocative, disruptive to the educational process, publicize personal information of any student, or jeopardize the professional nature of the student/staff relationship.
- No Ursuline employees may "friend" or accept a "friend" request from any Ursuline Academy student who is not a family member until such time when the student has graduated from (any) high school. There are no exceptions to this policy.
- All social media sites should be used with prudence because of the private, "friend-like" relationships that can be fostered. Any form of inappropriate communication with a student by an employee, electronic or otherwise, will result in serious consequences, with a likely outcome being that employee's termination from Ursuline Academy.

- No coach may ask for or use a student's cell phone number without the written authorization of the parent.
- This includes sending group text messages about school events.
- A form for written authorization is available in your files sent by the Athletic Director.
- If a coach receives a text message or call on her/his personal cell phone from a student-athlete for whom s/he does not have the authorization to contact by cell phone, or if the communication exceeds the limited purpose on the permission form, the coach is to report the contact to the principal.
    - Ursuline Academy provides students and employees with extensive technology resources to promote educational excellence by facilitating resource sharing, innovation, and communication within our own community and the world. As members of the Ursuline Academy, employees agree to commit to the school's values and support the needs of the community.
    - In our use of technology, as in all things, employees will follow the guidelines for Student Teacher Relationships found in the Faculty Handbook, as well as the Ursuline Academy's Harassment Policy as stated in this Employee Handbook.
    - In accordance with our school mission, employees will model for students what it means to be an ethical member of our interdependent world. Employees recognize the continuous representation of Ursuline Academy of New Orleans whenever and wherever they use technology, even when using these resources away from or outside of the school's network.
    - Publishing information about students should always be undertaken with full consideration of a student's right to reasonable privacy.
    - Ursuline Academy expects and encourages information about students, including their pictures, to be published in the proper context as associated with Ursuline Academy and its activities.
    - Employees must take precautions to ensure that student pictures or other information will in no way be associated with content that may be considered objectionable or run counter to Ursuline Academy's mission, core values, or the tenets of the Catholic Church.
    - Employees will not use school logos, trademarks, and intellectual property in any personal postings without the written consent of Ursuline's Director of Communications.
    - For any individual social media page,, the password and email address used on that page must be shared with the Communications Director.
    - In the publishing and/or transmission of documents, images, videos, or other media, employees are obliged to follow current copyright guidelines:
- We know that the school network is a shared community. What is said and done online can be viewed globally.
- Employees must not use social media to disparage Ursuline Academy, its employees, parents, or any of its affiliates.

It is the employee's responsibility to back up all personal files and applications.

As individuals using Ursuline Academy's computing and network resources, we understand that the school may monitor computers and other devices in the ordinary course of network administration and software maintenance, to protect the security of the network, the safety of students, and employees, and the reputation of the school. If Ursuline Academy believes an employee is using computing and network resources in a way that may violate the school's policies, the school may request that the employee cease such activity. Depending on the severity of the incident, the employee may be subject to disciplinary action, including termination.

Paperwork Requirements

All High School Student Athletes who participate in an LHSAA sanctioned sport must turn in the following paperwork prior to the start of the first practice.

1. LHSAA Athletic Participation Form
2. Medical History Examination (this form is good for 13 months from the date of physician's signature)
3. LHSAA Substance Abuse/Misuse Contract and Consent Form
4. Student-Athlete Parent Concussion Statement
5. Sudden Cardiac Arrest Parent/Guardian and Student-Athlete Acknowledgement Form
6. Driver Information Sheet
7. Cellular/Text Contact Consent
8. Off-Campus Activity Form
9. Ursuline Transportation Waiver
10. Permission to Administer
11. Student-Athlete Information Form

All High School Student-Athletes who participate in a Non-Sanctioned sport must turn in the following paperwork prior to the start of the first practice.

1. Medical History Examination (this form is good for 13 months from the date of physician's signature)
2. Driver Information Sheet
3. Cellular/Text Contact Consent
4. Off-Campus Activity Form
5. Ursuline Transportation Waiver
6. Permission to Administer
7. Student-Athlete Information Form

All Middle School Student Athletes who participate in any sports must turn in the following paperwork prior to the start of the first practice.

1. Medical History Examination (this form is good for 13 months from the date of physician's signature)
2. Parent Driver Information Sheet
3. Cellular/Text Contact Consent
4. Off-Campus Activity Form
5. Ursuline Transportation Waiver
6. Student-Athlete Information Form

ATHLETICS

Ursuline Academy Athletic Manual

Policy Agreement

2026 - 2027

I have read and agree to all the rules and regulations regarding the operation of the Ursuline Academy Athletic Department. By signing this contract, I agree to follow all guidelines presented in this Manual. I accept appropriate corrective action if policies are not followed.

Student-Athlete Signature _____ Date: _____

Coach Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Appendix B

2026-2027 LHSAA Paperwork

Louisiana High School Athletic Association

Athletic Participation/Parental Permission Form

*This form must be completed and signed **by the student-athlete's parent** prior to a student's participation in an athletic contest and shall be kept on file with the school.* **It shall remain in effect for the remainder of the student's eligibility unless the student transfers to another member school.** *This form is subject to **review**/inspection by the LHSAA **or its representative.***

PART I: STUDENT INFORMATION *(Please Print)*

Student's Name: (Last, First, Middle)_____School Year: _____

Date of Birth:_____Last Four Digits of SSN: _____

Home Address: _____

City:_____Zip: _____

My child entered ninth grade in_____(month and year). Last semester/year he/she attended _____ _____High School.

ARE YOU ELIGIBLE?

A student athlete in an LHSAA school must meet the following rules to be eligible for interscholastic athletic competition:

RULE	COMMENTS
BONA FIDE STUDENT	A student shall be enrolled in and attending an LHSAA member school on a regular basis and taking the required number of subjects which shall be recorded on the student's official transcript unless student is a special education student or in the 8th grade or below. A student shall must be counted as a student on the daily attendance records of the school he/she attends. Attendance in one class makes you a student at that school.
ENROLLMENT	A student shall be enrolled and attending a school in the first 11 school days of the school semester at any school or will be ineligible for the first 30 school days.
AGE	A student shall not become 19 years of age prior to August 1 of this year.
PROOF OF AGE	A student shall provide legal proof of age, which meets the provisions of the LHSAA handbook, to the school administrator to be kept on file at school.
CONSECUTIVE SEMESTERS	Once a student shall enter the ninth grade, he/she shall have eight consecutive semesters to play athletics. (EXCEPTION: Hold-Back Repeat Student – See Rule 1.26.6 of the LHSAA handbook)
SCHOLASTIC	For regular education high school students at the end of the first semester a student shall **pass at least six subjects** in all subjects taken. At the end of the year and prior to the next school year, a student shall must have **earned at least six units with an overall "C" average for the entire previous school year** as determined by the LEA in all units taken. All seniors must take at least four (4) subjects each semester. Special education students must consult the school principal, athletic director, or coach for scholastic information.
RESIDENCE AND SCHOOL TRANSFERS	Upon entering high school for the first time, a student shall have the choice to attend any member school located in the attendance zone in which the student resides with his/her parent(s)/guardian(s) or any other household with whom the student has been residing for the past calendar year and be immediately eligible unless an applicable exception applies. A transfer to another member school in the same attendance zone shall render the student ineligible for one calendar year.
UNDUE INFLUENCE	If a student shall has been recruited to a school for athletic purposes, he/she shall remain ineligible as long as the student attends that school.
AMATEUR	A student cannot play high school athletics if he/she loses their amateur status.
INDEPENDENT TEAM	In certain sports a student cannot play on a school team and an independent team during the same sport season.

MEDICAL EXAMINATION A student shall **annually** pass a physical examination given by a licensed physician/ nurse practitioner that is in collaboration with a licensed physician or a licensed physician's assistant under the supervision of a licensed physician and complete an LHSAA Medical History Evaluation form prior to participating.

ATHLETIC PARTICIPATION/ PARENTAL PERMISSION FORM A school shall **only** be required to have this form completed and signed prior to **the first time a student participates** in LHSAA athletics at the school **unless the student transfers to another member school**.

SUBSTANCE ABUSE/MISUSE CONTRACT & CONSENT FORM A school shall only be required to have this form completed and signed prior to the first time a student participates in LHSAA athletics at the school.

SUSPENDED AND INELIGIBLE STUDENTS Shall not participate in any interscholastic contest on any team at any school at any level.

LHSAA ELIGIBILITY RULES APPLY TO STUDENT-ATHLETES ON ALL TEAMS AT ALL LEVELS OF PLAY AT ALL LHSAA SCHOOLS

Eligibility to participate in interscholastic athletics is a privilege a student earns by meeting standards outlined on this form and other regulations and policies set by the LHSAA and the student's school. If you have questions or do not fully understand an eligibility rule, check with your child's principal, athletic director or coach. By following the intent and spirit of the rules, you can help prevent violations which may penalize the student, his/her team and/or his/her school.

ONE INELIGIBLE STUDENT MAY DISQUALIFY YOUR WHOLE TEAM – KNOW THE ELIGIBLITY RULES

PART II – PARENTAL PERMISSION

I have read and reviewed the general requirements for high school athletic eligibility on this form and have discussed these requirements with my child. I understand additional questions/explanations and specific circumstances should be directed to my child's principal, athletic director or coach.

I certify the home address listed **on this form** is my sole bona fide residence and **that I** will notify the school principal immediately of any change in **my** residence, since such a move may alter the eligibility status of my child. All other information given is also accurate and current.

I give my permission for the athletic trainer to release information concerning my child's injuries to the head coach/ athletic director/principal of his/her school. Additionally, I give the LHSAA or it representative(s) permission to review my child's scholastic records and all required eligibility forms **however submitted by the school or myself**.

If the medical status of my child changes in any significant manner after he/she passes his/her physical examination, I will notify his/her principal of the change immediately.

I hereby give my consent and approval for **my child** to participate in ***any*** of the following LHSAA sports:

BASEBALL	GOLF	SWIMMING
BASKETBALL	GYMNASTICS	TENNIS
BOWLING	POWERLIFTING	TRACK AND FIELD
CROSS COUNTRY	SOCCER	VOLLEYBALL
FOOTBALL	SOFTBALL	WRESTLING

I certify all the information is correct, that I have read the summary of LHSAA eligibility rules below and I am in compliance with these standards. I also acknowledge that my child, by my signature below, has my permission to participate in interscholastic athletics during his attendance at this school. I also understand that this form shall only be completed prior to my child's first participation in any athletic contest of any sport and shall remain in effect for his/her entire athletic eligibility unless he/she transfers to another member school.

By signing below, I agree that my child and I will support and comply with all rules, policies and procedures of the LHSAA as set forth in its Handbook, including its Constitution and Bylaws.

Date:_____ **Parent's Signature:** _____

Relationship to Student _____ **(Print Name)** _____

(Principal Signature) _____

LHSAA MEDICAL HISTORY EVALUATION

IMPORTANT: This form must be completed *annually*, kept on file with the school, and is subject to inspection by the Rules Compliance Team.

Please Print

Name:_____School:_____Grade:_____Date:_____

Sport(s):_____Sex: M / F Date of Birth:_____Age:_____Cell Phone:_____

Home Address:_____City:_____State:_____ Zip Code:_____Home Phone:_____

Parent / Guardian:_____ _Employer:_____ ___Work Phone:_____

FAMILY MEDICAL HISTORY: Has any member of your family under age 50 had these conditions?

Yes	No	Condition	Whom	Yes	No	Condition	Whom	Yes	No	Condition	Whom
☐	☐	Heart Attack/Disease	_____	☐	☐	Sudden Death	_____	☐	☐	Arthritis	_____
☐	☐	Stroke	_____	☐	☐	High Blood Pressure	_____	☐	☐	Kidney Disease	_____
☐	☐	Diabetes	_____	☐	☐	Sickle Cell Trait/Anemia	_____	☐	☐	Epilepsy	_____

ATHLETE ORTHOPAEDIC HISTORY: Has the athlete had any of the following injuries?

Yes	No	Condition	Date	Yes	No	Condition	Date	Yes	No	Condition	Date
☐	☐	Head Injury / Concussion	_____	☐	☐	Neck Injury / Stinger	_____	☐	☐	Shoulder L / R	_____
☐	☐	Elbow L / R	_____	☐	☐	Arm / Wrist / Hand L / R	_____	☐	☐	Back	_____
☐	☐	Hip L / R	_____	☐	☐	Thigh L / R	_____	☐	☐	Knee L / R	_____
☐	☐	Lower Leg L / R	_____	☐	☐	Chronic Shin Splints	_____	☐	☐	Ankle L / R	_____
☐	☐	Foot L / R	_____	☐	☐	Severe Muscle Strain	_____	☐	☐	Pinched Nerve	_____
☐	☐	Chest	_____	Previous Surgeries: _____							

ATHLETE MEDICAL HISTORY: Has the athlete had any of these conditions?

Yes	No	Condition	Yes	No	Condition	Yes	No	Condition
☐	☐	Heart Murmur / Chest Pain / Tightness	☐	☐	Asthma / Prescribed Inhaler	☐	☐	Menstrual Irregularities: Last Cycle:_____
☐	☐	Seizures	☐	☐	Shortness of breath / Coughing	☐	☐	Rapid weight loss / gain
☐	☐	Kidney Disease	☐	☐	Hernia	☐	☐	Take supplements/vitamins
☐	☐	Irregular Heartbeat	☐	☐	Knocked out / Concussion	☐	☐	Heat related problems
☐	☐	Single Testicle	☐	☐	Heart Disease	☐	☐	Recent Mononucleosi
☐	☐	High Blood Pressure	☐	☐	Diabetes	☐	☐	Enlarged Spleen
☐	☐	Dizzy / Fainting	☐	☐	Liver Disease	☐	☐	Sickle Cell Trait/Anemia
☐	☐	Organ Loss (kidney, spleen, etc)	☐	☐	Tuberculosis	☐	☐	Overnight in hospital
☐	☐	Surgery	☐	☐	Prescribed EPI PEN	☐	☐	Allergies (Food, Drugs)_____
☐	☐	Medications _____						

List Dates for: Last Tetanus Shot:_____ Measles Immunization:_____Meningitis Vaccine: _____

PARENTS' WAIVER FORM

To the best of our knowledge, we have given true & accurate information & hereby grant permission for the physical screening evaluation. We understand the evaluation involves a limited examination and the screening is not intended to nor will it prevent injury or sudden death. We further understand that if the examination is provided without expectation of payment, there shall be no cause of action pursuant to Louisiana R.S. 9:2798 against the team volunteer health-care provider and/or employer under Louisiana law.

This waiver, executed on the date below by the undersigned medical doctor, osteopathic doctor, nurse practitioner or physician's assistant and parent of the student athlete named above, is done so in compliance with Louisiana law with the full understanding that there shall be no cause of action for any loss or damage caused by any act or omission related to the health care services if rendered voluntarily and without expectation of payment herein unless such loss or damage was caused by gross negligence. Additionally,

1. If, in the judgment of a school representative, the named student-athlete needs care or treatment as a result of an injury or sickness, I do hereby request, consent and authorize for such care as may be deemed necessary..... **Yes** **No**
2. I understand that if the medical status of my child changes in any significant manner after his/her physical examination, I will notify his/her principal of the change immediately..... **Yes** **No**
3. I give my permission for the athletic trainer to release information concerning my child's injuries to the head coach/athletic director/principal of his/her school..... **Yes** **No**
4. By my signature below, I am agreeing to allow my child's medical history/exam form and all eligibility forms to be reviewed by the LHSAA or its representative(s) or the associated medical personnel. ..... **Yes** **No**

_____ _____ _____

Date Signed by Parent **Signature of Parent** **Typed or Printed Name of Parent**

Health Care Provider section on page 2

IMPORTANT: This form must be completed *annually*, kept on file with the school, and is subject to inspection by the Rules Compliance Team.

Name:_____ Date of Birth:_____ Age:_____ Date:_____
School:_____ Grade:_____Sport(s):_____

II. COMPLETED ANNUALLY BY MEDICAL DOCTOR (MD), OSTEOPATHIC DR. (DO), NURSE PRACTITIONER (APRN) or PHYSICIAN'S ASSISTANT (PA)

Height _____	Weight _____	Blood Pressure_____	Pulse_____

GENERAL MEDICAL EXAM :

	Norm	Abnl
ENT	☐	☐
Lungs	☐	☐
Heart	☐	☐
Abdomen	☐	☐
Skin	☐	☐

ORTHOPAEDIC EXAM :

I. Spine / Neck

	Norm	Abnl
Cervical	☐	☐
Thoracic	☐	☐
Lumbar	☐	☐

II. Upper Extremity

	Norm	Abnl
Shoulder	☐	☐
Elbow	☐	☐
Hand / Fingers	☐	☐
Wrist	☐	☐

III. Lower Extremity

	Norm	Abn
Knee	☐	☐
Hip	☐	☐
Ankle	☐	☐

Health Care Provider notes (if needed):_____

[ ] Medically eligible for all sports without restriction

[ ] Medically eligible for certain sports_____

[ ] Medically eligible for all sports without restriction with recommendations for further evaluation or treatment of _____

[ ] Not medically eligible pending further evaluation

[ ] Not medically eligible for any sports

This recommendation is from a limited screening.

_____	_____	_____
Printed Name of MD, DO, APRN or PA	**Signature of MD, DO, APRN or PA**	**Date of Medical Examination**

Revised 5/23

This physical expires 13 months from the date it was signed and dated by the MD, DO, APRN or PA.

LHSAA SUBSTANCE ABUSE/MISUSE CONTRACT AND CONSENT FORM

This form must be completed and signed and kept on file with the school and is subject to inspection by the LHSAA Rules Compliance Team.

As an LHSAA athlete, I, _____, agree to avoid the abuse or misuse of legal or illegal substances, including anabolic steroids and other performance enhancing drugs. I hereby grant permission to be tested for substance abuse/misuse as a participant in any LHSAA sports program. I furthermore agree to cooperate by providing a urine or hair specimen for testing upon the request of my principal. I understand that should my specimen indicate the abuse or misuse of legal or illegal substances, I will be subject to action specified in my *School Drug Policy for Student Athletes.*

I, _____, parent/guardian of the undersigned student-athlete, individually, and on behalf of my child, do hereby grant permission for and consent to said child being tested for substance abuse/misuse in accordance with his/her *School Drug Policy for Student-Athletes* and I understand that if any specimen taken from him/her indicates abuse or misuse of legal or illegal substances, including anabolic steroids and other performance enhancing drugs, he/she will be subject to action specified in the *School Drug Policy for Student-Athletes* for his/her school.

Dated: _____ _____
Student-Athlete

Dated: _____ _____
Parent/Guardian

Notes: **Rule 1.10.2 of the LHSAA By-Laws, states that this contract shall remain in effect for the remainder of the student's eligibility. This means the contract only has to be signed once by both the student and his/her parent or guardian but the terms remain in effect for the student's entire high school career.**

According to Rule 1.10.3 of the LHSAA By-Laws, without the signature of the student athlete and his/her parent/guardian, the student is ineligible to participate in interscholastic athletic contests at all levels of play in all LHSAA sports at all LHSAA schools until compliance with Rule 1.10.2 is obtained from both parties.

Any student participating in an interscholastic athletic contest(s) without a properly signed contract shall be classified as an ineligible student and both the student and school shall be penalized according to Rule 1.10.3.

Signature of the LHSAA's contract does not necessarily mean the student athlete will be tested. Federal courts have consistently ruled participation in high school athletics is a privilege, not an educational right.

CDC Heads Up Fact Sheet for Student-Athletes

A FACT SHEET FOR

High School Athletes

CDC HEADS UP
SAFE BRAIN. STRONGER FUTURE.

This sheet has information to help you protect yourself from concussion or other serious brain injury and know what to do if a concussion occurs.

WHAT IS A CONCUSSION?

A concussion is a brain injury that affects how your brain works. It can happen when your brain gets bounced around in your skull after a fall or hit to the head.

What Should I Do If I Think I Have a Concussion?

Report It. Tell your coach, parent, and athletic trainer if you think you or one of your teammates may have a concussion. It's up to you to report your symptoms. Your coach and team are relying on you. Plus, you won't play your best if you are not feeling well.

Get Checked Out. If you think you have a concussion, do not return to play on the day of the injury. Only a healthcare provider can tell whether you have a concussion and when it is OK to return to school and play. The sooner you get checked out, the sooner you may be able to safely return to play.

Give Your Brain Time to Heal. A concussion can make everyday activities, such as going to school, harder. You may need extra help getting back to your normal activities. Be sure to update your parents and doctor about how you are feeling.

Why Should I Tell My Coach and Parent About My Symptoms?

- Playing or practicing with a concussion is dangerous and can lead to a longer recovery.
- While your brain is still healing, you are much more likely to have another concussion. This can put you at risk for a more serious injury to your brain and can even be fatal.

GOOD TEAMMATES KNOW:
IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.

CDC

cdc.gov/HEADSUP

Revised 07/16/2024

How Can I Tell If I Have a Concussion?

You may have a concussion if you have any of these symptoms after a bump, blow, or jolt to the head or body:

- Get a headache
- Feel dizzy, sluggish, or foggy
- Are bothered by light or noise
- Have double or blurry vision
- Vomit or feel sick to your stomach
- Have trouble focusing or problems remembering
- Feel more emotional or "down"
- Feel confused
- Have problems with sleep

Concussion symptoms usually show up right away, but you might not notice that something "isn't right" for hours or days. A concussion feels different to each person, so it is important to tell your parents and doctor how you are feeling.

How Can I Help My Team?

Protect Your Brain.
Avoid hits to the head and follow the rules for safe and fair play to lower your chances of getting a concussion. Ask your coaches for more tips.

Be a Team Player.
You play an important role as part of a team. Encourage your teammates to report their symptoms and help them feel comfortable taking the time they need to get better.

The information provided in this document or through linkages to other sites is not a substitute for medical or professional care. Questions about diagnosis and treatment for concussion should be directed to a physician or other healthcare provider.

Revised January 2019

To learn more, go to cdc.gov/HEADSUP

CDC HEADS UP

Revised 07/16/2024

CDC Heads Up Fact Sheet for Parents

A FACT SHEET FOR
Parents

CDC HEADS UP
SAFE BRAIN. STRONGER FUTURE.

What is a concussion?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly.

What are the signs and symptoms of a concussion?

You can't see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how your child or teen is acting or feeling, if symptoms are getting worse, or if s/he just "doesn't feel right." Most concussions occur without loss of consciousness.

If your child or teen reports one or more of the symptoms of concussion listed below, or if you notice the signs or symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion.

Signs & Symptoms of a Concussion

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can't recall events *prior* to hit, bump, or fall
- Can't recall events *after* hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Forgets class schedule or assignments

Symptoms Reported by Your Child or Teen

Thinking/Remembering

- Difficulty thinking clearly
- Difficulty concentrating or remembering
- Feeling more slowed down
- Feeling sluggish, hazy, foggy, or groggy

Physical

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise
- Numbness or tingling
- Does not "feel right"

Emotional

- Irritable
- Sad
- More emotional than usual
- Nervous

Sleep*

- Drowsy
- Sleeps *less* than usual
- Sleeps *more* than usual

**Only ask about sleep symptoms if the injury occurred on a prior day.*

To download this fact sheet in Spanish, please visit: www.cdc.gov/HEADSUP Para obtener una copia electrónica de esta hoja de información en español, por favor visite: www.cdc.gov/HEADSUP
January 2021

Revised 07/16/2024

Danger Signs

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if she or he has one or more of these danger signs:

- One pupil (the black part in the middle of the eye) larger than the other
- Drowsiness or cannot be awakened
- A headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

Children and teens with a suspected concussion should NEVER return to sports or recreation activities on the same day the injuried occurred.

They should delay returning to their activities until a healthcare provider experienced in evaluating for concussion says it's OK to return to play. This means, until permitted, not returning to:

- Physical Education (PE) class
- Sports practices or games
- Physical activity at recess

What should I do if my child or teen has a concussion?

1. **Seek medical attention right away.**
   A healthcare provider experienced in evaluating for concussion can determine how serious the concussion is and when it is safe for your child or teen to return to normal activities, including physical activity and school (concentration and learning activities).
2. **Help them take time to get better.**
   If your child or teen has a concussion, her or his brain needs time to heal. Your child or teen may need to limit activities while s/he is recovering from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse. After a concussion, physical and cognitive activities—such as concentration and learning—should be carefully managed and monitored by a healthcare provider.
3. **Talk to your child or teen about how they are feeling.**
   Your child may feel frustrated, sad, and even angry because s/he cannot return to recreation and sports right away, or cannot keep up with schoolwork. Your child may also feel isolated from peers and social networks. Talk often with your child about these issues and offer your support and encouragement.

How can I help my child return to school safely after a concussion?

Most children can return to school within a few days. Help your child or teen get needed support when returning to school after a concussion. Talk with your child's teachers, school nurse, coach, speech-language pathologist, or counselor about your child's concussion and symptoms.

Your child's or teen's healthcare provider can use CDC's Letter to Schools to provide strategies to help the school set up any needed supports.

As your child's symptoms decrease, the extra help or support can be removed gradually. Children and teens who return to school after a concussion may need to:

- Take rest breaks as needed
- Spend fewer hours at school
- Be given more time to take tests or complete assignments
- Receive help with schoolwork
- Reduce time spent reading, writing, or on the computer
- Sit out of physical activities, such as recess, PE, and sports until approved by a healthcare provider
- Complete fewer assignments
- Avoid noisy and over-stimulating environments

To learn more, go to www.cdc.gov/HEADSUP or call 1.800.CDC.INFO

January 2021

Revised 07/16/2024

Louisiana High School Athletic Association

Student-Athlete and Parent Concussion Statement

After reading the CDC Heads Up Concussion Fact Sheets and reviewing the LHSAA Concussion Management Protocol, I am aware of the following information:

Athlete Initial:		Parent Initial:	
			A concussion is a brain injury which I am responsible for reporting to my coach, athletic trainer, or health care provider.
			A concussion can affect my ability to perform everyday activities, and affect reaction time, balance, sleep, and classroom performance. You cannot always see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury.
			Athletes shall not return to play in a game or practice on the same day that they are suspected of having a concussion.
			Athletes diagnosed with a concussion must be assessed by a health care provider. Athletes will begin a graduated return to play protocol following full recovery of neurocognition and balance.
			Concussed athletes are much more likely to experience complications if they return to play before symptoms resolve including but not limited to permanent brain damage or even death.

I commit to the following:

Athlete Initial:		Parent Initial:	
			I will report all injuries and illnesses to my coach, athletic trainer and/or health care provider.
			I will not return to play in a game or practice if I have received a blow to the head or body that results in concussion-related symptoms.
			If I suspect a teammate has a concussion, I will report the injury to my coach, athletic trainer, or team health care provider.

_____ _____

Signature of Student-Athlete Signature of Parent/Legal Guardian

_____ _____

Printed Name of Student-Athlete Printed Name of Parent/Legal Guardian

_____ _____

Date Date

This form must be kept on record with the school.

Revised 07/16/2024

LOUISIANA DEPARTMENT OF EDUCATION

Important Information about Sudden Cardiac Arrest for Parents and Student Athletes

Starting August 1, 2024, Louisiana Law [Act 421 (R.S. 17:440.3)] requires schools to inform parents and student athletes about heart health. Schools must provide written information about the requirements a student athlete who has or has had a heart-related issue must meet before participating in sports. This information must be given to parents and guardians, and they must sign to show they have received and understood it. This ensures proper communication and safety measures are in place for student athletes returning to play.

What is Sudden Cardiac Arrest (SCA)?

Sudden Cardiac Arrest is the sudden loss of all heart activity (i.e. the heart stops beating). This stops blood flow to the body's organs. It usually occurs because of an abnormal heart rhythm called ventricular fibrillation. If CPR is not started quickly, SCA can lead to death within minutes.

Warning Signs and Symptoms of SCA

- Sudden collapse;
- No pulse;
- No breathing;
- Loss of consciousness

Sometimes other symptoms occur before sudden cardiac arrest. These might include:

- Chest discomfort.
- Shortness of breath.
- Weakness.
- Fast-beating, fluttering or pounding heart; called palpitations.

But sudden cardiac arrest often occurs with no warning. ***If any of these symptoms occur during exercise, the student athlete should STOP PLAY AND SEE A HEALTH CARE PROVIDER immediately.***

Possible Causes of SCA:

- *Structural heart defects, like* congenital heart diseases or Marfan syndrome;

- *Problems with the heart's electrical system (which can make the heart beat too fast, too slow, or irregularly)*;
- *Diseases affecting the heart muscle*: (such as hypertrophic cardiomyopathy);
- Heart infections; and
- *Other factors*, such as direct impact to the chest.

Additional Risk Factors:

- *Family history*: Sudden death of a close relative before age 50; history of heart conditions like cardiomyopathy, Marfan syndrome, Long QT syndrome, or heart rhythm problems; and/or history of immediate family members experiencing SCA.
- Heart murmurs
- High blood pressure

Requirements for Return to Play:

If a student athlete has experienced SCA or any of its warning signs, a consultation with a health care provider is necessary. To return to play, the athlete must provide:

- Written clearance from a doctor; AND
- Acknowledgment form signed by the parent or guardian and the student athlete.

More information:

More information may be found at Parent Heart Watch (https://parentheartwatch.org/)

LOUISIANA DEPARTMENT OF EDUCATION

SCA Information: Parent/Guardian and Student Athlete Acknowledgement Form

Starting August 1, 2024, Louisiana Law [Act 421 (R.S. 17:440.3)] requires schools to inform parents and student athletes about heart health. Schools must provide written information about the requirements a student athlete who has or has had a heart-related issue must meet before participating in sports. This information must be given to parents and guardians, and they must sign to show they have received and understood it. This ensures proper communication and safety measures are in place for student athletes returning to play.

Acknowledgment Form: (Please return this signed form to the school administration.)

By signing below, I acknowledge that I have received and understood the information regarding Sudden Cardiac Arrest (SCA) and the requirements for my child to return to play after experiencing any related health issues.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Student Athlete Name: _____

Student Athlete Signature: _____

Date: _____

Revised 10/15/2026

Appendix C

2025-2026 Ursuline Paperwork

DRIVER INFORMATION SHEET

Driver Name _____ Date of Birth _____

Address _____ Cell Phone _____

_____ Vehicle that will be use

Driver's Lic # _____ Name of Owner _____

Date of Expiration _____ Model of Vehicle _____

Year of Vehicle _____

INSURANCE INFORMATION

Insurance Company _____ Liability Limits of Policy _____

(* Please note: The minimal, acceptable limit of privately owned vehicles is $100,000/$300,000)

In order to provide for the safety of the parish/school/agency and those we serve, we must ask each driver to answer the following questions.

I have not had a conviction for an infraction involving drug or alcohol (such as driving under the influence or driving while intoxicated) In the last three years	**True or False**
I have not had two or more convictions for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) In the last seven years	**True or False**
I have had no more than three moving violations or accidents in the past three years.	**True or False**
I acknowledge the fact that wearing mask in the car will limit the spread of COVID-19.	**Initial** _____
I acknowledge the contagious nature of COVID-19 and that my child(ren) and I may be exposed to or infected by COVID-19 by driving other child(ren) to the Ursuline Academy Athletics Events	**Initial** _____
I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.	**Initial** _____

Please be aware that as a driver, your insurance is primary unless vehicle is owned by church/agency/school

In order to provide for the safety of the parish/school/agency and those we serve, we must ask each driver to answer the following questions.

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand driving for Church/School/Agency ministry is a profound responsibility and I or my designated driver will exercise extreme diligence while operating the vehicle. I (owner of vehicle) must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used.

_____ _____

Signature Date

_____

PRINT

CELLULAR/TEXT CONTACT CONSENT

I understand that there might be circumstances under which my daughter's coach(es)/teacher(s) will need to reach my daughter for school-related purposes while she is not on the Ursuline campus. I hereby give, SCHOOL COACHING STAFF (HEAD COACH, ASSISTANT COACHES, SUPPORT STAFF and ADMINISTRATION, permission to either call or text my daughter, _____, on the following cellular telephone number:

_____

I agree that this permission extends only to communications regarding:

Team Related Matters which include

1) Practice and Schedules
2) Uniforms and Practice Gear Changes
3) Location and Time changes on Practices and Games
4) Food Teams Reminders
5) Car Pool Information
6) Anything else pertaining to Ursuline Athletics

This permission is good for **July 1, 2025 to May 23, 2026**

A copy of this permission will be kept by the coach/teacher who requested my permission and, in my daughter's educational record.

DoBee Plaisance, Athletic Director	**July 15, 2024**
Administrator	Date
Student Signature	Date
Parent/Legal Guardian	Date

URSULINE ACADEMY
High School

Off-Campus Activity Form

This form must be completed and turned in to the faculty member in charge of the event by

Parent/Guardian Consent (*parent/guardian must complete*)

I, parent/guardian of _____, request that Ursuline Academy allow my daughter to participate in the following:

Activity:	
Location:	
Supervising Teacher:	
Date:	**TBA**
Time:	**TBA**
Method of Transportation:	**Bus**

Administrative Approval (to be obtained by supervising teacher): **DoBee Plaisance, Athletic Director**

I agree on behalf of myself, my daughter named herein, and my spouse, our heirs, successors, and assigns, to hereby release, indemnify, and hold harmless Ursuline Academy and its employees, agents, volunteers and representatives from any and all liability of every kind, nature, or description for any accident, injury, illness, damage or harm that may be sustained by my daughter during and/or as a result of her participation in this trip.

By signing this official off-campus consent form, I accept the conditions of the field trip, the mode of transportation, as well as the educational purpose of such a trip as noted above.

_____ All medical information on file in the High School office is correct.

_____Attached is any updated medical information.

In the event of an accident or sudden illness while on the school-related trip, I authorize school personnel to take whatever action is deemed necessary in their judgment for the health of said child including, but not limited to, authorizing medical treatment.

_____ _____

Signature of parent/guardian Date

Student Consent (*student must complete*)

I,_____, understand that I am expected to follow the instructions given by the adults in charge, I must conduct myself according to the guidelines as stated in the Ursuline Academy Student Handbook throughout this activity, I must dress according to the guidelines given in the Ursuline Academy Student Handbook and making up any work I miss during this absence.

_____ _____

Signature of student Date

URSULINE ACADEMY
High School

Ursuline Transportation Waiver

I, _____ parent/Guardian of _____ ,grant permission for my daughter to ride with any other Ursuline Academy of New Orleans **Parent/Legal Guardian** to and from any school sponsored event.

Yes

No

(Please Circle one)

I, _____ parent/Guardian of _____ ,grant permission for my daughter to ride with any other Ursuline Academy of New Orleans **Student / Parent Driver** to and from any school sponsored event.

Yes

No

(Please Circle one)

Parent Print Name

_____

Parent Signature

_____

Date (mm/dd/yyyy)

_____

2025-2026

Permit to Administer/ Dispense Over The Counter (OTC) Medication

Student Name: _____ Date of Birth: _____

Parent/Guardian Name: _____

Home Phone: _____ Work/Cell Phone: _____

Please list any allergies: _____

OTC (Over The Counter) Medications:

Please read and sign the following for the administration of medications to your child, or initial the Administer no Medication statement.

Administer NO Medication: _____

I, _____, by below signature, hereby hold the Certified Athletic Trainer, Ursuline Academy, and Ochsner Health System harmless in the administration of pre-packages, non-prescription (OTC) medications to the above listed student. I understand that the Certified Athletic Trainers will provide the medication in single dose only. Ochsner Health System, Ursuline Academy, and the Certified Athletic Trainer accept no responsibility for OTC medications that are defective, either by their design or dosage recommendations or that are misused by the athlete. The misuse of medications will result in the athlete's loss of medication privileges.

Parent/Guardian Signature _____ Date _____

I hereby grant by initials permission for the certified athletic trainer to administer the following OTC medications:

Only initial those that you desire administered

* Listed are brand names and their active ingredients- please note, actual medications may be of a generic name.

____ Advil (Ibuprofen)

____ Pepto-Bismol (Bismuth subsalicylate)

_____ Tylenol (Acetaminophen)

_____ Electrolyte Tablets

Please Return to Cyd Bertrand (Athletic Trainer)

2025-2026

STUDENT-ATHLETE INFORMATION

(Please write legibly using blue or black ink)

Athlete - Last Name: _____ Athlete - First Name: _____ MI: ___

Date of Birth: ____/____/____ (MM/DD/YY) ☐ Male ☐ Female

Sport(s): _____ ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Other _____

Permanent (Off Campus) Address: _____

_____ _____ _____

City *State* *Zip Code*

Student-Athlete - Cell Phone: _____ Student-Athlete - Alternate Phone: _____

Student-Athlete - Email Address: _____

PARENT/GAURDIAN INFORMATION

Parent/Guardian - Name: _____ Parent/Guardian - Phone: _____

Parent/Guardian - Email Address: _____

EMERGENCY CONTACTS

(Please list two contacts other than parent/guardian)

Primary Contact: _____ Relationship to Student-Athlete: _____

_____ _____

Cell Phone # *Alternate Phone #*

Secondary Contact: _____ Relationship to Student-Athlete: _____

_____ _____

Cell Phone # *Alternate Phone #*

In an emergency, I authorize the Department of Sports Medicine and affiliated providers to contact the person(s) listed above.

Student-Athlete - Signature _____ **Date** _____

Parent/Guardian - Signature: _____ **Date** _____

(If student-athlete is under 18 years old)

INSURANCE CARD

Health Insurance, Prescription Benefits, Dental, Vision, Etc.

(Please provide one front and back copy of each benefit card)

Athlete - Name: _____ DOB: ____/____/____ Sport(s): _____

Copy FRONT of insurance card below

Copy BACK of insurance card below

Return to Cyd Bertrand (Athletic Trainer)

Appendix D

Additional Middle School Paperwork

Parent DRIVER INFORMATION SHEET

Driver Name _____ Date of Birth _____

Address _____ Cell Phone _____

_____ Vehicle that will be use

Driver's Lic # _____ Name of Owner _____

Date of Expiration _____ Model of Vehicle _____

Year of Vehicle _____

INSURANCE INFORMATION

Insurance Company _____ Liability Limits of Policy _____

(* Please note: The minimal, acceptable limit of privately owned vehicles is $100,000/$300,000)

In order to provide for the safety of the parish/school/agency and those we serve, we must ask each driver to answer the following questions.

I have not had a conviction for an infraction involving drug or alcohol (such as driving under the influence or driving while intoxicated) In the last three years	**True or False**
I have not had two or more convictions for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) In the last seven years	**True or False**
I have had no more than three moving violations or accidents in the past three years.	**True or False**
I acknowledge the fact that wearing mask in the car will limit the spread of COVID-19.	**Initial** _____
I acknowledge the contagious nature of COVID-19 and that my child(ren) and I may be exposed to or infected by COVID-19 by driving other child(ren) to the Ursuline Academy Athletics Events	**Initial** _____
I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.	**Initial** _____

Please be aware that as a driver, your insurance is primary unless vehicle is owned by church/agency/school

In order to provide for the safety of the parish/school/agency and those we serve, we must ask each driver to answer the following questions.

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand driving for Church/School/Agency ministry is a profound responsibility and I or my designated driver will exercise extreme diligence while operating the vehicle. I (owner of vehicle) must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used.

_____ _____

Signature Date

_____

PRINT