

James Madison Preparatory School Extracurricular Handbook

2011-2012

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James Madison Preparatory School Extracurricular Handbook

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I. Philosophy/Objectives

James Madison Preparatory School's belief is that extracurricular activities are an important part of a robust, traditional education. The spirit of competition and the ability to work as part of a team are crucial skills for life in the real world. Extracurricular activities also provide an opportunity for the students to use the Code of Conduct as a guide for their behavior. JMPS's goals for these programs are as follows:

1. To demonstrate the Code of Conduct to opponents, referees, fans, teammates, and self.
2. For each team/group to perform to the best of its ability. The goal is to win every competition, and excel in non-competitive activities. Anything worth doing is worth doing well.
3. To learn what it means to be part of a team, to be committed to the team, and to support the team in every way. Every JMPS student will be invited and encouraged to take part.
4. To teach skills (physical and mental) which cannot be taught in the classroom. Participants will learn to play or perform the right way, with emphasis on the fundamentals.
5. To give the students a taste of the history of the activity in which they are taking part, and for each coach/sponsor to pass on his/her love of each activity.

II. Duties/Authority

A. The Athletic Director will oversee all athletic activities. The activities that are planned on being offered at JMPS for 2011-2012 are:

Girls:

Volleyball
Cross Country
Basketball
Track and Field
Softball

Boys:

Football
Cross Country
Basketball
Track and Field
Baseball

Co-ed:

Cheerleading
Soccer
Ultimate Frisbee

B. The Athletic Director will be responsible for all scheduling. The Head Coaches will be in charge of distributing and collecting uniforms. Coaches will be responsible for the day-to-day activities of their teams, practice schedules, and maintaining equipment, as well as arranging transportation. They will be supervised by the Athletic Director. **Concerns and/or complaints about a sport should first be addressed to the Head Coach. If the concern and/or complaint is not adequately dealt with by the Head Coach, in the opinion of the complainant, the concern/complaint should be brought to the Athletic Director. The next step, if necessary, is to submit a formal complaint in writing to the Principal, using a form which may be obtained in the front office. Concerns/complaints about the Principal should similarly be submitted in writing to the President of the Governing Board.**

C. The Fine Arts Director will oversee all Fine Arts activities. In 2011-2012, JMPS plans to offer drama, strings/orchestra, drum line, color guard, choir, and select choir. Other activities may be added at any time. **Concerns and/or complaints about a fine arts activity should first be addressed to the Sponsor. If the concern and/or complaint is not adequately dealt with by the Sponsor, in the opinion of the complainant, the concern/complaint should be brought to the Fine Arts Director. The next step, if necessary, is to submit a formal complaint in writing to the Principal, using a form which may be obtained in the front office. Concerns/complaints about the Principal should similarly be submitted in writing to the President of the Governing Board.**

D. All other activities will be overseen by the Principal. JMPS plans to offer robotics and Academic Decathlon in 2011-2012. Sponsors will be responsible for day-to-day activities, distribution of equipment, and arranging transportation. **Concerns and/or complaints should first be addressed to the Sponsor. The next step, if necessary, is to submit a formal complaint in writing to the Principal, using the form obtained in the office. Concerns/complaints about the Principal should similarly be submitted in writing to the President of the Governing Board.**

III. Eligibility

A. All participants in extracurricular activities must be students currently enrolled at JMPS, or can be home school students as allowed by law.

B. **All participants must maintain a 63% (D) or higher in all classes on each grade check, progress report, or report card.** Any grade of a D- or F will result in suspension from all team games and performances until the next grade check. Students may still be able to practice with the team with the coach's/sponsor's approval. Students will not be suspended from their activities based on their grades on the first grade check (at the three week point) in any given trimester.

C. All participants in athletic activities must be under the age of nineteen as of September 1st of the school year in which they wish to participate.

D. All participants in athletic activities must have on file at JMPS a record of a physical examination performed by a doctor, nurse practitioner, or certified physician's assistant. The physical examination for the 2011-2012 school year must be given after March 1, 2011. No student will be allowed to participate in practices or games until this form has been given to the Office Manager. The Office Manager will provide the Head Coach with a list of students not eligible.

E. All participants must be present at school from 11 a.m. to the end of the school day in order to take part in an extracurricular activity that day, and be present on Friday to participate in weekend activities. Missing a portion of the day (for a doctor's appointment, etc.) is acceptable. Any student who leaves school early due to illness will not participate in extracurricular activities that day, or that weekend if the day is a Friday.

F. All participants must pay a fee as described in Section XI of this handbook.

G. All participants and a parent/legal guardian of each participant must sign a consent form and a letter of understanding (enclosed in this handbook). No student will be allowed to participate until these forms have been submitted to the Office Manager as appropriate.

H. The Office Manager will maintain a record of all forms. The Office Manager will inform the Head Coach/Sponsor if there are missing/delinquent forms.

I. Participation in all extracurricular activities is at the discretion of the Principal.

IV. Conduct of Participants

A. Participants will live by the Code of Conduct. Failure to do so may be punishable by disciplinary action. They are representing JMPS, and should serve as an example for others.

- a. Any student who is on Step 2 from the JMPS Family Handbook (please see handbook for explanation) and participating in extracurricular activities will NOT be allowed to travel with the team or club for away games or other field trips, and will NOT be allowed to participate in these events.
- b. Any student on Step 3 from the JMPS Family Handbook (please see handbook for explanation) will NOT be allowed to participate in any extracurricular activities for the school year.

B. Participants and their parents should understand that a certain level of commitment is required for participation in extracurricular activities at JMPS. All participants are expected to attend all practices, games/performances, and any other team function as designated by the Coach/Sponsor. Exceptions will be made for illness and significant unforeseen events. If such circumstances do occur, the participant will be expected to notify his/her Coach/Sponsor as soon as possible. All other absences will be unexcused. **In athletic activities, one unexcused absence will result in a one-game suspension. A second offense will result in a three-game suspension. A third offense will mean dismissal from the team.** In non-athletic activities, consequences will be at the discretion of the Director/Sponsor, but may include dismissal from the activity.

C. Participants are expected to be on time for practices and games. Tardiness will result in consequences to be determined by the Coach/Sponsor.

D. Participants and parents should understand that absences and lateness, even if excused, may affect the participant's role in the activity (e.g., playing time in sports).

E. Participants in athletic activities will abide by the "athletic attire" section of the dress code as written in the JMPS Family Handbook during practice unless otherwise instructed by the Coach. No student will be allowed to participate in practices or games if he/she is not dressed appropriately.

F. Any possession or use by a participant of illegal drugs, alcohol, or tobacco, even if he/she is of legal age, is forbidden at all times, on campus or off, during school activities or not. A first violation of this rule will result in suspension from all extracurricular activities (including practices) for ten weeks. A first-time offender who confesses rather than being caught will be suspended for two weeks. A second offense will be punished by suspension from all extracurricular activities for the remainder of the school year. James Madison Prep reserves the right to test participants for drugs and/or alcohol without notice.

G. Students will be allowed to take part in more than one activity or sport simultaneously. Schedule arrangements will be made by the participant and his/her Coaches/Sponsors. **Students at JMPS will have limits put on how many school sponsored, extra activities beyond the normal classroom load they can participate in during a trimester.** All extra activities carry with them "Activity Units." Some activities carry one (1) Activity Unit, and others carry two (2). A student will be allowed to participate in activities that total up to four (4) Activity Units in a trimester. The following list shows how many Activity Units each school sponsored activity carries.

- Academic Decathlon, Autumn – 1 Unit
- Academic Decathlon, Winter – 1 Unit
- Baseball – 2 Units
- Basketball – 2 Units
- Cheerleading, Autumn – 2 Units
- Cheerleading, Winter – 2 Units
- Choir – 1 Unit
- Color Guard – 2 Units
- Cross Country – 1 Unit
- Drum line – 2 Units
- Fall Play – 1 Unit (high school students only)
- Football – 2 Units
- Musical – 2 Units
- Robotics – 1 Unit
- Select Choir – 1 Unit
- Soccer – 2 Units
- Softball – 2 Units
- Strings/Orchestra – 1 Unit
- Track and Field – 1 Unit
- Ultimate Frisbee – 1 Unit
- Volleyball – 2 Units

Students who wish to participate in activities totally more than four Units must fill out an appeal form and submit it to the Principal. Activity Participation Appeal Forms are available in the front office. Appeals will be reviewed and decided on by the faculty. Faculty decisions are final.

H. ***Once committed to a team, a student shall not quit.*** Exceptions shall be made in extenuating circumstances.

I. **In the event that individual awards are given for athletics, the decision of the coaches is final.**

V. Conduct of Coaches/Sponsors

A. Coaches/Sponsors, whether paid or volunteer, are considered representatives of JMPS and will be expected to live by the Code of Conduct. Failure to do so may result in disciplinary action.

B. Coaches/Sponsors will abide by and enforce all school and league policies and rules as outlined in this handbook, the JMPS Family Handbook, the Charter Athletic Association rules, and the rules for each sport or activity.

C. Coaches/Sponsors will attend and be on time for every practice and game and all other team functions, unless unforeseen circumstances occur. If such circumstances do prevent attendance or cause tardiness, the coach/sponsor shall notify the Athletic Director as appropriate, as soon as possible.

D. Coaches/Sponsors will dress appropriately for practices and professionally for games/performances.

E. Coaches/Sponsors will not use alcohol or tobacco in the presence of participants or any other students. Coaches/Sponsors will not use illegal drugs at any time. Any violation of this policy may be punishable by suspension or dismissal.

F. Coaches/Sponsors will attend the Charter Athletic Association meeting for coaches prior to each athletic season.

VI. Conduct of Fans

A. Parents and all other spectators should remember that the focus at games and performances should be on the participants. Fans are there for the encouragement and support of the players. JMPS parents should live by the Code of Conduct.

B. Parents and other spectators will not use profanity, threaten violence, or in any way disrupt a game, performance, or practice. Those who do will be asked to leave the premises, and may be banned from future school events.

C. Parents and other spectators will not enter the playing area, nor shall they enter the team's "bench" area. Parents should obtain a coach's permission if they wish to attend a team practice.

D. If a parent wishes to discuss a matter with a coach, he or she should schedule a meeting with the coach. Practices, games, and events are not appropriate times to discuss matters regarding the team or participants. Parents who do not respect the practice or game time will be asked to leave and may be banned from attending future practices or events.

E. Alcohol is not permitted at any JMPS event.

F. In the event that individual awards are given for athletics, the decision of the coaches is final.

VII. Travel

A. Participants will sometimes be required to travel for games or performances. If there are not enough parental volunteers, licensed student drivers will be allowed to drive to games or performances.

B. All participants must have on file at JMPS a travel consent form signed by a parent or legal guardian. No participant will be allowed to travel until the form has been submitted to the Office Manager. **A phone call giving permission is not an acceptable substitute.**

C. Parents are expected to arrange rides home for students who do not drive themselves. JMPS faculty and staff will not give students rides home. Extracurricular participants will be returned to school after games or other events, and a phone will be made available to them. Parents will need to pick their students up within 15 minutes of a team's arrival back at the school. If a student's ride has not arrived within this 15-minute window, coaches are permitted to leave.

VIII. Scheduling

A. All games/performances will be scheduled by the Coach/Sponsor, Athletic Director, or Fine Arts Director as appropriate. Practices will be scheduled by the Coach/Sponsor for each activity, under the supervision of the Athletic Director or Fines Arts Director, with no more than five (5) days of practice/games per week.

B. Schedules will be distributed to participants as soon as they become available. Changes to these schedules will be posted when they occur. The responsibility for notifying parents lies with the participants.

C. While the coaches will do their best to follow the team schedule, times and dates for practices and games/performances may change on a day to day basis. **It is the responsibility of the student to notify his or her parent when any changes should occur.**

C. Times and places for postseason tournament games often cannot be set until the end of the regular season. Participants and parents should be prepared to have a flexible schedule for tournaments.

IX. Parental Involvement

Parental involvement is crucial to the success of extracurricular activities. The Patriots Parent Organization (PPO) is made up of parents and works with the school to arrange volunteers and any other assistance the school may need. Parents are encouraged to join the PPO and help out as often as possible.

X. Roles of Participants

A. At the varsity level in sports, every student who meets the requirements, regardless of ability, will be a member of the team. However, playing time at the varsity level will be based on ability, and determined by the judgment of the Head Coach. Some participants may not play in some or all games.

B. During school hours on game days teams must be dressed similarly (all dressed above the dress code or in team uniform) or be in dress code. **Jerseys must be tucked in** and pants must be in line with the standard JMPS dress code.

XI. Fees

A. **JMPS will not host any school sponsored fundraisers for athletics.**

B. Every participant must provide the program with a fee for each activity in which he/she participates. **The fee is \$150 for football, volleyball, basketball, baseball, softball, drum line, cheer, and soccer; \$75 for Ultimate Frisbee; and \$100 for Cross Country and Track and Field.** Any student who has not paid the designated amount by the due date will be suspended from participation in **any** extracurricular activities until the sum is paid.

C. Fees for all extracurricular activities will be incurred after two (2) weeks of participation of each activity. Any student who leaves a team or becomes ineligible after the two week mark will still be required to pay the money for that activity. Failure to do so may result in suspension of participation from all extracurricular activities until the sum is paid.

D. The Office Manager will maintain a record of each student and fees paid. The Office Manager will inform the Coach/Sponsor if a participant has not paid. The Coach/Sponsor will provide the Office Manager will a roster to accurately maintain the record.

E. The Arizona Tax Credit, which is currently \$200 for singles or \$400 for married couples (2011), can be applied to participation fees **as long as it is designated as a tax credit donation at the time the fee is paid.** Please refer to the Office Manager for any questions regarding donations. Please use the *2011 Arizona Tax Credit form*, attached at the end of this handbook, for any gifts or tax credits.

XII. Equipment

A. All uniforms will be issued at the beginning of the season by the Head Coach. Students will be responsible to return uniforms at the end of the season on the dates stated by the Head Coach.

i. Any uniform turned in after the due date will result in a \$20 late fee and suspension from all extracurricular activities until the fee is paid and the uniform is turned in.

ii. Any uniforms that are lost or damaged beyond reasonable wear and tear need to be paid for before any further participation in extracurricular activities.

B. All equipment shall be issued and collected by the coach or sponsor.

C. All equipment, uniforms, and any other items necessary for any extracurricular events must be stored in the area of the campus that is designated for this storage purpose. These items will not be accessible throughout the school day. Any items not stored in this area will be confiscated by staff members.

D. Any school or extracurricular items belonging to the students must be stored in the coach's/sponsor's classroom during practice. Sidewalks and other common areas are not acceptable storage places for books, backpacks, lunches, or other personal items. Any items not stored in the coach's/sponsor's classroom will be placed in lost and found.

XIII. Lettering

A. Students will letter in varsity sports only, as well as drama, choir, drum line, and strings.

B. Lettering criteria will be determined by the coach/sponsor and submitted to the Athletic Director or Fine Arts Director. Criteria for lettering will be available upon request.

This handbook will stand as policy at JMPS until such time as the administration may choose to alter it. You will be notified of any such changes. Thank you for your participation in and support of James Madison Prep Extracurricular Activities. These programs are offered, as we operate the school, for the sake of the students. The students' best interest will always be JMPS's motivation.

**James Madison Preparatory School
Extracurricular Handbook
Letter of Understanding and Consent
2011-2012**

We have read and understand the James Madison Prep Extracurricular Handbook. We agree to abide by the rules as therein explained.

Parent Initials

Student Initials

_____	_____	Section I
_____	_____	Section II
_____	_____	Section III
_____	_____	Section IV
_____	_____	Section V
_____	_____	Section VI
_____	_____	Section VII
_____	_____	Section VIII
_____	_____	Section IX
_____	_____	Section X
_____	_____	Section XI
_____	_____	Section XII
_____	_____	Section XIII

Travel Permission – James Madison Preparatory School

Please check as many as apply.

____ I am available and willing to drive students to games and other activities. Please contact me.

____ I give permission for my child(ren) to ride with the parent of another student to and from activities. I will not hold James Madison Preparatory School responsible for any accidents that may occur.

____ I give permission for my child(ren) to ride with James Madison Preparatory School staff to and from activities. I will not hold James Madison Preparatory School responsible for any accidents that may occur.

____ I give permission for my child(ren) to ride with another student (a licensed driver) to and from activities. I will not hold James Madison Preparatory School responsible for any accidents that may occur.

____ I do not give permission for my child(ren) to ride with other parents, other students, or James Madison Preparatory School staff to and from activities. I will arrange all transportation for my child(ren). I understand that tardiness and/or absences may result in dismissal from the team.

Parent/Legal Guardian's Signature

Student's Signature

Student Name (Please print)

Parental Consent Form 2011-2012

Name _____ Age _____ Birth Date _____

Address _____ Phone _____

City _____ State _____ Zip _____

School _____ Grade _____

Parent (s) Daytime Phone _____

To Whom It May Concern:

The undersigned does hereby give permission for our (my) child, _____ to attend and participate in James Madison Preparatory School extracurricular activities for the 2011-2012 school year. I/We will notify the Head Coach/Sponsor if there are any extracurricular activities in which we do not want our child to participate.

We (I) authorize an adult in whose care the minor has been entrusted to consent to any X-ray examination, anesthetic, medical, surgical or dental diagnosis or medical treatment, and hospital care to be rendered to the minor under the general or special supervision and on the advice of any licensed physician or dentist, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

The undersigned shall be liable and agree(s) to pay all costs and expenses incurred in connection with such medical and dental services rendered to the aforementioned child pursuant to this authorization.

The undersigned does also hereby give permission for our (my) child to ride in any vehicle designated by the adult in whose care the minor has been entrusted while attending and participating in this activity sponsored by James Madison Preparatory School.

This parental consent form is good for the time period indicated above only.

Hospital Insurance Yes _____ No _____

Insurance Company _____

Policy Number _____

Emergency Phone Numbers _____

Participant's Signature

Mother's Signature

Father's Signature

Legal Guardian's Signature

On additional or attached page, please list any allergies or medical problems your child may have. Thank you.

PHYSICAL EXAMINATION AND PARENT PERMIT FOR ATHLETIC PARTICIPATION

I, _____ (doctor – please print), hereby certify that I have examined _____ (student) and found that he/she is physically fit to engage in high school sports (except as listed on back).

Student's birth date: _____ Date: _____ (form good for 12 month period)

Physician's Signature: _____

PARENT OR GUARDIAN PERMIT

WARNING: Although participation in supervised interscholastic athletics and activities may be one of the least hazardous activities in which any student will engage in or out of school, **BY ITS NATURE, PARTICIPATION IN INTERSCHOLASTIC ATHLETICS INCLUDES A RISK OF INJURY WHICH MAY RANGE IN SEVERITY FROM MINOR TO LONGTERM CATASTROPHIC INJURY.** Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk.

PLAYERS MUST OBEY ALL SAFETY RULES, REPORT ALL PHYSICAL PROBLEMS TO THEIR COACHES, FOLLOW A PROPER CONDITIONING PROGRAM, AND INSPECT THEIR OWN EQUIPMENT DAILY.

By signing this permission form, we acknowledge that we have read and understand this warning. **PARENTS OR STUDENTS WHO DO NOT WISH TO ACCEPT THE RISKS DESCRIBED IN THIS WARNING SHOULD NOT SIGN THIS PERMISSION FORM.**

I hereby give my consent for _____ (student) to compete in athletics for James Madison Preparatory School approved sports, except as listed on back, and I have read and understand the general guidelines for eligibility.

Parent or Guardian Signature: _____ Date: _____

I read, understand, and agree to the general guidelines for eligibility.

Student Signature: _____ Date: _____

No student shall represent his/her school in interscholastic athletics until there is on file with the Athletic Director a statement signed by his/her parent or legal guardian and a signed physical certifying that he/she has passed an adequate physical examination within the past year, that in the opinion of the examining physician, physician's assistant, or nurse practitioner, he/she is physically fit to participate in high school athletics, and that he/she has the consent of his/her parents or legal guardian to participate.

NOTE: It is strongly recommended that individuals participating in athletic events have current tetanus boosters. Tetanus boosters are recommended every 10 years throughout life. Boosters are recommended at the time of injury if more than five years have elapsed since the last booster.

If significant intervening illnesses and/or injuries have occurred, a more complete physical examination should be conducted. The physical examination form must be signed by a practicing physician, physician's assistant, or a nurse practitioner.

If a student athlete has been injured in practice and/or competition, the nature of which required medical attention, the student athlete should not be permitted to return to practice and/or competition until he/she has received a release from a physician.

James Madison Preparatory School Arizona 2011 Tax Credit Form

Easy as 1...2...3!

- 1. Make your check (or cash) to James Madison Preparatory School.**

(Up to \$400 for married couples filing jointly and \$200 for individuals).

- 2. Fill out the form below and mail your contribution or stop by the front office:**

James Madison Preparatory School
5815 S. McClintock Dr.
Tempe, AZ 85283
480-345-2306

- 3. Count on a refund or a real reduction in your state tax bill for your full gift amount!**

Your tax dollars will be sent directly to support Madison prep athletics, clubs, field trips and more!

Last Name: _____ First Name: _____

Student Name: _____ Homeroom: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ - _____

E-mail address: _____

I would like to make a contribution of: \$400 \$200 Other \$ _____

Check (Made Payable to JMPS). Must be postmarked by 12/31/11

Cash

Please apply my contribution to:

Sports:

___ Football (\$150)	___ Baseball (\$150)
___ Volleyball (\$150)	___ Softball (\$150)
___ Cross Country (\$100)	___ Frisbee (\$75)
___ Cheerleading (\$150)	
___ Basketball (\$150)	
___ Track and Field (\$100)	
___ Soccer (\$150)	

Arts:

___ Color Guard (\$150)	
___ Drumline (\$150)	

Other : _____