



MARLOWE



MUSTANGS

**Middle School
Extra-Curricular
Handbook
2022-2023**

I. Philosophy and Objectives

Extra-curricular activities in School District 158 are considered an important supplement to the district's total educational program. As such, coaches and sponsors in the various activities are considered teachers in their respective areas and will conduct themselves in a professional and ethical manner at all times. Participation in extra-curricular activities are a privilege. Students are representatives of District 158 and will conduct themselves in a positive fashion at all times. Recognizing the importance of extra-curricular participation to the development of the student, District 158 supports as broad a program as possible for its students.

The general objectives of the extra-curricular programs in School District 158 are:

1. Provide a highly competitive experience grounded in sound educational practice.
2. Assist in the healthy development of the body and mind of the student and help promote healthy living and lifelong fitness.
3. Create an enjoyable experience for the players, student body, fans and community by promoting sportsmanship, morale and school spirit.
4. Instill qualities such as teamwork, pride, work ethic, personal responsibility, self-sacrifice and discipline in its participants.

General Practice Schedule

Coaches will make their practice schedules conform to the following regulations:

1. No practice will extend beyond two (2) hours from the designated starting time for that practice. For example, if starting time for basketball practice is set for 2:45 PM, it must end by 4:45 PM.
2. The total number of practices and athletic contests in a given week will not exceed six.
 - a. A practice may be rescheduled if an emergency school closing forces the cancellation of practice.
 - b. Coaches are urged to be reasonable in scheduling practices on holidays and during vacations by respecting a family's right to want their children with them on or near acknowledged family holidays. During vacations, daytime practices should be scheduled while parents are normally at work.
 - c. Coaches will finish practices on time and parents are asked to pick up their child on time or have other arrangements made. On game days, participants are to be picked up immediately after the home contest is over. For away contests, participants will know approximately what time to be picked up.

Conflicts

Occasionally students have conflicts with games and/or practices and confusion can arise if we do not have a consistent policy. Please observe the following practices regarding conflicts:

SCHOOL SPONSORED ACTIVITY AS PART OF THE EDUCATIONAL PROGRAM :

Educational field trips generally do not conflict with practices or games. However, there are rare occasions when conflicts arise. The school will do everything in its power to see that conflicts are not scheduled. However, as a general policy, student athletes will not be penalized for missing or coming late to practice or rehearsals because of a school conflict.

SCHOOL SPONSORED SOCIAL ACTIVITIES :

Students participate in athletics with the understanding that **attendance at all practices and games are required.** Attendance at school sponsored social activities (dances and dance preparation, clubs etc.) does not exempt the athlete from his/her team responsibilities. An athlete must attend all practices except for the following reasons: a) illness; b) emergency; c) a doctor's appointment that cannot be rescheduled at any other time; d) family vacations; e) death in the family; or f) conflicts with other scheduled school activities (arrangements must be made with respective activity sponsor). Athletes who miss games/practices without the coach's permission do so with the understanding that they suffer the penalty that would normally be imposed for anyone who earned an unexcused absence. The second unexcused absence results in the athlete missing one game. A third unexcused absence results in the athlete missing two consecutive games (for a total of three). The fourth unexcused absence results in removal from the team.

EXTRACURRICULAR ACTIVITIES OUTSIDE OF REGULAR SEASON:

It is not stated or implied that students will suffer any penalty for participation in other school related activities during school hours. However, our coaches will use their professional discretion when making decisions in regards to student participation in an event or practice, based on the individual coach/sport/activity attendance and participation policy.

II. Clearance to Participate

All prospective athletes or activity participants who plan to participate in interscholastic athletics or extra-curricular activities must have a current physical on file with the Middle School nurse before they can tryout or practice. Physicals are current for 395 days from the date of the physical. If a student’s physical lapses during the course of an activity, the student will be excluded from further participation in that activity. Students must also have a concussion baseline test completed for all athletics PRIOR to trying out. Concussion screening for children 12 and older is valid for 2 years. Concussion screening for children under the age of 12 is valid for 1 year. A student that is currently academically ineligible *may result* in a coach or sponsor to refuse tryouts or participation for a student. A student may also be denied the opportunity to try-out or practice with a team if they did not dress and/or participate in Physical Education for the day.

*****There is no refund of an activity fee for a student being removed from any extra-curricular activity.**

III. Athletic Eligibility

***** The following statement is for any student participating in a school sponsored athletic activity at either Marlowe or Heineman Middle School:** Illinois Elementary School Association and District 158 Middle Schools will allow dual participation in any school-sponsored athletic activity. Any athlete may participate in camps, clinics, or club teams as long as the Middle School team takes first priority. Missed practices or games due to the attendance of an out of school activity will result in disciplinary action per the coaches’ discretion.

IV. Academic Eligibility

Students are encouraged to participate in the following extracurricular activities. The following list of activities/athletics will be checked for Academic Eligibility:

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|-----------------------|------------------|--|
| Basketball Boys/Girls | School Musical | Poms |
| Wrestling | Volleyball | School Play |
| Cheerleading | Scholastic Bowl | Performance Readings |
| Track Boys/Girls | Cross Country | (additional athletics/activities added by MS Administration) |
| Robotics | Jr. Buddies Club | |

The Athletic/Activity Director and Activity Secretary will run a report for all students participating in an extra-curricular activity on Monday. The athletic/activity director will check eligibility and school staff will have the opportunity to address any necessary changes. The student and parent/guardian will receive written or verbal confirmation on Monday that states the period of ineligibility. It is our expectation that the student will take on the responsibility to let the parents know when they are ineligible. Please do not contact the coach or sponsor regarding ineligibility due to grades or any ineligibility procedures. The teacher(s) or team leader should be contacted regarding grades and the Athletic Director should be contacted regarding procedures.

The period of ineligibility runs from Monday to Sunday. The first eligibility check shall be made following the first full week of attendance in any new quarter. The third week of ineligibility may result in a final written notification

being sent to the student and the parents from the Athletic/Activities Director, indicating removal from the extra-curricular activity.

Students must be passing each subject each week in order to be eligible. Therefore, any student receiving an F in any class will be ineligible for the following week beginning on Monday. Ineligible means the student will not be able to participate in practices, games/events, or any team/club activity for the week. If an athlete chooses to attend a game/event with the team while ineligible (home or away), the athlete may not dress in uniform. Attendance at games/events during an ineligibility period is at the coach/sponsors' discretion. At the discretion of the coach/sponsor, the student may be required to attend team functions in street clothes. It is also highly recommended that any student who is ineligible attend Homework Club after school during the period of ineligibility. In addition, students will be required to go to the content area teacher(s) of the class(es) involved, during all available study hall periods or before or after school during the week of ineligibility. If a teachers strike occurs during the school year and a student was ineligible before the strike occurred, the student/athlete will be given the opportunity to regain their eligibility on a daily basis upon returning to school if the strike lasts longer than the scheduled ineligible week. **Any extra-curricular participant who is ineligible for a total of three weekly periods due to unsatisfactory school work may be removed from the team/activity.**

Athletes and activity participants are expected to follow school, classroom, and team rules. They are expected to project an image of positive leadership in the school and to show respect to students and teachers alike. If an athlete or extra-curricular participant must serve a detention because of a discipline consequence, the coach or sponsor will be notified by the Athletic/Activities director. In-school or out of school suspension will result in any extra-curricular participant missing any games or activities during the consequence.

Each athlete is issued a uniform and it is his/her responsibility to return it in good condition at the end of the season to their coach or athletic director if their coach is not a staff member. If it is not returned within two weeks after the season ends, it is the parent's responsibility to pay for the missing uniform.

As stated in the student handbook, a student must be in attendance for a minimum of 5 clock hours to be able to participate in after school

V. Organization of Teams

Organization of teams will be composed of 7th and 8th graders in volleyball, basketball, cheerleading, and poms. 6th grade students may participate in track, cross country and wrestling. Coaches will stress the importance of good sportsmanship while installing a competitive and winning attitude. Playing time of participants is up to the coaches. All students grades 6-8 are able to participate in the activities (non-athletic) provided within District 158.

VI. A Guide for Parent and Coach Communication

Parent/Coach Relationship

Both parenting and coaching are very difficult vocations. Each role offers unique perspectives of a child's involvement in athletics. While there are times when perceptions of parents and coaches are aligned, it is unrealistic to expect that this will always be the case. We believe it is important to clearly define what you can expect of our coaches. It is also important for you to have an understanding of the procedures for communication between you and your child's coach. Finally, providing support for all students participating in interscholastic competition is an important role played by both parents and coaches.

Coach's Communication to the Parent

You may expect to receive the following information in writing from the coach no later than the first practice:

- Brief statement of the coach's philosophy
- Expectations the coach has for all team members
- Location and times of scheduled practices and games

- Procedure to be followed if your child is injured
- Discipline procedures the coach may implement
- Anticipated costs associated with participation and possible fundraising activities

Parents' Communication to the Coach

- Communicate directly with the coach about any concerns in an appropriate time and manner that is suited for both parent and coach.
- Provide written notification of schedule conflicts well in advance

As your child becomes involved in athletic activities at School District 158, the inevitable highs and lows that are a part of athletic competition are bound to occur. These experiences will provide your child with an opportunity to grow and learn skills and lessons that he/she may apply in aspects of his/her life beyond the gym or playing field. If the lows, however, begin to get your child down, we encourage you to speak with the coach.

Appropriate Concerns to Discuss with Coaches

- The treatment of your child, mentally, emotionally, and physically
- Ways to help your child improve
- Concerns about your child's behavior, attitude, and performance

One of the most potentially problematic issues between coaches, players, and parents is playing time. **Decisions regarding playing time are at the sole discretion of the coach.** As professionals, coaches make decisions based on what they believe to be best for the team and for all students involved. Obviously, there may be times when you do not agree with a coach's decisions, but it is important to recognize that decisions about playing time and a player's role on the team are decisions which are not negotiable between a parent and a coach.

Inappropriate Concerns to Discuss with Coaches

- Playing time
- Team strategy
- Play calling
- Other student-athletes

Setting up a Conference

There are situations that may require a conference between the parent(s), student-athlete, and coach. Such a meeting can lead to increased understanding between the parent(s), student-athlete, and coach. When a conference is needed, please follow these steps:

- Call or email the coach to schedule an appointment
- If the coach cannot be reached, contact the activities director and he/she will arrange a time for you, your child, and the coach to meet

Communication between the coach and parent(s) can play a vital role in resolving concerns; however, before, during, or immediately following a game or practice is not the appropriate time for addressing concerns. Please do not attempt to discuss a concern with a coach at these times, as they are not conducive to the successful resolution of a problem.

While, ideally, it is hoped that a conference with the coach will alleviate concerns, it should be recognized there may be times when the coach and the parent do not achieve a shared understanding as a result of their conference.

The Next Step

- Call the Athletic/Activities Director at your respective middle school. A meeting will be scheduled for the parent(s), student-athlete, coach and activities director.

Support

Your child's participation in athletics can be extremely rewarding. We invite you to support all of our students by becoming involved by attending games and cheering in a positive and encouraging manner. A positive comment from any adult following a great victory or a tough loss means a great deal to a child. We would also encourage you to support all of our students through displaying good sportsmanship at all games. Each student-athlete, regardless of his/her individual skill and talent, normally tries to do his/her best. No one intentionally makes mistakes, but mistakes happen. By treating our opponents and the officials respectfully, we acknowledge their efforts and can express our appreciation of those efforts through our applause and positive comments. By supporting everyone involved in the competition and displaying good sportsmanship, you provide an important and wonderful example for our students. It is hoped this information will serve as the foundation of a rewarding experience in athletics for your child.

VII. Activities Code

As stated in Part I, participation in extracurricular activities in District 158 is a privilege. Students who choose to take part in extracurricular activities are considered representatives of Heineman/ Marlowe Middle School. It is the hope of the board of education, administration, and staff that those students who represent their Middle School do so in such a manner as to not abuse the privilege of participation. In addition, the Activities Code places an emphasis on the values and commitments necessary to create a safe and healthy environment for participation.

- The Activities Code will take affect the first time a student becomes a member of an activity
- The Activities Code is in effect year round, in and out of season, on and off school grounds, until promotion from 8th grade
- A verifiable code violation is deemed to have occurred when a District 158 employee or a law enforcement agency, or representative thereof, personally confirms the student's:
 - possession or consumption of illegal substances
 - activity which violates the rights or property of others
 - association with or attendance at activities involving violation of the activity code or involvement in criminal or immoral activities as determined by state statute or certified school personnel.

Activities Code Violations

- Acts of unsportsmanlike conduct in which the student is involved, such as cheating, fighting, or verbal abuse of students, school personnel, officials, contestants, coaches, sponsors, or spectators. This includes being ejected from a game, meet, or activity.
- Association with or attendance at activities involving a violation of the code in which the student does not leave upon learning of said activities.
- Any behavior that warrants an in-school/out-of-school suspension (this includes Level A & B offenses).
- Any Level C offense as outlined in the Middle School Student Handbook will result in immediate removal from an extracurricular activity.

Activities Code Violation Consequences

***** The following are a list of steps that may be used for disciplinary action. These steps may be subject to change depending on the severity of the action.**

1. First Offense: Suspension from 20% of the total scheduled contests.
2. Second Offense: Suspension from 50% of the total scheduled contests.
3. Third Offense: Suspension from all athletics or extra curricular activities for one academic year
4. Fourth Offense: Athlete forgoes the opportunity to participate in any activity or athletic team for the remainder of their middle school career

All violations will carry over to the next activity in which the student is involved if not completed in the current activity.

Clarifications/Definitions

- For suspensions that carry over to the next activity, the student must complete the “next” season in good standing.
- A violation will be considered a second or third offense if it is committed within the current academic year of the previous violation. After the current academic school year is completed, a violation will be dropped.
- A first violation in a season will not automatically result in forfeiting eligibility for school awards. A second violation in a season will result in forfeiture of all school awards.

VIII. Ultimate Authority

If any cases arise that are not covered by these policies or which in some way require special interpretation, the building Principal will provide this decision. Appeals concerning the Activity Code may be made in accordance with provisions of the code. Appeals relating to other matters may be made to the Associate Superintendent and Board of Education within three (3) school days of the Principal’s decision.

Appeal Process

1. If the student and parent(s) wish to appeal a decision, they may do so by contacting the activities director within three school days of being notified of the suspension.
 - a. The activities director will organize an appeal committee consisting of the activities director, principal, and two coaches/sponsors not involved in the activity.
 - b. The committee will hear the suspension evidence and testimony of the parents, suspended student, and coaches/sponsors.
 - c. After reviewing the information, the committee will decide to uphold or reverse the original suspension.
2. If the suspension is upheld by the committee, the student and parent(s) may appeal the decision by contacting the district office within three days of the committee’s decision.
3. If the district office upholds the committee’s decision, the player and parent(s) may appeal to the Board of Education.
4. If, during any step of the appeal process, the original suspension is reversed, the suspension will be declared void and all records of the suspension will be purged. The student shall return to the activity in good standing and without further consequence.