

James Madison Preparatory School's

Extracurricular Handbook

2024-2025

5815 S. McClintock Dr.
Tempe, AZ 85283

Phone: 480-345-2306
Fax: 480-345-0059

www.madisonprep.org

James Madison Preparatory School Extracurricular Handbook

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I. Philosophy/Objectives

James Madison Preparatory School values extracurricular activities as 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) that cannot be taught in the classroom. Participants will learn to play or perform the right way, with emphasis on the fundamentals.
5. To give students a taste of each activity's history, and for each coach/sponsor to pass on his/her love of each activity.

II. Duties/Authority

A. Both the Assistant Athletic Director and Athletic Director will oversee all athletic activities. The athletic activities offered at JMPS for 2024-2025 (if participation allows) are:

Girls:

Volleyball
Basketball
Track and Field
Softball
Sand Volleyball

Boys:

Football
Basketball
Track and Field
Baseball

Co-ed:

Sparx/Dance Team
Soccer
E-Sports
Wrestling
Tennis

B. Both the Assistant Athletic Director and Athletic Director will be responsible for all scheduling. Head coaches will oversee the distribution and collection of uniforms. Coaches will be responsible for day-to-day team activities: setting practice schedules, maintaining equipment, arranging transportation to games, and organizing fundraisers. Coaches will be supervised by both the Assistant Athletic Director and Athletic Director.

C. 24-Hour Rule

Concerns and / or complaints about a sport should first be addressed to the head coach after 24 hours have passed since the incident/concern. However, if the concern/incident is an emergency in the complainant's opinion, the incident/complaint should be brought to the Athletic Directors at once. If a 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 Directors. The next step, if necessary, is to submit a formal complaint in writing to the principal, using a designated form that may be obtained from the JMPS front office. Concerns/complaints about the principal should similarly be submitted in writing to the President of the governing board.

D. The Fine Arts Director will oversee all fine arts activities. In 2024-2025, JMPS plans to offer drama, ukulele, drumline, rock band, and choir. Other activities may be added at any time. **Concerns and/or complaints about a fine arts activity should first be addressed to the activity sponsor (24-hour rule applies). 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 designated form that may be obtained from the JMPS front office. Concerns/complaints about the principal should similarly be submitted in writing to the President of the governing board.**

E. All other activities will be overseen by the principal. JMPS plans to offer Odyssey of the Mind, Academic Decathlon, and Academic Pentathlon in 2024-2025. 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 a designated form that can be obtained in the JMPS front 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. Home-schooled students and students enrolled in other schools that do not offer the designated activity may participate at the approval of school administration. A student enrolled at another school must obtain permission from that school's administration with the proper paperwork and information turned into JMPS. Students who do not attend JMPS must pay the entire activity fee before attending any practices or games. Students enrolled in an online school are not allowed to participate in athletic activities until approved by the Athletic Directors. Students who are initially enrolled at JMPS and then leave mid-year to attend another school or an online school will not be permitted to participate in extracurriculars or any other activities that involve JMPS for the remainder of the school year.

B. All participants must maintain a grade of 60% (D-) or higher in all classes on each grade check, progress report, and report card. Any grade of F will result in suspension from all team games and performances until the next grade check. Students with two or more D grades will also be suspended from all team games and performances until the next grade check. Students may still practice with the team with the coach's/sponsor's approval. Students will not be suspended from activities based on their grades on the first-grade check (at the three-week point) in any given trimester unless they were ineligible from a previous trimester, in which case the first three-week grade check becomes the first official eligibility check for that new season.

C. All participants in athletic activities must be under the age of 19 as of September 1 of the school year in which they wish to participate.

D. All participants in athletic activities must have on file at JMPS an unexpired record of a physical examination performed by a doctor, nurse practitioner, or certified physician's assistant. No student will be allowed to participate in games or performances until this form has been submitted to the Athletic Directors. The head coach will be provided with a list of students who are not eligible.

E. All participants must be at school from 9 a.m. to the end of the school day to take part in an extracurricular activity that day. Students must be present on Friday to participate in weekend activities. Missing a portion of the day (for a doctor's appointment, etc.) is acceptable with a doctor's note. 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. Students must attend class to participate in extracurricular activities. Any student who misses school at a rate higher than ten percent (10%) will not be eligible for extracurricular activities (games and performances). Each student's attendance rate will be evaluated every three weeks, parallel with the three-week grade check periods. A student who has an 89% or lower attendance rate for the current trimester (i.e., from the first day of school on August 1 up to the point of the attendance rate check) will not be eligible to participate in extracurricular activities (games and performances) for the next three weeks. If at the next three-week attendance rate check that student has managed to raise his/her attendance to 90% or higher for the school year, he/she will again be eligible to participate in extracurricular activities (games and performances). If a student has not raised his/her attendance rate to 90% or above, he/she will continue to be ineligible for the following three-week attendance rate check period. *

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

H. 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 given to the Athletic Directors.

I. The Athletic Directors will maintain a record of all forms. The Athletic Directors will inform the head coach/sponsor if there are missing/delinquent forms.

J. Participation in all extracurricular activities is at the discretion of the principal.

***The school reserves the right to exercise reasonable judgment as an individual circumstance might dictate.**

IV. Conduct of Participants

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

- a. Any student who is on disciplinary Step 2 (please see the JMPS Family 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 or attend these events.
- b. Any student on disciplinary Step 3 (see the JMPS Family Handbook for explanation) will NOT be allowed to participate in extracurricular activities until otherwise indicated by the Administration.

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 occur, the participant must notify his/her coach/sponsor as soon as possible. All other absences will be counted as unexcused. In athletic and non-athletic activities, consequences for unexcused absences will be at the discretion of the coach/sponsor/administration and 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" guidelines as written in the Dress Code section of the JMPS Family Handbook during all practices and games unless otherwise instructed by the coach. No student will be allowed to participate in practices or games if 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 always forbidden, 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 10 weeks (about 2 and a half months). 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 can take part in more than one activity or sport simultaneously. Schedule arrangements will be made by the participant and their coaches/sponsors. **Students at JMPS will have limits to 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 half (1/2), while others carry one (1) or two (2) Activity Units. A student can participate in activities that total up to four (4) Activity Units in a trimester. Following is a list of school-sponsored activities and the number of Activity Units each one carries:

Academic Decathlon, fall – 1 Unit
 Academic Decathlon, winter – 1 Unit
 Baseball – 2 Units
 Basketball – 2 Units
 Chamber Ensemble – 1 Unit
 Chess – 1 Unit
 Choir – 1/2 Unit
 Cross Country – 1 Unit
 Drumline – 2 Units
 E-Sports – 1 Unit
 Fall Play – 1 Unit (high school students only)
 Football – 2 Units
 Musical – 2 Units
 Robotics – 1 Unit
 Soccer – 2 Units
 Sand Volleyball – 2 Units
 Softball – 2 Units
 Sparx fall – 2 Units
 Track and Field – 2 Units
 Ukulele– ½ Unit
 Volleyball – 2 Units
 Wrestling – 2 Units
 Executive Branch- ½ unit
 National Honor Society- ½ unit
 Junior National Honor Society- ½ unit

Students who wish to take part in activities totaling more than four Units must fill out an appeal form and submit it to the Athletic Directors and Principal. Activity Participation Appeal Forms are available in the JMPS 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. Also, students cannot join a team after the first game has been played. Exceptions may be made in extenuating circumstances.

I. In the event that individual awards are given for athletics, the decision of the coaches is final unless extenuating circumstances dictate otherwise.

V. Conduct of Coaches/Sponsors

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

B. Coaches/Sponsors will enforce school and league policies and rules as outlined in this handbook, the JMPS Family Handbook, the Canyon Athletic Association Constitution and its subsequent bylaws, 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 Directors 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 Canyon Athletic Association meeting for coaches prior to each athletic season.

G. Coaches/Sponsors must submit a copy of their Arizona Department of Public Safety fingerprint clearance card to the Athletic Directors.

H. Per the CAA Constitution Article 12.7, “If a CAA contest official determines that a coach has acted in an unsportsmanlike manner during either a period or intermission, the coach may be ordered to leave the contest.

12.7.2 When a coach is ejected from a contest, his/her member school should complete the CAA Ejection Form and submit it to the CAA.

12.7.3 A coach ejected from a contest for any reason may not appeal and is subject to the following:

12.7.3.1 First Ejection – The coach will be ineligible for the next contest at that level of competition and all other contests during that interim at any level, including all contests and events on the day of the ejection.

12.7.3.2 Second Ejection – The coach will be ineligible for the next two contests at that level of competition and all other contests during that interim at any level, including all contests and events on the day of the ejection.

12.7.3.3 Third Ejection - A similar infraction of Article 11.2 of the CAA Constitutional Guidelines by the same coach during the same season will end the season for the coach in question.

12.7.3.3.1 Reinstatement - An Athlete or Coach who has been suspended for any reason due to unsportsmanlike conduct will need to follow Article 11 due process to participate in any future CAA activities.

12.7.4 If an ejection is imposed at the end of the sports season and no contest remains, the consequence from Article 12.7.3 of the CAA Constitutional Guidelines shall be enforced at the beginning of the subsequent season of competition in which the coach or player participates, regardless of the sport.”

VI. Conduct of Fans

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

B. Parents and other spectators will not use profanity, threaten violence, or 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. Per Article 12.6.4 of the Arizona Canyon Athletic Association (CAA), “Any spectator removed from [a] contest must complete the NFHS Sportsmanship Course. Any subsequent removal from the same spectator during the current school year (for any sport) will result in the inability to attend any CAA contests for the remainder of that school year.”

D. Parents and other spectators will not enter the playing area, nor will they enter the team’s “bench” area. Parents should obtain a coach’s permission if they wish to attend a team practice.

E. If a parent wishes to discuss a matter with a coach, he or she should schedule a meeting with the coach (24-hour rule applies). Practices, games, and events are not proper times to discuss matters about 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.

F. Alcohol, tobacco, illegal substances, and firearms are not allowed or allowed at any JMPS event.

G. In the event that individual awards are given for athletics, the decision of the coaches is final unless extenuating circumstances dictate otherwise.

VII. Travel

A. Participants will sometimes be required to travel for games, practices, or performances. If there are not enough parent volunteers, licensed student drivers will be allowed to drive to games, practices, 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 a member of the front office staff. **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 up their students 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 campus.

D. For away games that are long distance, the school will occasionally rent a van for the players. With sports that require minimal players on the court/field but have large teams, it is at the coach's discretion who rides in the van to the games. However, this does not mean that other teammates cannot attend the game. This means players not riding in the van are responsible for finding their own ride to and from the game.

VIII. Scheduling

A. All games/performances will be scheduled by the coach/sponsor, Athletic Directors, or Fine Arts Director as appropriate. Practices will be scheduled by the coach/sponsor for each activity, under the supervision of the Athletic Directors or Fine Arts Director.

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. **Students are responsible for notifying their parent(s) when any changes occur.**

D. 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.

E. Parents must ensure they are on time when picking up their child from practices and games. The consequences are listed below if you are more than 15 minutes late from picking up your child from practice/games:

First offense: Warning

Second offense: Player is not allowed to participate in the team's next game.

Third offense: Player will have to withdraw from all team activities, and no refund will be given.

IX. Parental Involvement/Patriot Support Committee (PSC)

Parental involvement is crucial to the success of extracurricular activities. The Patriots Support Committee (PSC) 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 PSC and help 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 head coach's judgment. 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 the specified dress code attire. **Jerseys must be tucked in**, and pants must be in line with the standard JMPS dress code.

XI. Fees

A. JMPS will host school-sponsored fundraisers for athletics and extracurriculars.

- a. Fundraisers are for the benefit of the players/students at JMPS. A student's full participation during this time is mandatory for any team or activity in which they are involved.

B. Every participant must provide the program with a fee for each activity in which they take part. **The fee for both junior varsity and varsity teams is \$315.** Fine arts fees vary by activity. 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. A student enrolled at another school must obtain permission from that school's administration with the proper paperwork and information turned into JMPS. Students who do not attend JMPS must pay the entire fee before attending any practices or games. Any student who leaves a team or becomes ineligible after the fee due date 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 Athletic Directors will keep a record of each student and fees paid. The Athletic Directors will inform the coach/sponsor if a participant has not paid the required fee. The coach/sponsor will provide the Athletic Directors with a roster to accurately maintain the record.

E. The Arizona Tax Credit, currently \$200 for singles or \$400 for married couples (2024), can be applied to participation fees if it is designated as a tax credit donation when the fee is paid. Please contact the School Operations Coordinator with any questions regarding donations. Please use the *2024 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/per day late fee and suspension from all extracurricular activities until the fee is paid and the uniform is turned in.

Any uniform lost or damaged beyond reasonable wear and tear must be paid for by the participant 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 extracurricular events must be stored around campus in a place designated for this 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 communal 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, as well as drama, choir, drumline, chamber ensemble, Academic Decathlon, and select choir. If a player participates on the JV squad, they are not eligible for a Varsity letter. Instead, they will receive a participation letter, along with any accolades they have earned for the season.

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

This handbook will stand as policy at JMPS until the administration chooses to alter it. You will be notified of any such changes. Thank you for your participation in and support of James Madison Preparatory School extracurricular activities. These programs are offered for the sake of the students. The students' best interest will always be JMPS's motivation.