

MARSEILLES ELEMENTARY  
SCHOOL

EXTRACURRICULAR

HANDBOOK

**2018-2019**



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## Marseilles Elementary School

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Superintendent

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Dear Parents/Guardians

We welcome you and your son or daughter to the Extra-curricular Programs at Marseilles Elementary School. We are very proud of the various programs that are offered at the school and know that you will be too. All athletic programs are operated with the safety, well being and scholastic standing of the student athlete as our top priorities.

All participants and parents of the participants are representatives of our school. Certain responsibilities come with these privileges. We have prepared this handbook for you. We encourage you to take time and read this booklet **WITH** your child.

This hand book contains School Board Policy, Guidelines for Participants, and information that we feel will help you understand more about our programs. If, during the course of the school year, there are any questions or problems that may arise, please ask the **COACH, ACTIVITIES DIRECTOR, AND/OR PRINCIPAL**. We hope that your child's experience within the Extra-curricular Programs is a rewarding one. We also strongly encourage parental attendance at **ALL** events, both home and away.

### Philosophy of Marseilles Elementary School School District #150

It is the philosophy of Marseilles Elementary School that all students be encouraged to participate in extra-curricular activities, both athletic and academic. In order to help develop knowledge, skills and attitudes that will enrich their personal development into successful adults.

To provide for the needs of emerging young people, Marseilles will provide opportunities for growth. These opportunities and activities will be governed by the following guidelines:

1. Students will be afforded the widest opportunities for participation in all extra-curricular activities.
2. A goal of a student's participation in all activities is the enhancement of his or her social and emotional growth.
3. Recognizing that certain activities are by nature competitive. Teamwork and participation must be emphasized. (WINNING IS NOT EVERYTHING!!! )
4. Maximum participation of all students in all activities is encouraged.

**MARSEILLES ELEMENTARY DISTRICT #150 BOARD POLICY**  
**EXTRA-CURRICULAR ACTIVITIES**

The school Board recognizes that student activities sponsored by the District will contribute to the leadership abilities, social well-being, self realization, good citizenship, and general growth of all students.

Students activities are defined as planned, organized, and supervised activities conducted under the auspices of the District which primarily involve students in other classroom situations. The District may schedule two categories of extra-curricular activities: those which meet during a period listed on the school's daily schedule; those which meet at a time outside the regular school hours.

The purpose of the student activities program is to:

- \* provide an outlet for student interest and abilities;
- \* contribute to the mental, physical, and moral growth of the student;
- \* provide group activities;
- \* foster leisure-time activities.

Student participation in School Board approved student activities shall be contingent upon the following requirements:

1. Membership is limited to students currently enrolled in the District
2. Membership shall not be limited because of the student's race or sex.
3. Fees assessed for student participation in extra-curricular activities shall be reasonable and shall not exceed the actual cost of operating the District's programs.
4. Student participation in activities is also subject to other standards for participation as may be determined by the School Board.

Any student who cannot maintain the standards for participation listed above shall be considered ineligible to participate in student activities. The Activities Director shall be responsible for developing and maintaining a list of ineligible students and shall see that the standards for participation are enforced.

**SUSPENSION - EXTRA CURRICULAR**

A student may be suspended or dropped from an extracurricular team/activity for:

1. Failure to maintain the academic standards set forth in the Student Handbook:
2. Violation (s) of the District #150 Student Discipline Policies:
3. After injury, failure to receive a medical release statement from a physician.

4. If a student is assigned a detention on a day of a game, they will be ineligible for that day's game. **Detentions will not be rescheduled to allow participation in a game.**

### **STUDENT ACTIVITIES - ATHLETICS**

Student participation in School Board approved school athletic activities shall be contingent upon the following requirements:

1. The student must attain the academic standards set forth by the IESA.
2. Written permission must be given by the parents / guardians for the students' participation, giving the District full waiver responsibility of the risks involved. Parents and student athletes are required to sign acknowledgment of receipt for the Extra-curricular Handbook.
3. A physical examination of the student for the current school year must be given by a physician and accompanying written statement assuring that the students' health status allow for active athletic participation shall be submitted to the District.
4. Student athletes must comply with Illinois' Youth Sports Concussion Safety Act And all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.
5. Participation Fees per year, per student \$50.00.  
Fees can be paid by paying \$50.00 to the school or purchasing/selling 2 cases of candy bars. **Uniforms will not be issued until fees are paid.**
6. Student's that participate in multiple sports must attend the contest of the sport that began its season first. A competitive sport will take precedence over a non-competitive sport.

**FULL COMPLIANCE WITH ALL THE REQUIREMENTS IS NECESSARY BEFORE A STUDENT MAY ENGAGE IN A SCHOOL EXTRA -CURRICULAR ACTIVITY.**

### **RULES REGARDING CONTROLLED SUBSTANCE TOBACCO / ALCOHOL / SUBSTANCES**

The consumption of alcoholic beverages, using tobacco products, and substance abuse are all hazardous to your health and are illegal. The purchase of tobacco products by anyone under the age of 18 years old, or the purchase of alcoholic beverages by anyone under the age of 21 years old, are against the law in the State of Illinois. Reported use of ANY of these substances, whether ON or OFF school property by student athletes will be investigated. Any student athlete found to be in violation, will be subject to disciplinary

actions up to and including suspension from extra-curricular activities for the remainder of the school year.

**1ST OFFENSE** - A) Is punishable with a minimum 15 calendar day suspension from competition. The student is however, required to attend all practice sessions during the suspension period. During the suspension, the student will also be required to attend a school approved “Alcohol, Tobacco, and Substance Abuse Program” at the expense of the student’s parent or guardian.

B) If the student elects not to attend a school approved “Alcohol, Tobacco, and substance Abuse Program” then the student will be suspended a minimum of 30 days from competition.

**2ND OFFENSE**- Will result in a permanent suspension from all **academic / athletic** team membership and participation for the remainder of the school year.

### **Participants Responsibility**

1. An "F" in any class renders the athlete ineligible for competition for the next week from Monday through Sunday. The participant must practice, but will not compete, nor ride the team bus to away games. Three (3) occurrences of ineligibility, per sport, and the student will be dismissed from that team for academic failure. Eligibility begins with the first week of practice.
2. The participant may participate in multiple sports but, **MAY NOT** quit one team to join another. This applies for any reason, even if a student has been dismissed for academic reasons.
3. After the season begins, a person **MAY NOT** join that team unless there is just cause, cleared through the Coach, Activities Director, or Principal.
4. **PARTICIPANTS REPRESENT OUR SCHOOL**, and must conduct themselves and dress accordingly. On game day participants must follow the extracurricular dress code.  
 Dress Code: Boys – Team shirt and dress pants  
 Dress Code: Girls – Team shirt and dress pants
5. All participants must ride the school bus to away games. In order for a student to ride home from an away game with their parent, the parent **MUST DO THE FOLLOWING:**
  - 1) A parent note, indicating who will be driving their child home from the game, must be given to the coach before the student leaves our school.
  - 2) The parent/designee must sign the student out at the away games.
6. **UNIFORMS** are for games only. Cheerleaders will be the exception to this rule. Uniforms ruined or not returned **TEN DAYS AFTER THE LAST DAY OF THE SEASON, MUST BE PAID FOR BY THE STUDENT.** Participation in any subsequent school sponsored team will be prohibited until such time that uniforms are returned or paid for.
7. School Board Policy regarding physicals, insurance, conduct, grades, etc.,

**MUST BE FOLLOWED.**

8. Students must be in attendance a full day to participate in an extra-curricular event. Exceptions may be made under certain circumstances approved by the Administration, i.e. doctor or dental appointment, etc.
9. Habitually missed practices or tardiness will be dealt with by coaches on an individual team basis.
10. In order to be considered an excused absence a doctor's note or a parent note must be received within 24 hours of a missed practice.
11. Any conduct by an athlete representing Marseilles Elementary School that is deemed inappropriate, whether it occurred on or off school grounds, may result in suspension from the team.

**PARENT/GUARDIAN ORIENTATION**

Orientation meetings will be scheduled for all parents/guardians for children who wish to participate in an extra-curricular activity. Two orientation meetings will be held: **August for fall sports and December for winter/spring**. Parent/Guardians must attend one of these meetings prior to participation in any activity. The coaches/sponsors and athletic director and administrator will be on hand to answer questions about the programs.

The ethical behavior of coaches, sponsors, students and parents will be addressed.

All necessary forms will be available for parent/guardian signature.

Coaches may hold an additional meeting during the first week of practice for individual events.

**Parent Responsibility**

Where does a child learn to be a "good sport"? At home. By the time a child dons a uniform and joins a team, a sense of sportsmanship (or lack thereof) is already well established.

1. Support your child by attending the competitions.
2. Do not force an unwilling child to participate in sports.
3. Remember, student athletes are involved in organized sports for **THEIR** enjoyment, not **YOURS**.
4. Encourage your child to always play by the rules.
5. Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
6. Turn defeat to victory by helping your child work toward skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.

7. Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
8. Do NOT publicly question the official's judgment and NEVER their honesty.
9. **SUPPORT ALL EFFORTS TO REMOVE VERBAL AND PHYSICAL ABUSE FROM CHILDREN'S EXTRA-CURRICULAR ACTIVITIES.**
10. Recognize the value and importance of the coaches. They give of their time and resources to provide guidance for your child.
11. If your child is a team player, give a hand to support the athletic department. You will be expected to volunteer a minimum of 3 hours per year.
12. Parents and student participants are required to sign acknowledgment of receipt of extra-curricular handbook.
13. Refusal to cooperate may result in removal from activity.
14. Parents are responsible for picking up their child / children **ON TIME** after any activity. i.e. practice, game, or team meeting.
15. Parents will be held responsible for the replacement cost of any equipment not turned in within 10 days of the end of the season.
16. **Parents are not allowed in the locker room at any time.**  
**Failure to abide by this rule may result in you being barred from attending any future home activities.**

### **COACH / SPONSOR RESPONSIBILITY**

1. Be reasonable in your demands on the students' time, energy, and enthusiasm. Remember that they have other interests. The scheduling and length of practice times should take into consideration the maturity level of the students, family schedules, and homework time.
2. Teach your players that rules of the game are mutual agreements, which no one should evade or break.
3. Remember that our student athletes play for fun and enjoyment and that winning is only part of the sport. NEVER ridicule or yell at the athlete for making mistakes or losing a competition.
4. Ensure that equipment and facilities meet safety standards and are appropriate to the sport.
5. Develop team **RESPECT** for the ability of opponents, as well as for the judgment of officials and opposing coaches.
6. Follow the advice of a physician when determining when an injured athlete is ready to play again.



7. Remember that student athletes need a coach they can **RESPECT. Be Generous With Your Praises When it is Deserved and Set a Good Example.**
8. Make a personal commitment to keep yourself informed on sound coaching principals of growth and development of the students.
9. As a general practice coaches should have contact with their team a minimum of four (4) times per week. This requirement may be waived during school vacation periods or other extraordinary circumstances.
10. A monthly practice schedule **WILL** be distributed at least one week (1) in advance to the team members.
11. Coach will call in results to the local media outlets.

### **STUDENT CODE OF ETHICS**

I will remember at all times that I am a member of a team and I will not place my own self-interest above those of the team.

I will not cast blame on my teammates, we will win together as a team and we will lose together as a team.

I will demonstrate self-control and respect for others, including officials, parents, spectators, coaches, and other participants, at all times.

I will remember that participation in a school activity is a privilege that is not to be abused by un-sportsman/inappropriate conduct.

I will treat my opponents with respect, shake their hands after competition and congratulate them on their performance.

I will respect the integrity and judgment of the officials.

I will remember that improper behavior while in uniform reflects poorly upon my parent, my community, my organization and me.

I will understand and abide by the rules of the game.

I will accept victory with grace and defeat with dignity.

I will remember that school is more important than my additional activities and I will give 100 percent during the school day whether it is in the classroom, lunchroom, assemblies etc., just as I do in my activities.

**PARENT / GUARDIAN 'S CODE OF ETHICS**

I hereby pledge to provide positive support, care and encouragement for my child participating in extra-curricular activities by following this Parent Code of Ethics.

I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every contest, practice or other event.

I will place the emotional and physical well being of my child ahead of my personal desire to win.

I will insist that my child play in a safe and healthy environment.

I will require that my child's coach be trained in the responsibilities of being a youth coach/sponsor and that the coach upholds the Coaches' Code of Ethics.

I will support coaches/sponsors and officials working with my child, in order to encourage a positive and enjoyable experience for all.

I will demand an environment for my child that is free of drugs, tobacco and alcohol and will refrain from its use at all extra-curricular events.

I will remember that the event is for the youth not adults.

I will do my very best to make the extra-curricular is fun for my child.

I will ask my child to treat other players, coaches/sponsors, fans and officials with respect regardless of race, sex creed or ability.

I will help my child enjoy the extra-curricular experience by doing whatever I can, such as being a respectful fan, supporting the Booster Club/school.

**COACHES /SPONSORS' CODE OF ETHICS**

I will place the emotional and physical well being of my participants ahead of a personal desire to win.

I will treat each participant as an individual, remembering the large range of emotional and physical development for the same age group.

I will do my best to provide a safe playing situation for my participants.

I will promise to review and practice basic first aid principles needed to treat injuries of my participants.

I will do my best to organize practices that are fun and challenging for all my participants.

I will lead by example in demonstrating fair play and sportsmanship to all my participants.

I will provide an environment for my team that is free of drugs, tobacco and alcohol and I will refrain from its use at all school events.

I will be knowledgeable in the rules of each activity that I coach/sponsor, will teach these rules to my participants.

I will use those techniques appropriate for all the skills that I teach.

I will remember that I am a youth coach/sponsor and that the game is for children and not adults.

**A copy of these Ethics has been signed and is on file for each coach and or sponsor for all extra-curricular activities at Marseilles Elementary School.**

### **FORMAT FOR FILING COMPLAINTS**

Parents/guardians who have concerns or complaints regarding an extra-curricular activity should pursue their complaints by addressing the following chain of command:

1. Set up a time with the coach or sponsor to discuss concerns. This meeting should take place at a mutually convenient time. The coaches will not be available after games for such discussions and should be contacted to set up a time for meeting with concerned parent/guardian. The following issues should not be considered:

**Appropriate** issues to address with coach

Child's effort at practice

Child's behavior at practice

Skills that need improvement / practice

Child's attitude

**Inappropriate** issues to address with coach

Coaching strategies

Playing time

Other athletes / participants

2. If a resolution is not met after meeting with the coach or sponsor, then the parent/guardian of the student should refer the matter to the athletic director. If the athletic director and parent/guardian cannot resolve this matter the athletic director will schedule a meeting with the parent, coach himself and principal.
3. If a resolution is not met through the aforementioned meeting and the parent/guardian is not satisfied with the resolution, they may then request a meeting with the superintendent, and School Board if necessary, to resolve their concerns.

**MARSEILLES ELEMENTARY SCHOOL****2018-2019****Coaches and Sponsors**

8th Grade Boys Basketball	
7th Grade Boys Basketball	
6th Grade Boys Basketball	Mr. Mark Stanek
5th Grade Boys Basketball	Mr. Mark Stanek
8th Grade Girls Basketball	Ms. Beth Scutt
7th Grade Girls Basketball	Ms. Beth Scutt
6th Grade Girls Basketball	Ms. Mary Shehorn
5th Grade Girls Basketball	Ms. Mary Shehorn
Wrestling	Mr. Steve Smith
Baseball	Mr. Tanner Lindstrom
8th Grade Volleyball	Miss Lainey Parrott
7th Grade Volleyball	Ms. Mary Shehorn
6th Grade Volleyball	Mrs. Schreiter
7th & 8th Cheerleading Coach	Ms. Aubrey Williamson
5th & 6th Cheerleading Coach	Ms. Kim Manno
Track	Mr. John Roth Ms. Justine Moore
Yearbook Advisor	Mrs. Mary Kay Kavanaugh
Student Council Advisor	Mrs. Amy Graham
Scholastic Bowl Advisor	
Band Special Events	Mr. J. Colbert
Chorus Special Events	Ms. Ruth Ohmart
Spelling Bee Advisor	Mrs. LeAnn Raikes
Coaching Positions are contingent upon favorable Background Checks.	

**Please return this form to the school office, coach or sponsor prior to the first day of practice or activity.**

\_\_\_\_\_  
**SIGNATURE OF ATHLETIC DIRECTOR**

**We have read and understood the Marseilles Elementary School extra-curricular policy.**

**I have read and agree to abide by the Parent Code of Ethics.**

\_\_\_\_\_  
**SIGNATURE OF PARENT/GUARDIAN**

\_\_\_\_\_  
**SIGNATURE OF PARENT/GUARDIAN**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE OF STUDENT**

\_\_\_\_\_  
**SIGNATURE OF STUDENT**

\_\_\_\_\_  
**SIGNATURE OF STUDENT**

\_\_\_\_\_  
**SIGNATURE OF STUDENT**

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**SIGNATURE OF ATHLETIC DIRECTOR**

**I have read and understand the Marseilles Elementary School extra-curricular policy.**

**I have read and agree to abide by the Coach / Sponsor Code of Ethics.**

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**SIGNATURE OF COACH /SPONSOR**

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**DATE**