

PARKSIDE MIDDLE SCHOOL EXTRA CURRICULAR HANDBOOK

2011-12

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 Parkside 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 develop skills and emphasize the proper ideals of sportsmanship, ethical conduct and fair play.

5th grade will be allowed to participate in competitive athletics on a limited basis. Those interested may try out for the 5th grade Basketball or Volleyball teams and 12-15 will be selected to participate. All 5th and 6th graders, as well as 7th and 8th graders who don't make the competitive team, are eligible to participate in the co-ed intramural program to improve skill level for future participation.

At the fifth and sixth grade level, a commitment is made to allow every student an opportunity to participate in some type of athletics. However, cuts may be necessary, and only 12-15 will make the competitive team. *Again, others will be offered an opportunity to participate in intramurals.* ALL team members will be given the full measure of coaching, practice time and necessary equipment, so that success or non-success rests on their efforts and is not predetermined for them.

In 7th and 8th grade more emphasis will be placed on creating a competitive team. Cuts may be necessary in baseball, basketball, cheerleading, volleyball and track to accommodate limitations set forth by the IESA. Every player may not see action in every game or match. However, efforts will be made to provide limited playing time for everyone. 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 (6th – 8th grade Boys Only)

Girls Basketball (5th – 8th grade)

Boys Basketball (5th – 8th grade)

Cheerleading (7th and 8th grade Co-Ed)

Volleyball (5th – 8th grade Girls Only)

Scholastic Bowl (5th – 8th grade Co-Ed)

Boys Track and Field (6th – 8th grade)

Girls Track and Field (6th – 8th grade)

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. Combined Permission Slip and Emergency Medical Treatment Form
2. Physical Exam (athletics only)
3. Signed Handbook Agreement

GENERAL GUIDELINES FOR PARTICIPANTS

1. Students must comply with all Student Handbook rules, Coaches' expectations, and rules set forth by the Starved Rock Conference and/or IESA. **The administration reserves the right to discipline or exclude students for off-campus behavior that negatively impacts or disrupts the athletic program, coaches or other student athletes.** This includes, but is not limited to *CyberBullying*, or comments on Facebook, Blogs, Twitter, text messaging, email, etc.
2. **ATTENDANCE:** students participating in any extra-curricular school activity must be in full time attendance on the day of the contest. *Students will be excused to attend funeral services or orthodontist appointments.*
3. Students not participating in PE for medical reasons (illness or injury) may not participate in athletic contests or practices.
4. Students are encouraged to ride the bus to and from all contests. **Parents must request permission from the administration in writing (prior to the game) if they elect to have their child transported by another parent.**
5. Participants who quit or are removed from a team MAY NOT participate in a new activity until the season is complete (including any tournament play) for the first activity. *Those who are new to an activity will be allowed a two-week trial period to determine whether or not they want to continue participation.*
6. Players will sit with the team for HOME contests when not participating due to ineligibility, illness or injury. They will NOT be allowed to attend away contests.
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. All uniforms must be turned in immediately upon completion of each activity. Failure to do so may result in disciplinary action. Participants are required to pay REPLACEMENT COSTS for uniforms which are lost or damaged.
10. Because 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.

Please remember that 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.

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. Further, anyone deemed to be under the influence will not be allowed entry.

Tips for Spectators:

1. **Be Supportive of Coaches:** in front of players and others, be supportive of the coach's decisions. It's best to speak directly and privately 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. **Help Players Learn through Failure:** the way a child handles failure can help them face the certain failure life will throw them in the future. Let them learn to cope in their own way.
4. **Listen to your Child:** Always support and listen to your child, but remember to stay rational until you have investigated the situation.
5. **Be Mindful of your Role as a Role Model:** Take a good and honest look at your actions in the athletic arena. Being angry at yourself or someone else is not an excuse to use profanity. Find another way to let off steam.

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

1. All coaches must be certified teachers OR complete the IESA Coaching Essentials course. Only coaches approved by the Board of Education will be allowed to participate at practices and contests. All coaching assistants must be approved by administration prior to their participation.
2. Coaches must have a preseason meeting with all interested players and their parents to explain rules and expectations, and how to contact them with questions or concerns.
3. Coaches are required to teach skills specific to the activity they are sponsoring or coaching.
4. Coaches should Teach and Model Sportsmanship by fostering safety, pride, discipline and a sense of appropriate behavior. They must handle all disputes with officials in a professional manner.
5. Coaches should maintain a neat, clean and professional appearance. Jeans are not allowed.
6. Coaches are responsible for maintaining discipline and providing adequate supervision before, during and after games and practices. Proper supervision must also be provided on the bus and in the locker room or other areas during home and away games.
7. Coaches must monitor transportation needs by verifying bus times with the office the day prior to a game or event. They are also responsible for personally checking the bus to ensure no equipment is left behind, all garbage is thrown away, and no damage has occurred
8. Coaches should maintain a basic first aid kit, which must be taken to all games and practices. Coaches must also complete certification requirements in First Aide, AED and CPR.

9. Coaches are responsible for securing the building, turning out lights, and setting the alarm if they are the last one in the building.
10. It is imperative that coaches maintain an inventory of Uniforms and Equipment. They must complete a Uniform Distribution Form and place a copy on file with the athletic director when uniforms are handed out
 - Uniforms should be collected by the coach at the last game to be laundered by the coach or at school
 - Laundered uniforms should be neatly folded, stored in the appropriate container, and properly secured in the athletic storeroom.
 - 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*)
11. Coaches should fax or email the results of the each game or match to the News Tribune at www.sports@newstribune within 24 hours. Results should also be emailed to the webmaster, athletic director and principal.
12. Coaches should collaborate with other coaches/sponsors to schedule practices and activities, making every effort to avoid conflicts. **Mandatory scheduling meetings will be held each month.** Generally the first activity a student participates in will take precedence over subsequent activities, and contests take precedence over practices. The administration 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. Coaches should 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. Coaches are responsible for monitoring students' attendance. Students must be in attendance a full school day to participate unless otherwise excused by the administration.
15. Coaches will monitor and enforce Academic Eligibility for all players - 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, but optional practices may be held.
17. All coaches are required to have a season ending recognition night. The district will purchase pizza, soda and awards (letters and pins) for all participants.

VIOLATIONS OF SCHOOL POLICY

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

General:

- Students who miss practice must provide written notice (including email) from a parent or guardian. They will not be allowed to participate in the next scheduled contest if they miss practice without valid cause (students should inform the coach PRIOR to missing practice unless an emergency situation arises).
- Students receiving three or more office referrals during a season will be removed from the team

Detention:

- Office or classroom detentions may not be scheduled around practices or contests
- Students may participate after serving a detention if the coach is in agreement
- Students skipping an office detention, or missing for any reason, will not be allowed to participate in a contest or practice 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

Suspension:

- Students assigned an **In-School or Out-of-School Suspension** will not be allowed to participate in a contest on the same day of the suspension
- Students assigned a suspension will not be allowed to attend contests home or away
- Students will be required to participate in practice on the day of an In-School Suspension, but will not be allowed on school grounds on the day of an Out-of-School Suspension

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) Violators will be required to attend all practices during the period of suspension unless excused by the administration.
- C) If a student attends a school approved "Alcohol, Tobacco and Substance Abuse Program", at the parent's expense, the penalty may be reduced at the discretion of the Coach and the Administration.
- D) The full term of the suspension MUST be complete before the violator will be allowed to participate in another sport or activity in the same school year. If the season ends or the student quits the team, the suspension will be reinstated in the next sport.

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, IESA or conference requirements, as well as those set by the activity coach/sponsor and approved by the administration 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.

ATTENDANCE: Students participating in any extra curricular school activity must be in full time attendance on the day of the scheduled event. Students will be excused to attend a Funeral or Visitation for a member of the immediate family (i.e. parent, sibling, grandparent, aunt or uncle) and still participate.

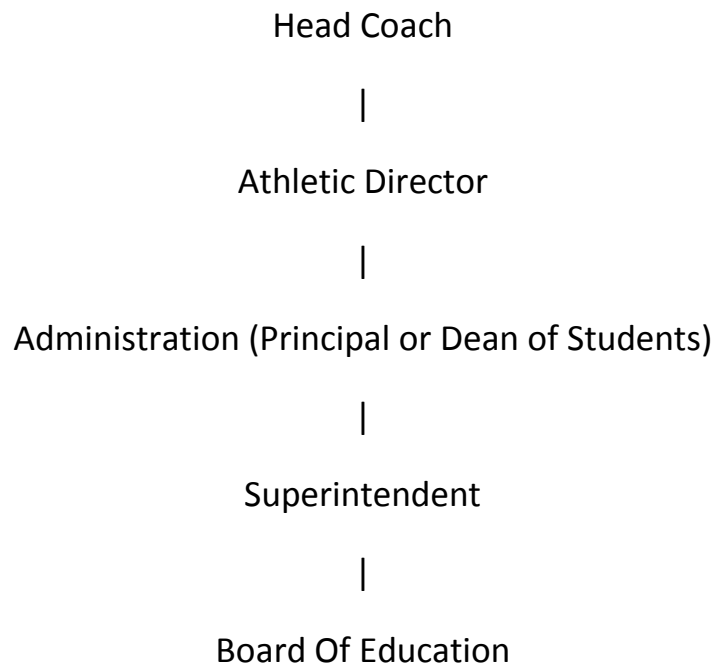
GRADES: In order to participate in extra-curricular activities, students must receive passing grades in ALL subjects. Academic eligibility is checked weekly in accordance with IESA regulations. Students will NOT be declared ineligible if insufficient assignments have been given, such as in the beginning of a quarter. Further, students should have an opportunity to bring their grade up each week. Students may be given a one-week grace period if no grades are taken (*to be determined by the administration*). Grades shall be cumulative for the grade period in which the student is practicing or competing. Students must also maintain acceptable conduct in classes and at practice. Certain behavioral issues (i.e. cheating or fighting) may result in a suspension for one or more contests. These regulations apply to managers also.

Eligibility is checked on Friday and is in force from the following Monday through Saturday. Students failing to meet eligibility requirements may be required by the coach to attend Project Success. They must practice (except when they attend Project Success) but may not participate in games/matches. Students will be required to attend all Home contests and sit with the team in plain clothes. Students will not be allowed to travel with the team to contests away from Parkside Middle School. Students will be placed on Probation if they have earned a 'D' or have grades which are slipping below their typical average. Probation students may still participate fully.

PARENT NOTIFICATION: Students who are declared Ineligible OR on Probation, 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(s). 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.



RECOGNITION AND AWARDS

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

School Letter [P] awarded for the first sport or activity only

Activity Specific Pin awarded each year of participation

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

1800 Church Street
Peru, IL 61354
815-223-0301
815-223-0732 (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 Parkside 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