

## DEE-MACK JUNIOR HIGH SCHOOL EXTRA-CURRICULAR CODE

The following policies, in addition to handbook policies, are to be followed by all that participate in extra-curricular activities. The extra-curricular code goes into effect upon enrollment in Dee-Mack Junior High and continues to be in effect until the student successfully completes eighth grade. Any student participating in extra-curricular activities shall be subject to the extra-curricular code while enrolled in District 701 schools.

**PARENT MEETINGS:** Parents of the students being selected to an activity or team are **expected** to attend the parent meeting prior to their young person being allowed to participate in the extra curricular activity.

**GENERAL PERSONAL CONDUCT:** All students participating in any extra-curricular activity are expected to represent Dee-Mack Junior High School and everyone connected with the school, therefore, should behave as expected at all times. Coaches/sponsors will discuss dress and appearance for participants.

**GAME CONDUCT:** When not in the game or activity, players/participants are expected to be on the bench, supporting teammates. Players are not permitted to criticize or rebuke officials, opposing coaches, opposing players, and teammates.

**SMOKING:** Any student using or possessing tobacco or alcohol at any time will be dismissed from the activity in which he/she is participating.

**DRINKING/DRUGS:** Any student using or possessing alcoholic beverages or behavior-altering substances at any time will be dismissed from the activity in which he/she is participating. When students find themselves in any situation where alcohol or a controlled/behavior altering substance is present, other than a family gathering, wedding, etc., they must leave the situation immediately, thus avoiding a possible suspension. Remaining in that situation will result in the same consequences as if the student were using and/or possessing alcohol or a controlled/behavior altering substance.

**RANDOM DRUG TESTING POLICY:** All extra-curricular participants will be randomly selected for testing on different test dates during the school year. Testing will be completed at the school during the school day and may include urinalysis, hair testing or other available methods. The school will guarantee privacy, confidentiality and authenticity of the process. Students who test positive will be referred to the building principal, who will in turn call for a conference with the student and parents.

**VANDALISM and THEFT:** Any student accused of damaging or stealing school property or the property of others will be referred to the building principal and activities director for disciplinary action.

**DISCIPLINE:** Students are expected to follow the rules and consequences established by coaches/sponsors at the beginning of the season/activity. Any student who receives two or more detentions during that particular season, within that sport, will be suspended for one game or event of the activity in which he/she is participating. Any student who receives an in-school suspension (ISS) during the season will be suspended for two games or events of the activity in which he/she is currently participating. A parent conference may be held. Any student who receives an out-of-school suspension (OSS) during the season will be suspended for a minimum of three games or events of the activity in which he/she is currently participating. Additionally, a conference must be held with the student, parent(s), coach/sponsor, the activities director, and building principal to discuss possible dismissal from the team or activity. A second OSS will result in dismissal from the team or activity.

**GRADES:** Students must maintain passing grades in all subjects in accordance with IESA guidelines for eligibility in order to participate in any extra curricular activity. Grade eligibility is checked weekly for the previous week or weeks of the quarterly grading period and begins the week prior to the first contest or activity. Students with any failing grade will be ineligible to participate in the activities occurring Monday through Saturday. After three (3) periods of ineligibility, the student will be dismissed from the activity in which he/she is participating. The first time a student is found to be ineligible due to grades; he/she may participate in practices, but not in competition. In the second period of ineligibility the student may participate in practice. They, however, will not be allowed to compete. In the third period of ineligibility the student will be dismissed from that activity for the duration of the season. Each time the student is found to be ineligible, the student, parents, and coach/sponsor will be notified in writing.

**EQUIPMENT/UNIFORMS:** All students participating in any extra curricular activity will be responsible for keeping their own equipment clean and organized. If a uniform is involved, please follow the washing instructions on the label. Fines for damaged or lost uniforms or school equipment will be assessed. Students will not receive end of season athletic awards if the uniform has not been returned.

**DAILY PRACTICE PROCEDURE:** Participants are expected to be at every practice and/or meeting unless notified by the coach/sponsor that you are suspended for behavior or grades. If you are unable to be at practice, you must notify the coach/sponsor prior to the scheduled practice. An unexcused absence from practice will result in being benched for the next game. Chronic absenteeism may result in removal from the team or activity. A practice schedule will be given to student participants.

**DAY OF CONTEST PROCEDURE (ATTENDANCE REQUIREMENT):** Participants are required to attend all scheduled contests, games and/or activities. Any unexcused absence from scheduled contests, games and/or activities may be cause for immediate dismissal from the activity in which he/she is participating. All participants will receive a schedule of events prior to the first scheduled contest, game and/or activity. Students must be in attendance at school no later than 11:30 a.m. in order to participate in a contest, game, activity, practice, or meeting that day, or the day before, if the scheduled contest, game and/or activity falls on a weekend.

**TRANSPORTATION:** The district will provide transportation to and from events. Shuttle transportation between Deer Creek and Mackinaw will be available for after-school practices and/or meetings. All players must ride the bus to home and away games. Players may leave with the parents provided the parent has signed out their young person with the coach or principal. No player may leave with another player's parent unless prior permission has been obtained.

**PHYSICAL EXAMINATIONS:** All students participating in any sports activity must have an annual physical exam on file in the office prior to participation in the first day of competition. Failure to do so will result in suspension from the sport until such time as the physical exam is filed with the office.

**INSURANCE COVERAGE:** Student insurance is required and is the responsibility of the parent.

**PARTICIPATION FEES:** Students participating in any extra-curricular activity are required to pay a participation fee as set by the Board of Education. Fees must be paid prior to participation in the first game or activity. Failure to do so will result in suspension from the activity until such time as the fee is paid. A Fee Waiver Application is available in the office for those who cannot afford to pay the fees.

**STUDENT TRANSFERS:** Transfer students shall be afforded all the rights and privileges of any other enrolled student in accordance with the Extracurricular Code, IESA regulations, and Administrative Policy.

**PLAYING TIME:** Playing time is not guaranteed; nor will it be equal for all participants. Playing time is the coaches' discretion.

**PARENT/COACH/SPONSOR RELATIONSHIPS:** Both parenting and coaching/sponsoring are very difficult vocations. By establishing an understanding between coaches/sponsors and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone. Parents have the right to know and understand the expectations placed on them and their children. Coaches/sponsors have the right to know that if parents have a concern that they will discuss it with the coach/sponsor at the appropriate time and place.

*Communication parents should expect from their child's coach/sponsor:*

- Coach/sponsor's philosophy.
- Expectations the coach/sponsor has for your child, as well as other players on the team.
- Locations and times of practices and contests.
- Team requirement (i.e., fees, special equipment needed, school and team rules, off-season expectations).
- Procedures that will be followed if your child becomes injured during participation

*Communication coaches/sponsors will expect from parents:*

- Concerns regarding their child expressed directly to the coach/sponsor at an appropriate time and place.

- Specific concerns in regard to the coach/sponsor's philosophy and/or expectations.
- Notification of any schedule conflicts well in advance.

As your child becomes involved in extracurricular activities, they will experience some of the most rewarding moments of their lives. It is important to understand that there may be times when things do not go the way you or your child wishes. There are the times discussion with the coach/sponsor is encouraged.

*Appropriate concerns to discuss with a coach/sponsor:*

- The mental and physical treatment of your child.
- What your child needs to do to improve.
- Concerns about your child's behavior.

It is very difficult to accept your child is not playing as much as you may hope. Coaches/sponsors make decisions based on what they believe is in the best interests of all students participating. As you can see from the list above, certain things can and should be discussed with your child's coach/sponsor. Other things, such as those listed next, must be left to the discretion of the coach/sponsor.

*Issues **NOT** appropriate for discussion with your child's coach/sponsor:*

- How much playing time each athlete is getting.
- Team strategy and play calling.
- Any situation that deals with other student athletes.

There are situations that may require a conference between the coach/sponsor and the parent. These are not discouraged, as it is important for each party to have a clear understanding of the other's position. When these conferences are necessary, the following procedure is suggested to help promote resolution to the issue.

*If a parent has a concern to discuss with the coach/sponsor:*

- Call the coach/sponsor to set up an appointment; if the coach/sponsor cannot be reached, call the activity director and ask him to set up a meeting with the coach/sponsor for you.
- Think about what you expect to accomplish as a result of the meeting; stick to discussing the facts, as you understand them.
- **Do not confront the coach/sponsor before, during, or immediately after a practice or contest. These can be emotional times for both the parent and coach/sponsor. Meetings of this nature do not promote resolution of the situation, but often escalate it.**

*What should a parent do if the meeting with the coach/sponsor did not provide resolution:*

- Call the activity director to set up a meeting with the activity director and parent present.

Students' involvement in extra curricular activities has been proven to increase their chances of success later in life. We hope the information contained in this handout helps make that experience more enjoyable for everyone involved.

### **Standard Operating Procedure for Problems**

1. The student should discuss the problem with the coach/sponsor at a pre-arranged meeting. They should communicate with their supervisor.
2. Should the student be dissatisfied with the decision, their parents should make an appointment to speak with the coach/sponsor.

### **Continued Communication:**

3. Should the parents and student be dissatisfied with the decision, they should be directed to the activity director.

### **Continued Communication:**

4. Should the situation still not be resolved, the meeting should move to the Principal
5. The next step would be an appeal to the Superintendent.
6. The final appeal would be to the Board of Education.
7. Court Appeal.

The system outlined above will only be successful if the following principles are applied:

- Snap judgments and decisions need to be avoided.
- Spot potential problems and communicate them as early as possible.
- When confronted with a problem that catches you off guard, make no decision or judgment. Listen and tell them you'll get back to them later.
- Communication and discussion are a must and our best results will come about when communication takes place prior to decision-making.

We all need to be open-minded and supportive of the decisions that are made.

# DEE-MACK JUNIOR HIGH SCHOOL EXTRA-CURRICULAR CODE

## AGREEMENT TO PARTICPATE FORM

Please sign and return the portion below acknowledging your willingness to participate in extra-curricular activities at Dee-Mack Junior High School.

STUDENT: \_\_\_\_\_ ACTIVITES: (check all that apply)

<input type="checkbox"/> Track	<input type="checkbox"/> Basketball	<input type="checkbox"/> Baseball	<input type="checkbox"/> Poms
<input type="checkbox"/> Scholastic Bowl	<input type="checkbox"/> Softball	<input type="checkbox"/> Band	<input type="checkbox"/> Cheers
<input type="checkbox"/> Student Council	<input type="checkbox"/> Volleyball	<input type="checkbox"/> Chorus	

STUDENT AGREEMTN TO PARTICIPATE: In consideration of Dee-Mack Junior High School permitting me to participate in the activity named above, I agree to:

- 1) abide by the guidelines and expectations set forth in this extra curricular code, which I have read and understand,
- 2) follow the coach/sponsor's instructions, practice schedules, rules and consequences, and safety rules,
- 3) acknowledge, along with my parents/guardians, that participation in the above sport or activity may involve many risks of injury. I hereby assume all risks associated with participation and agree to hold the district and its agents harmless from any actions or claims, which may arise from participation in the sport or activity.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

PARENT/GUARDIAN AGREEMTN TO PARTICIPATE: As a parent/guardian of a student participating in extra curricular activities at Dee-Mack Junior High School, I agree that

- 1) I have read and understand the guidelines and expectations set forth in this extra curricular code, and realize that my young person will not be permitted to participate without my consent,
- 2) I hereby consent, under the conditions set forth in the extra curricular code, to permit my young person to participate in the activity stated above,
- 3) I acknowledge that participating in the above sport or activity may involve many risks of injury. I hereby assume all risks associated with participation and agree to hold the district and its agents harmless from any actions or claims, which may arise from participation in the sport or activity.
- 4) I agree to provide insurance for my young person, who is participating in this activity, and agree to hold the district and its agents harmless from any claim, which may arise from participation in the sport or activity.

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

\_\_\_\_\_  
Date

**Tazwood Mental Health Center**  
**Authorization for Release of Information**  
**For Random Drug Testing**

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

I (We) hereby authorize the release of all information of the following nature:

A. From: Tazwood Mental Health Center    B. To: Tazwood Mental Health Center  
Deer Creek-Mackinaw Jr. High School        Deer Creek-Mackinaw Jr. High School  
Student's Name \_\_\_\_\_  
Parent's Name \_\_\_\_\_

X-- Urine Analysis Results                      X-- Hair Analysis Results

Term: This authorization if not revoked will expire one year from the date of this Authorization which is August 1, 2008.

Purpose of the Release: The protected health information is being used or disclosed for the following purpose: Urine Analysis Results, Hair Analysis Results.

I understand that Tazwood may, directly or indirectly, receive remuneration from a third party in connection with the use or disclosure of my health information.

I understand that I may revoke this authorization by notifying Tazwood Mental Health Center in writing. However, I understand that if I revoke this authorization, it will not have any impact on actions taken by Tazwood prior to notice of revocation.

I understand that I may refuse to sign or may revoke (at any time) this Authorization for any reason and that such refusal or revocation will not effect the commencement, continuation or quality of my Tazwood treatment.

I understand that I may inspect or copy the protected health information to be used or disclosed as permitted under federal (or state law to the extent the state law provides greater access rights).

I have read and understand the terms of this Authorization and I have had an opportunity to ask questions about the use and disclosure of my information. By my signature, I hereby, knowingly and voluntarily authorize Tazwood to use or disclose my information in the manner described above.

\_\_\_\_\_  
Signature of Student                                      Date                                      Signature of Witness/Coach                                      Date

\_\_\_\_\_  
Parent/Legal Guardian                                      Date                                      Signature of Witness/Coach                                      Date  
Signature

NOTICE TO RECEIVING AGENCY/PERSON: Prohibition of Redisclosure: Under the provisions of the Illinois Mental Health and Development Disabilities Act and/or under the Federal Act of July, 1, 1975, confidentiality of Alcohol and Drug Abuse client records, records of HTLV-III or HIV testing (AIDS test) results, and AIDS treatment records – no such records, nor information from such records may be further disclosed without specific authorization for such redisclosure. A facsimile or photocopy of the original consent of release of information is acceptable with telephone confirmation by the sender. The information that is not protected under the Illinois Mental Health Act and other state laws may be subject to redisclosure by the recipient and no longer be protected.