

**Albers Elementary School &
Damiansville Elementary School
2011 – 2012**



Extracurricular Activities' Handbook

**Albers Elementary School
and Damiansville Elementary School**

Extracurricular Activities' Handbook 2011-2012

Welcome to all students and parents who choose to participate in extracurricular activities. Our schools strive to provide a safe and meaningful experience for children to compete in extracurricular competition. All student participation is voluntary. The school employs coaches/moderators and expects parents to be supportive of school programs, staff, and rules to ensure a positive experience for the children.

Students participating in athletic programs are expected to follow the guidelines set forth in this handbook.

Drop Off and Pick Up For Practices and Games

In order to ensure supervision is available, students should be dropped off no sooner than 15 minutes prior to practices and games. Students must be picked up no later than 15 minutes after practices and games. There is no phone available to call home, so please make prior arrangements.

- No school employee may transport students in school or private vehicles unless authorized by the administration

Student Extracurricular Activities

The following sports are offered to students: Band, Boys/Girls Basketball, Cheerleading, Chorus, Scholar Bowl, Boys/Girls Track, and Girls Volleyball.

Coaches Expectations

- Teach, model, and demand good sportsmanship
- Develop expectations for the season for the players
- Coordinate with the Athletic Director for practices, games, student eligibility, uniforms and a variety of other procedures
- Enforce School Rules during practice and during games
- Conduct pre-season meetings with players to review rules, procedures, schedules, expectations, and answer questions
- Meet with parents concerning questions
- Keep track of attendance
- Coaches have the final decision on matters relating to student participation

Student Expectations

- Pay all school fees
- Submit written proof of current physical examination form. (For athletes only)
- Submit evidence of current school insurance or sign a waiver of insurance liability
- Submit a completed medical emergency form
- Treat all people with respect (students, teachers, coaches, staff, officials, etc...)
- Work hard in the classroom

- Work hard in practices and games
- Take proper care of equipment and facilities
- Demonstrate acceptable school conduct and good sportsmanship
- Attend all meetings/functions of the activity and be on time.
- Avoid socially unacceptable language and actions
- Follow the school dress code when attending school related activities
- Avoid the use of tobacco, alcohol, or non-prescription drugs

Any students who are in violation of these rules are subject to suspension or expulsion from the extracurricular activity and will be held accountable to the discipline rules of the school.

Parent Expectations

- Be supportive of your child and the team
- Volunteer for assistance at games (Concession Stand or Pass Gate)
- Keep all children not in uniform off of the gym floor at all times
- Keep all children not in uniform in seats during play
- Have a positive attitude at school functions

If conflicts should arise, take a positive approach to solving the problem. Please follow the guidelines below when trying to solve a problem.

1. Talk to the coach FIRST. The parents in the stands can only sympathize with you; they cannot solve your problem. Make an appointment and get it out in the open. Please use a 24 hour calming period before speaking with a coach.
2. If you are not satisfied after speaking to the coach, speak to the Athletic Director.
3. If you are not satisfied after speaking to the Athletic Director speak with the Principal/Superintendent.

Scheduled Practices

All practices are for students only. Practices are not open for family members or friends of the players. Only by request of the coach, no more than 3 high school students may attend practices. The coach will supply a list with the names of 6 high school students who are permitted to practice. Practices will end promptly at the scheduled time. Please wait outside for your child. All players and invited high school students are to be under the supervision of the coach at all times.

Athletic Activities

Albers School participates in an athletic conference with area schools that provides basketball for boys, basketball for girls, volleyball for girls, cheerleading, and track for boys and girls. Students in grades 5-8 may participate in basketball, volleyball, and track. Students in 4th grade may participate in basketball, if needed. Students in grades 6-7-8 may participate in cheerleading. Tryouts for cheerleading are held in the spring of the year, if necessary. Students participating in basketball, volleyball, track, and cheerleading must receive an athletic physical. Clean gym shoes are the only shoes that are to be worn in the gym. Uniforms for basketball and volleyball, and skirts and sweaters for cheerleading are provided by the school. Participants must provide their own shoes and socks. Cheerleaders must purchase their own letters, tights, shoes and socks.

Parents of the players/cheerleaders and other parent volunteers are assigned as bus chaperones for away games and concession workers at home games. If the bus chaperone fails to show up to ride the bus to the away game, no students may ride the bus except for players, cheerleaders, and coaches. At away games, chaperones are responsible for the conduct of the students on the bus and during the game and should feel free to correct them and report names to the principal. Students below grade five must be accompanied by an adult (someone out of high school) at games and may not ride the bus to away games.

Eligibility

Students' grades will be checked every Monday morning. In order to be eligible to participate in extracurricular activities, a student must maintain a C average (77%-84%) or higher, for the following 5 core subject areas: Reading, Language Arts, Math, Science, and Social Studies; and the individual core subject average may not be lower than 70%. Each student's grades will be evaluated two weeks prior to the start of the season. Thereafter, each student's grades will be re-evaluated on a weekly basis. If any such weekly evaluations show that a student's 5 core subject grade average is below a 77%, or if any individual core average is below a 70%, he/she will be initially ineligible for a period of one week, must sit behind the team until they raise their 5 core subject grade point average to a C, and their subject average to at least a 70%. He/she can attend practices, but may not participate in any games. The student will be required to attend the after school homework room during the time period they are ineligible to play. If the 5 core subject average has returned to an overall C (77%-84%) at the weekly evaluation with no F core subject average, the student may again participate.

The student will be required to sit with the team during the games of their suspension and be required to dress for the contest. Parents may make prior arrangements to keep their child at home from games during the time of their suspension. Ineligibility notification to parents will be given in the form of a phone call home on Monday and a letter to the parent/guardian. After a one week period, the student's academic progress will be re-evaluated. If the student still has not met the above requirement for eligibility, another one-week suspension from all extra-curricular activities will take place. If a student is ineligible for 3 weeks during the season, a decision will be made between the administration and the coach as to whether the student will be eligible to continue to participate on the team.

School Attendance

A student who is absent and has not returned to complete the second half of the school day (last 150 minutes of instructional time – 12:30-3:00pm) may not participate in extracurricular activities on that date.

Statement of Physical Examination

Students who intend to participate in athletics are required to undergo annual health examinations prior to participation and file current copies with the school office. Medical examination forms may be obtained from the school office.

- Participation includes practices and events.
- Fifth grade participants do not need to have an athletic examination separate from the physical examination required by the state of Illinois prior to the beginning of the school year.

The school provides student insurance during the regular instructional day. Students must show proof of insurance provided by parents for all extra-curricular activities. Parents may purchase additional coverage through the school provider to cover athletic participation.

Due Process

If a parent has a conflict with a coach, there is a proper chain of command to follow while working toward a solution.

1st – A meeting must be set up with the coach to discuss the problem (At least 24 hours after the incident). This cannot be with student-athletes around, it must be in private.

2nd – If the conflict cannot be resolved, a meeting with the Athletic Director will be scheduled.

3rd – If the conflict still isn't resolved, the Superintendent will be contacted for a meeting.

4th – Next step is a meeting with the School Board in Closed Session at the next available Board of Education meeting.

This process must be followed for all conflicts.

Responsible Use of School Uniforms and Equipment

Students are responsible for the care of school uniforms and equipment issued by coaches.

Volleyball and basketball uniforms should only be worn at the games. Cheerleading uniforms may be worn to and from games, at the coach's discretion.

If a uniform is lost, stolen, or damaged, the player is responsible for its replacement at his/her own expense.

School Rules

All participants are expected to read and sign the verification form which indicates that the school rules stated in the Student/Parent Handbook have been reviewed. Parents are expected to attend organizational meetings prior to their child's participation in a particular sport.

Transportation

All participants shall be transported to and from the extracurricular events by means of district-provided vehicles unless an athlete's parent/guardian requests permission by means of the Alternative Transportation Request and Waiver Form, which can be obtained from the coach or school office. A child may only be signed out by their parent. **Bus transportation will not be provided for Non-Conference Tournaments or Shoot Outs.**

Emergency Treatment

If in our opinion the injury or illness is serious, the school will first attempt to contact the parents/guardians. If they are not available, the school will attempt to contact the doctor listed on the Emergency Medical Procedure Card. These cards are updated annually. It is of the utmost importance that the information on these cards is complete (phone numbers, etc.) and then signed by **both parents/guardians.**

9-1-1 Emergency Response

In case of an extreme emergency when no one has access to a telephone, you are to pull the fire alarm for a 9-1-1 response.

Practice and Event Attendance

Attendance at all practices and events is mandatory. Athletes must notify coaches prior to noon of the affected day if they will not be able to attend a practice or event. Disciplinary actions will be taken according to coaches expectations which will be given to the athletes prior to the beginning of the season

Equipment to be purchased by Athlete

Volleyball: shoes and kneepads

Basketball: shoes

Cheerleading: shoes, socks, bodysuit and tights

SIJHSAA Rules

No jewelry may be worn at practices or games.

Hair should be pulled back from the face for safety reasons

T-shirt worn under uniforms must match the uniform color. i.e. White uniform/red t-shirt.

Coaches must be present at all practices and events.

Parent Expectations

Albers Elementary School and Damiansville Elementary School will not tolerate parental unsportsmanlike conduct at any district extracurricular event, regardless of where it is held. Unsportsmanlike conduct is defined as “any action, either physical or verbal, that is construed as vulgar, obscene, confrontational, threatening, or inappropriate.” Examples include, but are not limited to, the berating or confronting of officials, the use of obscene, abusive or derogatory language, and other forms of disorderly conduct. Behavior judgments will be based on an observation made by the supervisor of the event, district administration, Athletic Director, referees, other coaches, other school administrators, and/or the Albers or Damiansville Board of Education.

The first offense will result in a parental suspension of one week of district extracurricular activities. The second offense will result in a ban from all district extracurricular events for the remainder of the 2011-2012 school year.

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Extracurricular Activities

2011-2012 Handbook Agreement

As a student participating in extracurricular activities I pledge to:

- Attempt to attend all practices and games.
- Work hard in the classroom.
- Work hard during practices and games.
- Follow all guidelines for participation in activities.
- Respect others involved in my activity.

Student's Signature

As a parent, I pledge to:

- See that my child is punctual and attends practices and games regularly.
- Support the coaching staff with their decisions.
- Have read and reviewed the guidelines with my child.

Parent/Guardian Signature

Parent/Guardian Signature

As a coach, I pledge to

- Conduct a pre-season meeting to review all guidelines and expectations.
- Teach, model, and demand good sportsmanship.
- Develop a monthly calendar of practices and games.
- Have flexibility in the facilitation of my own activities.

Coach Signature

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- See that my child is punctual and attends practices and games regularly.
- Support the coaching staff with their decisions.
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As a coach, I pledge to

- Conduct a pre-season meeting to review all guidelines and expectations.
- Teach, model, and demand good sportsmanship.
- Develop a monthly calendar of practices and games.
- Have flexibility in the facilitation of my own activities.

Coach Signature