

2019-20 PARKSIDE ACTIVITIES HANDBOOK

Mission Statement

It is the philosophy of Peru Elementary School District #124 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 activities. These 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 any activity should never be permitted to adversely affect the total educational program. A major focus of all activities is to develop skills and emphasize respect and responsibility. It is our intention that all advisors/directors will continually strive to improve their programs and conduct them so as to emphasize their contribution, worth, and value to a complete educational program.

ACTIVITIES INCLUDED IN THIS HANDBOOK

Yearbook (5th-8th grade)

Student Council (6th -8th grade)

Jazz/Pep Band (6th -8th grade)

Singing Raiders (7th-8th grade)

Variety Show (5th-8th grade)

Spring Musical (5th-8th grade)

Ranger Club (6th-8th grade)

Scholastic Bowl (6th-8th grade) – A and B Teams

GENERAL GUIDELINES FOR PARTICIPANTS

1. **REQUIRED:** A signed (student and parent) copy of the handbook agreement form must be turned in to the Sponsor/Director before the student will be allowed to participate in any extra-curricular activity, including practices.
2. **HANDBOOK COMPLIANCE:** Participants must comply with all Parkside School Student Handbook rules and sponsor/director expectations. The administration reserves the right to discipline or exclude students for on/off-campus behavior that negatively impacts or disrupts the activities program, advisors/directors, or other student/s. This includes, but is not limited to cyber-bullying, or inappropriate comments made on Facebook, blogs, Twitter, text messaging, email, etc.
3. **POSITIVE and PROFESSIONAL ATTITUDE:** Participants in all activities are representatives of Parkside School and as such, are expected to conduct themselves in a manner which reflects positively on themselves and the school. They will follow directions, attend all meetings/practices as scheduled, show respect for sponsor/director and fellow students, meet established deadlines, and use their time in a productive manner. Students must be dependable, honest, and trustworthy.
4. **BULLYING:** Bullying, intimidation or harassment (defined by student handbook ps18-19) are not acceptable in any form and will not be tolerated at school or school-related events. **This includes cyberbullying and negative comments directed toward an individual, team or coach; made via text or email, or on Instagram, Facebook or other social media by an athlete, OR a parent/guardian on their behalf.**
5. **TRANSPORTATION:** Students or their parent/guardian will be responsible for arranging rides to and from meetings and events. Parent pickup or drop-off will be on the WEST side of the building. Please do not drop off in front.
6. **CELL PHONES:** Cell phones usage will not be permitted during meetings or events, unless otherwise directed by the sponsor/director. The sponsor/director will notify participants when it is appropriate to use cell phones (emergency situations or transportation information). When allowed, students are expected to use them in an appropriate and responsible manner.

7. **ATTENDANCE:** Students participating in any extra-curricular school activity are expected to maintain good attendance. Students will be **excused** to attend funeral services, orthodontist appointments, or other events deemed appropriate by the administration/sponsor/director when advanced notice is provided. Written documentation is required listing the reason for the absence. Conflicting school activities/sports will require prior approval with both sponsors/directors and will result in an excused absence for the activity or sport that they miss. **Unexcused** absences include, but are not limited to: oversleeping, no transportation, completing homework or not following sponsor directives. The number of allowable absences is determined by the sponsor/director of each activity. Students exceeding these limits will be dismissed from the activity. In addition, if a student arrives late or leaves early 3 times, it will count as an unexcused absence.
8. **Outstanding Attendance Award:** students earning outstanding attendance in any activity will receive a medal at the end of year awards assembly. To earn the award, students must have perfect attendance, no more than 2 tardies and no more than 2 conflicts with other activities.
9. **EQUIPMENT:** All equipment should be used only for its' intended purpose, and in a manner in which is safe and respectful to themselves, other students, and facilities. Participants will be held responsible for any damages that may occur when this policy is violated.
10. **MULTIPLE ACTIVITY PARTICIPATION:** If a student is involved in more than one school-sponsored activity and a conflict arises, it is the responsibility of the student to inform the sponsor/director as soon as possible. The sponsor/director will determine which practice/event the student should attend. When possible, the students must notify the advisor/director at least two days PRIOR to the conflict.
11. **FUND RAISING:** Students will be required to work during designated fund-raising activities.

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

Detention:

- Office or classroom detentions will not be scheduled to accommodate practices, contests or events.
- Students may participate after serving a detention if the sponsor/director is in agreement.
- Students missing an office detention for any reason, will not be allowed to participate in a practice/meeting/event on the same day.
- If a sponsor/director is unaware of a student missed detention and the student is allowed to participate, he/she will be given a one meeting/event suspension.

Suspension:

- Suspended students assigned an In-School DSP (Disciplinary Study Program) or Out-of-School Suspension will not be allowed to participate in the next scheduled practice, meeting, or event.
- Suspended students will not be allowed to participate in practices, meetings, or events on the day of an In-School Suspension/DSP or Out-of-School Suspension. This will be deemed as an excused absence.

ELIGIBILITY/GRADES:

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

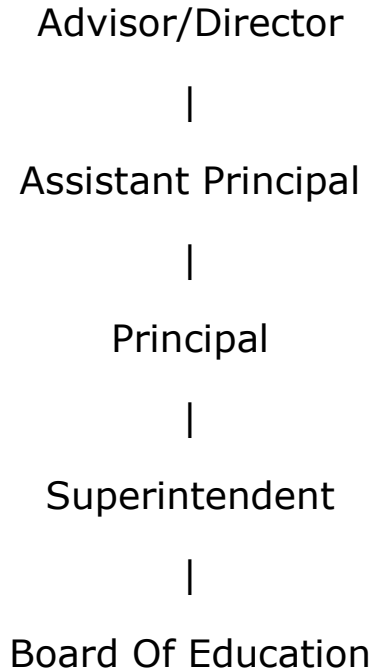
In order to participate in extra-curricular activities, students must receive passing grades in ALL subjects. Academic eligibility is checked weekly. Students should have an opportunity to bring their grade up each week, and may not be declared ineligible if insufficient assignments have been given, such as in the beginning of a trimester. 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, fighting, or disrespect) may result in a suspension a removal from the activity.

Eligibility is checked on Thursday and students will be notified by Friday. Depending on their status, notified students will be on probation or ineligible from that Saturday through Friday of the following week. If determined to be ineligible, students will not be permitted to participate in contests or performances (when applicable). Students will be placed on probation if they have earned a 'D' or have grades which are slipping below their typical average. Probationary students may participate fully in the activity. Those who are ineligible for three consecutive or five cumulative weeks (per activity), will be removed from the activity. Exceptions: Variety Show, Spring Musical, or Scholastic Bowl will be removed after three cumulative weeks.

PARENT NOTIFICATION: Students who are declared ineligible or are placed on probation, will be notified in writing by the advisor/director. This written notification must be signed (by the participant and a parent/guardian) and returned to the advisor/director 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 or five cumulative weeks (per activity), will be removed from the activity and parents will be notified. Exceptions: Variety Show, Spring Musical, or Scholastic Bowl will be removed after three cumulative weeks.

CHAIN OF COMMAND

All communication, concerns, or questions should be first directed to the Sponsor/Advisor. 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.



**Peru Elementary District #124
Extra-Curricular Activities Handbook Compliance Form**

1800 Church Street
Peru, IL 61354
815-223-1111 x4
815-223-0285 (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 Activities Handbook and a commitment to follow the rules and guidelines set forth within this document. 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 advisor/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 extracurricular activity.**

Parent/Guardian Signature	Date
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Student Signature	Date
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