

James Madison Preparatory School

Extracurricular Handbook

2019-2020

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James Madison Preparatory School

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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 2019-2020 are:

Fall:

Cross Country
Drumline
Sparx
Football
Volleyball

Winter:

Boys Basketball
Girls Basketball

Spring:

Baseball
Soccer
Softball
Track & Field

*These activities are the only activities that must adhere to a grade point average, as fine arts extracurricular activities are given a partial credit and fall under academic guidelines.

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 Director of Operations, using a form which may be obtained in the front office. Concerns/complaints about the Director of Operations 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 2019-2020, JMPS plans to offer drama, chamber ensemble, rock band, choir, and ukulele. 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. 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 Director of Operations, using a form which may be obtained in the front office. Concerns/complaints about the Director of Operations should similarly be submitted in writing to the President of the governing board.**

D. All other activities will be overseen by the Director of Operations. JMPS plans to offer Academic Decathlon and Robotics in 2019-2020. 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 Director of Operations, using the form obtained in the office. Concerns/complaints about the Director of Operations 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 be participants at the approval of school administration. If you are a student enrolled at another school, you must obtain permission from that school's administration and turn in the proper paperwork and information to JMPS. Students that do not attend JMPS must pay the entire fee before attending any practices or games.

B. Students who have a grade of 59.4% (F) or lower in one or more classes on the latest course grades report will be ineligible to dress for and play in the games of any athletic team they are on for the following three week grade check period. This also applies to students with two or more grades of 69.4% (D+) or lower. Academically ineligible student-athletes may be allowed to practice with their team while ineligible, but that decision is left to the team's head coach. This policy also applies to non-athletic extracurricular activities, such as drumline. This policy does not apply to activities in which students earn a partial credit, such as choir, drama, Academic Decathlon, and orchestra. 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 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 given to the office manager. The head coach will be provided with a list of students not eligible.

E. All participants must be present at school from 9 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. Students must attend class in order 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). Every 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 school year, i.e., from the first day of school (August 6th) 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 he/she 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 submitted to the office manager as appropriate.

I. The receptionist will maintain a record of all forms, and the athletic director will put those forms on a spreadsheet for coaches to have at all times. The athletic director will inform the head coach/sponsor if there are missing/delinquent forms.

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

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

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 or attend 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 and non-athletic activities, consequences for unexcused absences will be at the discretion of the coach/sponsor/administration, 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 may have limits put on how many school sponsored, extra activities beyond the normal classroom load they can participate in during a trimester.**

H. *Once committed to a team, a student shall not quit.* If students quit a team after joining, they will be put on a probation period for the next extracurricular activity they join for the first month. For athletics this probation period would include not playing a game for the first month in order to demonstrate their commitment to the activity. If it is a fine arts activity, the probation period will be administered as the director sees fit. 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.**

J. **All participants are required to take the concussion protocol test on the Canyon Athletic Association website and turn in their certificate to the Athletic Director before the first game.**

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 Canyon 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 must submit a copy of their Arizona Department of Public Safety fingerprint clearance card to the office manager.

G. All coaches will go to the Canyon Athletic Association website and take the certification courses required before the season begins.

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, tobacco, illegal substances, and firearms are not permitted at any JMPS event.

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

VII. Travel

A. Participants will sometimes be required to travel for games, practices, or performances. If there are not enough parental volunteers, licensed student drivers will be allowed to drive to games, practices, or performances. However, for some sports there will be a van rented for only the traveling team to go to that particular game (outside Phoenix metro area).

B. Travel Policy for Away Games: 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 for these away games. Only the official travel team will be released early from school. However, this does not mean that other teammates cannot attend the game. If a player is not on the official traveling team they may wear their jersey with street clothes and sit on the bench; however, they will not be allowed to play in the game under any circumstances. In addition, players not riding in the van are responsible for finding their own ride to and from the game.

C. 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 receptionist. **A phone call giving permission is not an acceptable substitute.**

D. 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 must 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 campus.

E. All players must be picked up within 15 minutes of practice ending. If players are picked up later than that they will receive a warning; if it occurs a second time they will not participate in the next game; if it happens a third time they will be off the team and no refund will be given.

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 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. **It is the responsibility of the student to notify his or her parent 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. All players must be picked up within 15 minutes of practice ending. If players are picked up later than that they will receive a warning; if it occurs a second time they will not participate in the next game; if it happens a third time they will be off the team and no refund will be given.

IX. 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.

X. 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 who work with the school to arrange volunteers and any other assistance the school may need. Parents are encouraged to join the PSC and help out as often as possible.

XI. Fees

A. All athletic participants will be required to participate in at least one school sponsored fundraiser for their respective seasons.

B. Every participant must provide the program with a fee for each activity in which he/she participates. **The fee is \$285 for football, volleyball, basketball, baseball, softball, soccer, track and field, musical; \$225 for Sparx, drumline, fall play, cross country, and Academic Decathlon.** 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 within the first month of participation of each activity. 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 business operations coordinator will maintain a record of each student and fees paid. The business operations coordinator will inform the coach/sponsor if a participant has not paid. The coach/sponsor will provide the business operations coordinator with a roster to accurately maintain the record.

E. The Arizona Tax Credit, which is currently \$200 for singles or \$400 for married couples (2018), 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 business operations coordinator for any questions regarding donations. Please use the *2019 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 fee and suspension from all extracurricular activities until the fee is paid and the uniform is turned in. However, if the uniform is not returned within 15 days of the due date then the participant will be fined the cost of the uniform plus a hassle fee up to \$300, and not be allowed to participate in any other extracurricular activities until the fee has been paid.

ii. Any uniform that is lost or damaged beyond reasonable wear and tear needs to 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 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 as well as drama, choir, drumline, chamber ensemble, rock band, ukulele, Academic Decathlon, and Robotics.

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 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
2019-2020**

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 2019-2020

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 2019-2020 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 2019 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 12/31/19

Cash

Please apply my contribution to:

Sports:

___ Football (\$285)

___ Baseball (\$285)

___ Volleyball (\$285)

___ Softball (\$285)

___ Drumline (\$225)

___ Cross Country (\$225)

___ Sparx (\$225)

Arts:

___ Basketball (\$285)

___ Fall Play (\$225)

___ Track and Field (\$285)

___ Musical (\$285)

___ Soccer (\$225)

Other:

___ Academic Decathlon (\$225)

___ Robotics (\$285 + 1 tax credit)