



# Jacksonville Middle School

## **Extracurricular Student Handbook**

Updated 8/2023

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## **EXTRACURRICULAR STUDENT HANDBOOK**

This handbook was written for the students at Jacksonville Middle School who participate in Illinois Elementary School Association (IESA) sanctioned activities or school sponsored activities in order that students and their parents may be better informed of the rules and policies.

Participating in extracurricular activities at Jacksonville Middle School is a great learning opportunity that we extend to the entire student body. The activities at Jacksonville Middle School allow students at all levels to participate against opponents of similar age, size, and ability. Student-athletes are expected to adhere to rules and procedures of the coaches, as well as follow guidelines stipulated by the school and IESA.

The athletics/activities program at JMS provides a positive venue to learn new skills, develop existing talents, and build positive relationships in a fun yet competitive environment. The hope is that the JMS student-athletes will develop into mature, young adults and become future leaders through the opportunities afforded to them.

Mrs. Celeste Lashmett  
Principal

Ms. Charity Karr  
Assistant Principal

Mrs. Janean Mays  
Assistant Principal/Athletic Director

Mr. Tim Roberts  
Assistant Principal

## **SPORTSMANSHIP**

Sportsmanship is playing fair, taking a loss or defeat without complaint, not gloating when winning, and generally treating opponents and officials with courtesy, generosity and fairness. These ideals represent the role of interscholastic activities included in your school. When these concepts are followed, interscholastic activities are shown as a positive and productive part of the total educational system.

JMS students should set a good example in the matter of sportsmanship and should quickly condemn unsportsmanlike conduct on the part of other students or adults. To this end, they should:

1. Remember that a student spectator represents his/her school the same as a participant.
2. Recognize that the good name of the school is more valuable than any game won by unfair play.
3. Accept the decision of the officials without comment.
4. Recognize and applaud an exhibition of fine play or good sportsmanship on the part of the home and visiting teams.
5. Insist on the courteous treatment of the visiting team as it passes through the streets or visits the local school building, and extend the members every possible courtesy.
6. Acquaint the adults of the community and the elementary and junior high students with ideals of sportsmanship that are acceptable to the high school.
7. Advocate that any spectator who continually displays poor sportsmanship will not be allowed to attend future contests.
8. Insist on fair, courteous, and truthful accounts of contests in local and school papers.
9. Encourage the full discussion of fair play, sportsmanship, and school spirit through class work and auditorium programs in order to discover ways by which students can develop and demonstrate good sportsmanship.

## **THE EXTRACURRICULAR STUDENT CODE**

### **FORWARD**

Participation in extracurricular activities at Jacksonville Middle School is a privilege, which carries with it varying degrees of responsibility. Since student participation on school teams is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct established by the administration, and other specific coaches' and sponsors' rules for their activity. Participants represent their school and student body. Participants are to conduct themselves in a manner that is becoming to Jacksonville Middle School.

### **DEFINITION OF TERMS**

**Student Participant:** Students enrolled at Jacksonville Middle School who participate in extra-curricular activities at JMS.

**Interscholastic Activities:** Sanctioned activities, practices and competitions under the rules and regulations of the Illinois Elementary School Association.

**In-Season or Out-Of-Season:** These phrases encompass the entire academic and calendar year (1-1 through 12-31). Since concerns for the health and reputation of the participants and the school go beyond any particular activity season, the code makes no distinction between in-season or out-of-season violations of this code.

**Is Caught:** This phrase means that (1) a student admits to a rule violation, or (2) an incident is reported in the media and is verified by law enforcement, or (3) an incident is directly reported by law enforcement to the school, or (4) an incident is witnessed and/or verified by school district officials. Just as our courts

cannot convict suspects on the basis of hearsay evidence and rumors, neither can school officials impose penalties based solely on hearsay and rumors. If circumstances justify, school personnel may investigate accounts of a student violating behavior rules; however, real evidence of violations must be available before the Athletic Director can begin any procedures or impose any penalties.

**ONLY IF THE STUDENT IS READY TO ACCEPT THIS, SHOULD HE OR SHE CONSIDER PARTICIPATING IN AN EXTRACURRICULAR ACTIVITY AS A CRIMSON!**

**The following general rules and regulations will be considered as guidelines which students are expected to respect and to maintain:**

1. **SCHOOL ATTENDANCE:** Whenever possible, contests will be scheduled so as not to conflict with classes. The student must be in attendance **all day** on the day of a contest to be eligible, unless authorized by the Athletic Director and/or the Principal. Any missed class work should be made up immediately after returning to the class.
2. **INJURIES:** Proper reporting of injuries to the coach, teacher, or supervisor is necessary for proper care. In addition, the student is obligated to report all injuries to the school nurse as soon as possible for insurance purposes.
3. **TOBACCO-ALCOHOL-DRUGS:** The use of tobacco, juuling, vaping, e-cigarettes, alcohol, and/or illegal or non-prescription drugs adversely affects the performance of students and is prohibited. A student's use of tobacco, alcohol, or drugs impairs his/her ability to perform and adversely affects the program in which he/she is participating and discipline will be administered.

**JMS ELIGIBILITY RULES**

Jacksonville Middle School requires students participating in IESA sanctioned activities to maintain a passing grade in all of their classes. For eligibility, a student must not have a **CURRENT** course grade during the activity season of "F".

Eligibility lists are distributed every week to all faculty. If a student is declared academically ineligible he/she will not participate in a contest until declared eligible on the next eligibility list. Eligibility runs Sunday through Saturday.

**JMS "CITIZENSHIP CODE"**

Any student participating in an extracurricular activity at Jacksonville Middle School who repeatedly receives behavioral referrals, in-school suspensions, and external suspensions will forfeit privileges of participation. Instances will be dealt with on a case by case basis.

**BULLYING, INTIMIDATION AND HARASSMENT**

Bullying, intimidation and harassment in any form will not be tolerated. Upon report of an incident there will be an investigation of the alleged incident and with validation of the incident, appropriate consequences and remedial action will be administered.

**EXTRACURRICULAR ACTIVITIES POLICIES**

1. **DROPPING OR TRANSFERRING SPORTS:** A person who quits, loses the privilege of participation in athletics. On occasion, however, an athlete may find it necessary to drop a sport or activity for a good reason. If this is the case, the following consideration and procedure must be followed:
  - a. Talk to your immediate coach and then to the head coach.
  - b. Report your situation to the Athletic Director.
  - c. Check in all equipment issued to you.

2. **EQUIPMENT/UNIFORMS:** School equipment/uniforms given to the student for their participation is his/her responsibility. He/she is expected to keep them clean and in good condition. Loss of any equipment/uniform is the student's financial obligation and will be billed at replacement cost.
3. **MISSING PRACTICE:** A student should always consult his/her coach, teacher, or sponsor **before** missing practice.
4. **SCHOOL ATTENDANCE:** On the day of a contest/event/game, a Jacksonville Middle School student shall be in attendance for a full day. Exceptions must be cleared in advance with the Athletic Director or Administration.
5. **TRAVEL:** All students should travel to and from out-of-town contests in transportation provided by the school district. Students will remain with their squad and under the supervision of the coach, teacher, or supervisor when attending away contests unless written permission has been given to the Athletic Director or supervisor by the parent/guardian to ride with the student's parent/guardian. **The Alternate Transportation form must be completed a minimum 24 hours in advance if the student's parent/guardian is requesting another adult transport their child. The Alternate Transportation form will be provided upon request to the Athletic Director.**
6. **DRESS ON TRIPS:** Students will be expected to dress appropriately for all trips. The coach, teacher, or sponsor is responsible for advising the students what they will need for a trip.
7. **DRESSING ROOM REGULATIONS:** A student should show proper respect for any visitors and their facilities. "Horseplay" will not be tolerated at any time. Students should safeguard their equipment, clothing, and valuables at all times and be sure to turn off all the showers.
8. **UNSPORTSMANSHIP ACTIONS:** Any student or parent spectator who is asked to leave any extracurricular contest for unsportsmanlike actions **will not be allowed to the next home contest. Continuance of such actions or behavior will result in no admission to any extracurricular events at Jacksonville Middle School for an entire year.**

## **BEHAVIOR CODE**

### **A. PURPOSE**

The dual purpose of this document is to state the rules relating to the Behavior Code for students at Jacksonville Middle School and to outline the process which takes place when Jacksonville Middle School becomes aware that a student has violated any of those rules.

The policies, rules, and procedures written in this Code reflect the general educational philosophy of the coaches, sponsors, and administrators at Jacksonville Middle School and have been reviewed and endorsed by the Board of Education of School District 117. The primary purpose of the Jacksonville Middle School Extracurricular Behavior Code is to promote a positive attitude and image for JMS students and teams, which represent the school and community in interscholastic competition. The rules contained in the Code are not meant to be restrictive; rather, regulations are designed to protect the health and reputation of the student and extracurricular programs.

### **B. REQUIREMENTS**

Prior to participating in an activity at Jacksonville Middle School, the student and his/her parent/guardian are encouraged to attend the respective athletic meeting to receive an explanation of the extra-curricular handbook. After receiving an explanation of the handbook and answers to any questions they may ask, the student and parent/guardian must sign an extra-curricular handbook affirming that they understand the rules, penalties and process presented and which bind the student to adhere to the Student Handbook.

### **C. SUSPENSIONS**

If a student is on external school suspension, he/she may not practice nor compete in JMS extracurricular activities during that suspension. Furthermore, students on a multiple-day suspension will also not be allowed to participate in 1/9 of the total competitions in the current extra-curricular season.

If a student is on internal school suspension, he or she may practice and/or compete in JMS extracurricular activities at the discretion of the coach and/or Athletic Director.

#### **D. FIGHTING**

A student who is caught fighting off campus will not be subject to the penalties defined by this Code unless the incident becomes a police matter. The Athletic Director, Administration, and coach of the students current team may address the incident.

#### **E. RULES**

A student who is caught violating any laws will be subject to the penalties as defined within this Code.

For health, safety and legal reasons, students who participate in interscholastic activities at Jacksonville Middle School are prohibited in-season and out-of-season from using tobacco products, illegally possessing or consuming alcohol and possessing or consuming illegal nonprescription drugs. A student who is caught violating this rule will be issued consequences.

#### **F. INVESTIGATION**

Violations of this code will be investigated and handled individually by the Jacksonville Middle School Athletic Director and/or the Administration. During an investigation of an alleged code violation, the Jacksonville Middle School Athletic Director and/or the Administration may rely upon law enforcement officials, news media, eyewitnesses or school district officials.

#### **G. PENALTIES FOR CODE VIOLATIONS**

**First offense:** After the first offense against the Behavior Code, a student will be suspended immediately for a minimum of 1/9 of the competitions, which will include at least one contest. Any student will be allowed to practice with the team during his/her suspension from competitions. If the violation occurs out-of-season, the student's suspension will begin on the Monday prior to his/her first interscholastic competition of the new season.

Before resumption of competition, the student and his/her parent/guardian must contact the Head Coach or teacher, Athletic Director, or JMS Administration to arrange a conference. The purpose of the conference is to review the facts and circumstances surrounding the infraction, the present situation, and the future implications.

**Second Offense:** After a second offense against the Behavior Code, the student will be immediately dismissed from the team for the remainder of the season and will forfeit all awards he/she is eligible to receive. If the second violation occurs out-of-season, the student will not be considered to resume participation practices or events at Jacksonville Middle School until he/she meets the following requirements:

1. Agree to attend a mandatory counseling program (at the cost of the student/family);
2. Prior to the season starting and with the coach's or teacher's approval, work as a manager or statistician for an entire season for any Jacksonville Middle School interscholastic activity, attend all practices and activities;
3. Enact the Appeal Process at the Principal level for reinstatement. Reinstatement is not guaranteed by simply completing items 1 and 2.

**Third Offense (in-season/out-of-season):** After the third offense in-season/out-of-season, the student is declared ineligible for one (1) calendar year. After one year, the student may petition in writing the Appeal Process to hear any evidence to be considered for reinstatement to participation at Jacksonville Middle School.

### **ADDITIONAL OFFENSES and PROVISIONS:**

Should a student receive a major suspension of 3 or more days this will be considered a First Offense Extracurricular Code violation. Any additional major suspension will be considered a Second Offense. A third major suspension will be considered a Third Offense of the Code.

Inappropriate pictures taken and/or posted on the web and/or produced in a hard copy format will be investigated by the appropriate individuals at JMS. Upon completion of the investigation, a decision will be made if the pictures constitute a violation of the Code.

Should a student not be able to complete the penalties during the current activity, all penalties will carry over to the next activity. This may carry over from one school year to the next school year.

**Truth Provision:** If a student's denial of an offense is found to be false, all consequences could be doubled.

**Admission Provision:** If a student informs a school official they may have a dependency problem, and the student completes a counseling program related to the dependency, the student may receive a one time "no penalty".

### **JMS Extracurricular Handbook Acknowledgement**

I will review the JMS Extracurricular Handbook with my child in an effort to ensure understanding of participant expectations. My signature below acknowledges receipt.

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

\_\_\_\_\_  
Date

As a participant in extracurricular activities at Jacksonville Middle School, I understand it is my responsibility to review and adhere to all expectations associated with my participation and representation of Jacksonville Middle School.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date