

# Washington School Extra Curricular Handbook 2008-09

## Mission Statement

It is the philosophy of Peru Public Schools that all students are encouraged to participate in extra curricular activities including athletic, academic and fine arts endeavors. Such activities promote the development of knowledge, skills and attitudes, which will enrich the personal growth of early adolescents.

## Preface

The purpose of this manual is to serve as a guideline to better understanding the relevant administrative practice within the realm of extracurricular activities. Extra-curricular activities are an accepted and vital part of the educational program at Washington School and its philosophy, its policies, and its operational procedures coincide with those of education as a whole and can be administered in the same manner.

All students are encouraged to participate in all activities within the realistic limits of our facilities and resources. The emphasis given to athletics, or to any given activity, should never be permitted to adversely affect the total educational program. A major focus of all activities is to emphasize the proper ideals of sportsmanship, ethical conduct and fair play.

At the sixth grade level, a commitment is made to allow every student an opportunity to participate. Inherent in this philosophy of maximizing participation, is that ALL athletic aspirants be given, as much as possible, the full measure of coaching, practice time and necessary equipment, and that success or non-success rests on their efforts and is not predetermined for them. A no-cut policy will be in effect for sixth grade basketball and volleyball teams, unless numbers exceed 30 participants. Cuts may be necessary in baseball, track and 7<sup>th</sup> and 8<sup>th</sup> grade basketball and volleyball to accommodate limitations set forth by the IESA.

It is our intention that all coaches and sponsors will continually strive to improve their programs and conduct them so as to emphasize their contribution, worth and value to a complete educational program.

## Extracurricular Activities included in this Handbook

Baseball

Basketball (Boys and Girls)

Cheerleading

Scholastic Bowl

Spring Musical

Student Council

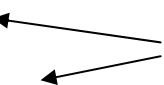
Track and Field

Volleyball

Yearbook

### Preliminary Requirements for Participation

The following items must be turned in to the Coach / Sponsor before the student will be allowed to participate in any extra-curricular activity, including practices:

1. Parent / Guardian Permission Slip
  2. Emergency Medical Treatment Form
  3. Physical Exam (athletics only)
  4. Signed Handbook Agreement
- single combined form*
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## General Guidelines for Participants

1. Participants will comply with all Starved Rock Conference and Illinois Elementary School Association (IESA) rules.
2. Students must comply with all Student Handbook rules and coaches' expectations.
3. Participants using a mode of transportation other than that provided by the district (usually a bus) must provide **written parent permission**. Players are not allowed to ride home with other parents except in special circumstances, which must be requested in writing to the principal and approved prior to the contest.
4. Students participating in any extra curricular school activity must be in full time attendance on the day of the scheduled event. Further, students must be in attendance for a half-day the day prior to a contest played on a non-attendance day (i.e. half day Friday to be eligible for a Saturday contest).
5. Participants who quit or are removed from a team or activity **MAY NOT** participate in a new activity until the season is complete (including any tournament play) for the first activity.
6. Participants will sit with the team when not participating.
7. Participants will wear dress clothes or matching team shirts, as determined by the coach, for all home and away contests. They will also present a neat and clean appearance. Uniforms are not to be worn to school or before and after contests.
8. Participants will demonstrate Good Sportsmanship by following directions, attending all practices and games as scheduled, and showing respect for coaches, officials and the opposing team. Inappropriate behavior, language or gestures will not be tolerated.
9. Students are not allowed to participate (practices or contests) in a second activity until uniforms have been returned from the first activity. Absences resulting from failure to return a uniform will be considered unexcused. *Exceptions will be made when activities overlap, but uniforms must be turned in immediately upon completion of an activity.*
10. Because of the number of conflicts, students may **NOT** participate in Volleyball and Cheerleading. If they try out for cheerleading and do not make the squad, they are still eligible to try out for volleyball.
11. Participants must remain seated in the gymnasium for all practices and/or contests until a coach is present to provide supervision. Students may not remove equipment from storage unless directed to do so by a coach.

## Spectator Code of Conduct

We encourage all spectators at school functions to support the efforts of the involved students. Your attendance at these activities sends a strong message that you recognize the importance of the activity and, even more importantly, the dedication and hard work of each of the participants. Be a positive role model by demonstrating proper sportsmanship, whatever the situation. Remember, children and young adults learn best by example - showing appreciation for the efforts of both teams, respecting the judgments of officials, coaches, or sponsors and by recognizing that true success is measured by more than numbers on a scoreboard. With these thoughts in mind, we can be assured that our students will learn the true ideals of competition, sportsmanship and fair play.

In accordance with HB445, alcoholic beverages are not allowed on public school property. Any person who has alcoholic liquor in his/her possession on public school district property is guilty of a Class A misdemeanor, or a petty offense if school is in session or children are present at a school sponsored event.

### **Tips for Parents:** *(from Today's Youth and Tomorrow's Leaders, Volume 1, issue 1)*

1. **Be Supportive of Coaches:** in front of your child and others be supportive of their decisions. It's best to speak directly to the coach if you have a problem.
2. **Teach Respect for Authority:** show good sportsmanship by being positive. There will be times when you disagree with a coach or official, but always remember that these individuals are trying their best and are trying to be fair.
3. **Let the Coach do the Coaching:** But you can do some of the Teaching. When your child is on the court or field, try and let the coach do the coaching. You can teach them how to deal with success and failure. Develop their character and teach them life skills that activities bring to the forefront.
4. **Help your Child Learn through Failure:** the way your child handles failure can help them face the certain failure life will throw them in the future. Let your child learn to cope in their own way.
5. **Listen to your Child:** Always support and listen to you child, but remember to stay rational until you have investigated the situation.
6. **Be Mindful of your Role as a Role Model:** Take a good and honest look at your actions in the athletic arena.
7. **Show Unconditional Love:**

## **The Game is a Privilege**

The Game is a privilege for everyone. It is not appropriate for anyone associated with a junior high/middle school game to use profanity or inappropriate language. Everyone attending or participating in any game has a responsibility to demonstrate good behavior.

### **Please remember that:**

1. Players and coaches are not permitted to use inappropriate language at any time.
2. No one in attendance is permitted to use profanity at an opponent or game official.
3. Being angry at oneself is NOT an excuse to use profanity. Find another way to let off steam.
4. Chants and Cheers that include profanity are unacceptable and those who use it will be asked to leave the facility.
5. Inappropriate comments to players or coaches is not acceptable.

**Show Good Sportsmanship and remember.....  
the Goal of the Game is to have FUN!**

## **Coaches/Sponsors Code of Conduct**

Coaching and/or sponsoring a student activity is hard work and a serious time commitment, but can also be a very rewarding opportunity. Coaches and sponsors have an enormous chance to guide and influence young adults in a manner which will help to prepare those students for the many diverse circumstances that they will encounter throughout their lives. With this opportunity, however, comes considerable responsibility. The words and actions of coaches and sponsors are always carefully noticed, and often repeated, by the student participants whom they supervise. With this in mind, coaches and sponsors have an absolute obligation to demonstrate the very best examples in skill development, responsibility and sportsmanship at all times throughout the length of their particular season.

## Responsibilities of Coaches and/or Sponsors

1. Coaching requires a serious time commitment. Coaches are expected to practice (or have a contest) 5 days per week. Salaries are based upon these expectations.
2. Coaches must have a preseason meeting with all interested players and their parents to explain rules and expectations.
3. Teach Basic Skills specific to the activity they are sponsoring or coaching
4. Teach and Model Sportsmanship
  - foster safety, pride, discipline and a sense of appropriate behavior
  - handle all disputes with officials in a professional manner
5. Maintain a neat, clean and professional appearance. Jeans are not allowed.
6. Maintain Discipline and Provide Adequate Supervision
  - Supervise students pre, post and during games and practices
  - Coaches should be the first person on site for practice and games
  - Coaches must supervise students on the bus
  - Players should never be left unsupervised in locker rooms, classrooms or other areas, home or away (*exception: when female players are dressing and a male coach is supervising*)
  - Coaches must be the last one to leave the building after a practice or contest - he/she should check to make sure any and all refuse is picked up and placed in the proper receptacles
7. Maintain an Inventory of Uniforms and Equipment
  - Coaches must complete a Uniform Distribution Form and place a copy on file with the athletic director when uniforms are handed out
  - Establish a procedure for returning all uniforms at the end of a season, including penalties for non-compliance
  - Coaches must inform students of the penalties for losing a uniform and the cost for replacement (*students may not participate in another activity until the uniform is found or retribution is made*)
8. Maintain a basic first aid kit, which must be taken to all games and practices. Coaches must complete certification requirements in First Aide, AED and CPR.

9. Secure the Building

- Turn out lights and set the alarm if you are the last one in the building

10. Monitor Transportation Needs

- Verify bus times with the office the day prior to a game or event
- Check bus personally to ensure no equipment is left on the bus, all garbage is thrown away and no damage has occurred

11. Develop Press Releases to bolster Public Relations

- Fax the results of each game/match to the newspaper within 24 hours
- Provide the athletic director with the results of all games/matches

12. Collaborate with other Coaches/Sponsors to schedule practices and activities, making every effort to avoid conflicts. Coaches scheduling meetings are mandatory. The first activity a student participates in will take precedence over subsequent activities and contests take precedence over practices. The athletic director will have the final decision if a conflict does arise. Students will not be penalized for missing a contest to attend another school activity.

13. Maintain a phone tree of parents of all participants and carry a cell phone to all away contests. (*District cell phones are available for check out in the library*)

14. Monitor students Attendance:

- Students must be in attendance a full school day to participate
- Students must be in attendance  $\frac{1}{2}$  the school day Friday (a.m. or p.m.) to participate on Saturday

15. Monitor and enforce student Academic Eligibility - see page 9 for specific eligibility requirements.

16. Practices will not be allowed prior to 7:00AM or after 9:00PM. Special effort should be taken to avoid practice on Wednesday evenings, which is considered "Family Night". There will be NO MANDATORY practices on Sundays.

17. Only coaches approved by the Board of Education or their designee will be allowed to participate at practices and contests. All assistants must be cleared by the athletic director and have a background check completed by the district office.

17. All coaches are required to have a season ending awards night. The district will purchase pizza, soda and awards for all participants. (*See page 12 for awards*)

## Violations of School Policy

*Students participating in extra-curricular activities are representatives of Washington School and are expected to follow the guidelines set forth in the student handbook both at home and away.*

### **Detention:**

- Office or classroom detentions will be not be scheduled around practices or contests
- Students may participate after serving a detention based on coaches discretion
- Students skipping an office detention, or missing for any reason, will not be allowed to participate in a contest on the same day
- If coaches are unaware of a skipped student detention and the student is allowed to participate, he/she will be given a one game suspension for the next contest

### **DSP/Suspension:**

- Students assigned to a disciplinary study program (DSP) or out-of-school suspension will not be allowed to participate in a contest on the same day of the DSP/suspension
- Students assigned a DSP or suspension will not be allowed to attend contests home or away
- Students will be required to participate in practice on the day of a DSP, but will not be allowed on school grounds on the day of a suspension

### **General:**

- Students who miss practice without valid cause will not be allowed to participate in the next scheduled contest or event (students should inform the coach PRIOR to missing practice if at all possible)
- Students receiving three office referrals during the course of a season will be removed from the team

## **Rules regarding Alcohol, Tobacco and Controlled Substances**

The consumption of alcoholic beverages, using tobacco products or other drugs is hazardous to your health and is also illegal. The purchase of alcohol and tobacco by anyone under the ages of 21 or 18 respectively is also illegal in the State of Illinois. Reported possession of alcohol, tobacco or controlled substances by student athletes, whether ON or OFF of school property, will be investigated. Any student found to be in violation would be subject to disciplinary action up to and including suspension from extra-curricular activities for the remainder of the school year.

### **First Offense:**

- A) Punishable with a minimum thirty calendar day suspension from competition.
- B) Student is required to attend all practices during the period of suspension.
- C) If a student attends a school approved "Alcohol, Tobacco and Substance Abuse Program", at the parent's expense, the penalty may be reduced.

### **Second Offense:**

- A) Will result in a permanent removal from all academic / athletic team membership and participation for the remainder of the school year.

## Eligibility

All activity requirements as outlined by the Board of Education policy, state or conference requirements, as well as those set by the activity coach/sponsor and approved by the principal must be met. A copy of the expectations, rules and consequences for noncompliance will be provided to each participant by the coach. All participants must sign a contract agreeing to follow all rules before they will be allowed to participate in practice or contests.

Students participating in any extra curricular school activity must be in full time attendance on the day of the scheduled event. Further, students must be in attendance for a half-day the day prior to a contest played on a non-attendance day (i.e. half day Friday to be eligible for a Saturday contest). **EXCEPTION:** Death in the immediate family. Students may miss school to attend a Funeral or Visitation for a member of the immediate family (i.e. parent, sibling, grandparent, aunt or uncle) and still participate.

In order to participate in extra-curricular activities, the student must receive passing grades in all subjects and citizenship. Academic and behavioral eligibility is checked weekly in accordance with IESA regulations. Grades shall be cumulative for the grade period in which the student is practicing or competing. Students must also receive a passing grade in citizenship to be eligible. This regulation applies to managers also.

Eligibility is checked on Friday and is in force from the following Monday through Saturday. Students failing to meet academic eligibility must practice but may not compete. They will be required to attend all Home contests and sit with the team in plain clothes. Students will not be allowed to attend contests away from Washington School.

Students who are declared ineligible will be notified in writing by the coach. The written notification must be signed by a parent/guardian and returned to the coach before the student may continue participation. Failure to return a signed note will result in an unexcused absence. Those who are ineligible for three consecutive weeks, or five cumulative weeks (per sport), will be removed from the team. **EXCEPTION:** Scholastic Bowl members will be declared ineligible after two consecutive weeks.

## Chain of Command

*All communication, concerns, or questions should be first directed to the Head Coach. If satisfaction is not received, the established chain of command should be followed. Anyone skipping a step in the chain will be referred back to the appropriate level. Your cooperation is appreciated.*

HEAD COACH

|

ATHLETIC DIRECTOR

|

PRINCIPAL

|

SUPERINTENDENT

|

BOARD OF EDUCATION

## Recognition and Awards

Each participant who completes a season on any athletic team or scholastic bowl is invited to attend a pizza party and recognition ceremony at the end of the competitive season. Each coach or sponsor will present the following team awards to all participants:

|                              |   |
|------------------------------|---|
| <b>School Letter [P]</b>     | awarded for the first sport or activity only              |
| <b>Activity Specific Pin</b> | awarded the first year of participation in each activity  |
| <b>Bar Pin</b>               | awarded the second year of participation in each activity |
| <b>Star Pin</b>              | awarded the third year of participation in each activity  |

\*The following individual awards may also be presented (coach's discretion):

|                             |                     |  |
|-----------------------------|---------------------|--|
| <b>Most Valuable Player</b> | <b>Best Defense</b> | <b>Sportsmanship Award</b><br><i>(see below)</i> |
|-----------------------------|---------------------|--|



### **Add A. Tude Sportsmanship Award**

One student from each seventh and eighth grade team may be selected by the coach to receive the IESA Add A. Tude Sportsmanship Award. Each winner will receive a certificate.

The following criteria will be used to select the winner:

- The participant exercises Sportsmanship at all times.
- The participant attends all practices and contests unless excused by the coach.
- The participant demonstrates a positive attitude by following directions and putting forth effort without complaint.
- The participant demonstrates an understanding and appreciation for the rules.
- The participant exhibits respect for officials, opponents and all teammates.
- The participant recognizes and appreciates skilled performance regardless of affiliation.
- The participant follows the rules established by Washington School, its' coaches and the Illinois Elementary Association (IESA).

**Peru Public Schools District #124  
Extra Curricular Handbook Compliance Form**

Peru, IL 61354  
223-0301  
223-0732 (fax)

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices and procedures as currently practiced and are subject to change.

My signature acknowledges receipt of a copy of Peru Washington School's Extracurricular Handbook and a commitment to follow the rules and guidelines set forth within this document. I further acknowledge I will be responsible for reading and reviewing the handbook with my child. Questions regarding any portion of the handbook should be addressed with the coach or Athletic Director prior to signing this form.

Students and their parent or guardian must sign this form before they will be allowed to participate in any extra curricular activity.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date