

# Grayslake Middle School



## CO-CURRICULAR ACTIVITY HANDBOOK 2014-2015

Grayslake Middle School Athlete/Parent/Sponsor/Coach Handbook

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Dear Grayslake Middle School Student-Athlete and Parent(s)/Guardian(s):

In this handbook, you will find policies and procedures that will make the activity programs at Grayslake Middle School readily accessible to everyone. All participants in activity programs must understand that participation in a co-curricular activity is a privilege. It requires time, dedication, and a willingness to meet expectations beyond those required in the rigorous classroom settings. As a member of a GMS co-curricular activity, our students understand that he/she is a representative of our school and must adhere to conduct that upholds the standards of responsible behavior. All participants represent our community and should have a sense of pride in themselves and the team that they are participating on.

It is our hope that this handbook will be helpful to you, and that it will prevent any misunderstandings regarding the policies and procedures of the Grayslake Middle School Activity Department. Despite our earnest efforts, it is impossible to cover every aspect of all programs and situations that may develop. We reserve the right to change or adapt policies or procedures that are in the best interest of our students. We strongly suggest that students and parents read the handbook together and keep it to use as a quick reference.

We want to encourage you to not only pursue academic excellence, but also to become involved in our many co-curricular programs offered at Grayslake Middle School. These activities are an integral part of the middle school experience and will provide excitement throughout the year, as well as fond memories for the rest of his/her life. Become involved; pursue excellence; and have a great season.

Respectfully,

GMS Activities Directors

Sandy Tengler

Joyce Van Laeke

## **GMS Co-curricular Activities Philosophy Statement:**

The purpose of the co-curricular program at Grayslake Middle School is to provide students with new experiences that promotes teamwork, sportsmanship, improvement of skills, and an exposure to competition at various levels. We believe that athletics and activities are an integral part of the education process and should promote the development of positive attitudes and habits in our students. Although we strive to compete, and winning is a part of our programs, our primary focus remains on the development of our students' skills, the promotion of teamwork, and the appreciation of all participants' contributions to the activity.

## **GMS Students', Parents', Sponsors', and Coaches' Rights and Responsibilities**

### **Students' Rights and Responsibilities:**

- \* To have a safe and fun experience.
- \* To be treated and treat others with dignity and respect.
- \* To demonstrate appropriate sportsmanship at all times.
- \* To have an equal opportunity to strive for success.
- \* To understand that all peers are gifted, but not in equal ways.
- \* To acquire the experience of appropriate participation as a member of the team.
- \* To follow and abide by the rules and guidelines that have been established by the coach(es).
- \* To commit to, support, and abide by the school and activity department policies and procedures.
- \* To understand that it is acceptable to make mistakes. Use mistakes as a positive learning experience.

### **Parents' Rights and Responsibilities:**

- \* To be a good spectator and model positive sportsmanship at all times.
- \* To have a safe and fun experience with your child.
- \* If concerns arise, bring them up appropriately to the coach or sponsor.
- \* To be an advocate for your child and supply appropriate support as needed.
- \* To be treated with dignity and respect.
- \* To understand that all children are gifted, but not in equal ways.
- \* To provide unconditional love and support, not based on performance.
- \* Commit to and support the school and activity department's policies and procedures.

### **Coaches' and Sponsors' Rights and Responsibilities:**

- \* To provide a safe and fun experience for all students.
- \* To be treated with dignity and respect.

- \* To understand that all students are gifted, but not in equal ways.
- \* To demonstrate respect and appropriate sportsmanship at all times.
- \* To be open to constructive criticism and be willing to keep the channels of communication open.
- \* To foster a positive coach/sponsor - athlete - parent relationship.
- \* To increase self-esteem and reduce performance destroying anxiety.
- \* To understand that it is OK to make mistakes. Use mistakes as a positive learning experience.

**Goals of Grayslake Middle School Activity Department:**

1. Develop programs that encourage the participation of many and encourage a sense of unity among the students, faculty, and community.
2. Provide participants with the opportunity to compete and improve academically, physically, and socially with their peers.
3. Provide fundamental activity, specific knowledge and skills to all participants.
4. Develop and improve leadership, sportsmanship, teamwork, and citizenship skills in our students.
5. Encourage a positive balance between academics and co-curricular participation.
6. Foster an appreciation of the activity or sport and promote enjoyment.

**Teams and Activities**

**Grayslake Middle School supports athletic teams in the following areas:**

- \* Cross Country
- \* Poms
- \* Boys Soccer
- \* Girls Basketball
- \* Boys Basketball
- \* Cheerleading
- \* Boys Volleyball
- \* Girls Volleyball
- \* Wrestling
- \* Girls Soccer
- \* Girls Softball
- \* Track and Field

**Grayslake Middle School supports these activities and clubs:**

- \* Science Olympiad
- \* Student Council
- \* Scholastic Bowl
- \* Ski Club
- \* Yearbook Club
- \* Homework Club
- \* Spirit Club
- \* Spelling Bee
- \* Service Club
- \* Drama Club
- \* Art Club
- \* A Variety of Academic and Intramural Activities

**Clubs and Intramurals:**

At Grayslake Middle School, we believe that students learn best in a safe and nurturing environment where all students have the opportunity to participate. Your child has the opportunity to participate in a variety of competitive and noncompetitive clubs and activities that will build his/her academic/athletic interests. The Staff of GMS offer various clubs and activities throughout the school year. Classes and clubs may range from challenging academic activities to fun board games to various athletic opportunities. Each activity does have a registration fee associated with it. Registration packets will be handed out at periodic times throughout the school year.

**Tryout Dates for Athletics:**

Attached in the appendix section of this handbook (Appendix A), you will find a listing of the four seasons for Grayslake Middle School activities and the athletic offerings for each season. **Students may only participate in one activity per season.** The time commitment for each of these activities is too great to allow students to fairly participate in more than one activity per season.

**Fee Schedules for Athletics and Intramurals:**

Please find the fee schedule for this year in the appendix section of this handbook (Appendix B).

**Policies/Procedures/Guidelines**

**Payment Policy**

**Please understand that payment of the activity fee is required for continued participation. The fee must be paid, or a payment plan completed (with deposit and progress made towards payment) by the first game of the season, or the student will no longer be allowed to participate.**

**Once payment is received, the student will be allowed to participate again. Payment plans can be set up and arranged by contacting the activity directors.**

**Please note, there is not a fee waiver process for activities and athletics. If you are unable to pay the activity fee, please contact one of the activity directors so a payment plan can be made.**

There is no refund of an activity fee for a student being removed or quitting a team after the season has started or for a student who is hurt while participating in an activity not sanctioned by Grayslake Middle School.

\*\*\* Parents are expected to volunteer a few hours of their time during the season to help with selling concessions or working the score clock during games.

### **Coaching:**

The coaches at GMS serve as role models to the students involved in all of our programs. Our coaches never place the value of winning above the value of character building, participation, and learning. Coaches strive to set an example of high ethical and moral conduct in dealing with student-athletes, parents, officials, administrators, and the public. Our coaches also promote the entire interscholastic program of the school and direct their own programs in harmony with the total school program. Specific guidelines, responsibilities, and expectations of student-athletes will be discussed at a preseason parent meeting (open house) for each sport.

### **Practices:**

All team members are expected to attend all practices. Teams and athletic activities practice five days a week after school from 3:25 - 5:00 P.M. (Unless specifically scheduled otherwise).. We strongly recommend that vacations be limited during the season(s) that your child is participating in, as participants need to be at practices in order to participate in games or contests. Written or verbal communication to the coach must be made prior to missing any practice and/or game due to any circumstances. This communication should be made by the athlete whenever possible. Unexcused absences from practices may result in a loss of playing time in competitions.

**Please understand that prompt pickup of your child is expected and appreciated after practices and competitions. All players must be picked up within 15 minutes of the ending time of a game or practice. If your child is not picked up within this time frame, he/she will have to walk to the Grayslake Public Library and be picked up there.**

**Tryouts:**

In some of our sports, reducing a team down to a smaller number is a necessity. All coaches will use the following as principles when determining the initial team roster and season long retention of participants: ability, talent, potential, attitude, and discipline. There will be two to three days of tryouts for each “cut” sport. Although attendance is not mandatory at all sessions, various skills will be assessed on each day. If a student misses a day of tryouts, he/she may not have the opportunity to make-up the skills assessed on that day of tryouts.

**Activity and Athletic Behavior Policy:**

In order to maintain eligibility, a student must exhibit appropriate behavior at all times. Inappropriate behavior such as insubordination, or other disruptive or unsportsmanlike conduct, both during the school day and while participating on his/her co-curricular activity, will place a student at risk of ineligibility. The seriousness of the infraction and the consequences there of will be determined by the specific coach or sponsor, parent(s), and the activity directors and or building administrator. All school rules apply whenever a student is in a position to be a reflection of his/her school.

If a student is placed on social probation for any reason, he/she may not participate in or attend any activity, practice or competition.

In the case of a behavior related in-school suspension, the student will miss any games and practices during the consequence, or at least one game. A second behavior related in-school suspension will result in consequences that will be determined by the specific coach or sponsor, parent(s), and the activity directors and or building administrator.

Further, each coach or sponsor reserves the right to create a list of specific activity/sport expectations that the participants must abide by during that specific season.

**School Attendance Policy for the Day of an Co-curricular Activity:**

Students must be in attendance for at least one-half of a day (180 minutes) in order to be considered eligible for participation in the day’s co-curricular activities (tryouts, practice, or game). However, if there are extenuating circumstances for the absence, parents must contact the athletic director and coach to discuss the situation and the opportunity for participation.

\*\* If a student misses any part of the school day due to illness or injury (regardless of academic periods attended) the student will not be able to

participate in the after school event without a doctor's note indicating that the said student is "physically able and safe" to participate.

All students participating in athletics must also be currently participating in physical education. If a student does not dress nor participate in PE class on the day of a practice or a competition, the student will not be allowed to participate in the co-curricular activity.

**Physical Examinations:**

Students participating in interscholastic athletics must have a sports physical on file in the health office **prior to the first day** of tryouts or practice. Sports physicals are valid for one calendar year and must be valid throughout the sport season a student is participating in.

Grayslake Middle School shall abide by the Illinois Elementary School Association rules as they pertain to physicals. Section 3.060 of the IESA by-laws states that, " No students shall be permitted to compete in a tryout, practice, or game unless such students has filed with the school principal a certificate of physical fitness issued by a licensed physician, physician's assistant, or nurse practitioner as set forth in the Illinois State Statues not more than one year preceding such tryout, practice, or contest in any athletic activity."

**Student Injuries:**

The coach/sponsor is responsible for giving initial first aid and reporting all injuries to the athletic director and parent(s). The following will be adhered to:

1. Coach/sponsor will give basic first aid to the student's injury.
2. Any school related injury will be reported to the athletic director/administrator and parent(s) on the evening of the activity. An accident report form will be filed with the athletic director and main office.
3. If an individual (student) has a special medical problem that may be affected during the activity, the athletic department must be informed.
4. Should an injury be discovered after the student has returned home, the student and/or parent(s) should report the injury to the coach and athletic director upon arrival at school the following day.

\*\*\* Concussions are a reality of athletic activity. The staff of Grayslake Middle School takes head trauma and concussions very seriously both during and after the injury. When a head injury occurs, parents or guardians will be contacted by a school official and expected to take the students to the doctor to be assessed

and cleared before the student will be allowed to return to school or activity. As the nature of each head injury will be different; we will handle each individual student's post-care differently. If an incident occurs, personnel from Grayslake Middle School will communicate with parents to determine the necessary steps for the student's post-trauma educational and activity care.

**All Parents and students will review concussion information and sign a sheet stating they understand our policies and will support them. It provided at parent meeting.**

**Equipment / Uniforms:**

Athletes are responsible for the equipment/uniforms that are issued to them. Lost equipment must be paid for by the athlete at the replacement cost. An athlete will not be allowed to participate in a subsequent sport or activity until the lost equipment/uniform is returned or paid for. **There is a listing in the appendix of the replacement fees for each piece of the students' uniforms.**

**Interscholastic Competition:**

Grayslake Middle School is committed to ensuring equitable athletic and academic opportunities for both girls and boys.

**Weather Cancellations:**

If there is a cancellation for any activity, every attempt will be made to make an announcement to participants and parents by 2:00 p.m. Information regarding cancellations will be available through the website/email. On days of cancellations, students will be provided time to use a telephone to notify parents and make transportation arrangements.

**Transportation:**

When students are transported by bus to an away contest with a competing school, they must ride the bus back to Grayslake Middle School after the activity with the following exceptions:

1. Verbal communication by a parent at the away competition confirming that they will be providing a ride home for their child. Parent must also sign child out with the coach or sponsor and provide a photo ID.
2. A signed and dated note by the parent stating that his/her child has permission to ride home with a specific adult. The child must be signed out by the adult with the coach or sponsor and provide a photo ID.

**Sportsmanship:**

The Grayslake Middle School Activity Department recognizes the importance of good sportsmanship in all school related activities. Good sportsmanship also applies to behavior outside the school day and activity. The following guidelines are set for all students:

1. Gain an understanding and appreciation for the rules of the activity.
2. Exhibit positive behavior at all times.
3. Appreciate skill performances of all members whether on your team or not.
4. Respect all spectators, participants, coaches, sponsors and officials.

**Athletic Eligibility Policy:**

All student-athletes at GMS are encouraged to make academics a top priority. Student eligibility for activities is reviewed on a weekly basis by the staff at GMS for all participants involved in activities during the current season. Students must be passing all classes in order to be eligible (60% or higher). Students earning a "D" in a course are considered on academic warning and are required to seek help from the teacher of the class. Students earning an "F" in any class will not be allowed to participate in practices or contests during that week. Eligibility is determined each Tuesday by the classroom teacher, and the teacher is responsible for notifying the AD and the parent again of any academic issues. The activities director will then notify the coach, student and the parent of the academic issue. If a student is found to be ineligible, he/she must sit out of all practices and contests from Wednesday through the following Tuesday. During this time, the ineligible participant is required to seek academic help with a specific teacher or in homework club instead of participating with the team. **An ineligible student may not dress or participate in, or attend, any practices or contests, until the week that the student becomes eligible again.**

**Suburban Middle School Conference**

**Participating Schools:** **North Division:** Grayslake, Hawthorn North, Hawthorn South, Matthews, and Wauconda. **South Division:** Barrington Prairie, Barrington Station, Fox River Grove, Lake Zurich North, and Lake Zurich South.

**Suburban Middle School Conference Philosophy Statement:**

The philosophy of the Suburban Middle School Conference is to provide maximum opportunities for participation in a variety of co-curricular activities (both athletic and academic) with schools that share common middle school beliefs.

### **Conference Goals for Coaches/Students:**

#### Coaches will:

- Impart to their students, not only a desire to win, but respect for the game.
- Teach their students to succeed with humility, and handle adversity with dignity.
- Model integrity in all interactions with students, officials, peers, and spectators.
- Exhibit the same positive behaviors and attitudes they expect from their students.
- Keep the physical and emotional well-being of their students foremost in their minds in all decisions and actions.

#### Students will:

- Treat competitors, teammates, coaches, officials, and fans with courtesy and respect.
- Continually strive to improve and excel, both in the classroom and in all school activities.
- Represent their team, their school, their conference, and their community in a positive and responsible manner.
- Model and exhibit good sportsmanship in all contests and practices.

### **Driving Directions:**

Please see Panther Roads for maps (available on-line and paper) of participating schools and some non-conference schools.

### **Activities Directors:**

**Sandy Tengler**

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847.223.3680 x 5991

**Joyce Van Laeke**

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**Marcus Smith – Principal**

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## **Appendix A**

Due to the number of activities offered after school, and the amount of dedication needed to make them successful, a policy regarding participation has been developed. Grayslake Middle School has activity events split into four seasons. Within each season is a listing of the sports/activities offered. Students may participate in only **one** activity per season listed.

The only exception is that an athlete may tryout for scholastic bowl while participating in another sport. However, that student must fulfill that teams season requirement before practicing with the scholastic bowl team.

Any student who wishes to tryout for an interscholastic sport **must have a current physical on file before the first day of tryouts!**

### Season #1

Girls' Basketball  
Boys' Soccer  
Cross Country  
Poms  
Show Choir  
Musical

### Season #2

Boys' Basketball  
Cheerleading  
Science Olympiad  
Musical

### Season #3

Girls' Volleyball  
Boys' Volleyball  
Wrestling  
Drama (Spring Play)

### Season #4

Scholastic Bowl  
Softball  
Girls' Soccer  
Track and Field

## Grayslake Middle School Athletic Tryout Dates 2014-2015

### Season #1 Tryout Dates August 21<sup>st</sup> - 22<sup>rd</sup> Parent Meeting August 29<sup>th</sup>

Girls Basketball

Boys Soccer

Poms

Cross Country (Student Meeting, Thursday, August 21<sup>st</sup>)

Musical Auditions September 30<sup>th</sup> - October 3<sup>rd</sup>

\*Please note—A student participating in a Season 1 sport may tryout for the musical. If they make the cast, they must first fulfill the obligations to their Season 1 sport prior to beginning practices for the Musical. If you have questions, please see Mr. Smith

### Season #2 Tryout Dates Parent Meeting October 23<sup>rd</sup>

Boys Basketball October 14<sup>th</sup>-16<sup>th</sup>

Cheerleading October 20<sup>th</sup> - 21<sup>st</sup>

### Season #3 Tryout Date: Parent Meeting January 9<sup>th</sup>

Girls Volleyball December 15<sup>th</sup>-18<sup>th</sup>

Boys Volleyball January 5<sup>th</sup> - Jan7<sup>th</sup>

Wrestling - Conditioning for Wrestling starts in December.  
Watch for dates around school.

Spring Play Auditions Early January

### Season #4 Tryout Date: Parent Meeting March 16<sup>th</sup>

Scholastic Bowl - Student Meeting February 2<sup>nd</sup>

\*Any athlete participating in volleyball or wrestling may meet with Scholastic Bowl on this date. However, you must fulfill your current team responsibility before going to scholastic bowl practices. If you have questions, please see Mr. Smith.

Girls Soccer March 9<sup>th</sup>-11<sup>th</sup>

Softball March 9<sup>th</sup>-11<sup>th</sup>

Track and Field (Student Meeting Monday, March 9<sup>th</sup>)

## **Appendix B**

### **Interscholastic Activities Program**

Pay to Participate Fee Schedule per Activity

<b><u>ACTIVITY</u></b>	<b><u>FEE</u></b>
Girls' Basketball	\$275
Boys' Basketball	\$275
Cross Country	\$150
Boys' Soccer	\$175
Cheerleading	\$125
Poms	\$125
Girls' Volleyball	\$175
Boys' Volleyball	\$175
Wrestling	\$175
Track	\$120
Softball	\$175
Girls' Soccer	\$175
Scholastic Bowl	\$120
Science Olympiad	\$225
Illuminations	\$200
Musical	\$120
Drama (Spring Play)	\$120
Crew/Pit Band	\$50

## Uniform Replacement Costs

<b>Sport</b>	<b>Jersey</b>	<b>Shorts/Pants</b>	<b>Other</b>
<b>Girls Basketball</b>	\$33.00 each—home and away	\$27.00	Practice Jersey \$15.00
<b>Cross Country</b>	\$14.00	\$12.00	
<b>Boys Soccer</b>	\$26.00	\$13.00	
<b>Poms</b>	\$35.00	\$32.00	
<b>Boys Basketball</b>	\$33.00 each—home and away	\$27.00	Practice Jersey \$15.00
<b>Cheerleading</b>	\$35.00	\$32.00	
<b>Wrestling</b>	\$38.00 (singlet)		Headgear \$25.00
<b>Girls Volleyball</b>	\$30.00	\$15.00	
<b>Boys Volleyball</b>	\$30.00	\$15.00	
<b>Scholastic Bowl</b>	\$15.00		
<b>Girls Soccer</b>	\$26.00	\$13.00	
<b>Girls Softball</b>	\$26.00	\$20.00	
<b>Track</b>	\$14.00	\$12.00	

**Please initial each item and sign at the bottom and return this sheet to your coach or sponsor. Your initials and signature state that you have read and understand the expectations for your student-athlete and agree to the requirement here in.**

**Activity:** \_\_\_\_\_

We have read, understand, and agree to abide by these stated policies and procedures set by the Grayslake Middle School Activity Department. Policies and Procedures include, but are not limited to the following:

**A student must have a sports physical on file in the health office before the first day of the tryout or practice.** Student \_\_\_\_ Parent \_\_\_\_

**All participation fees/payment plans are due prior to the first game or competition.** Student \_\_\_\_ Parent \_\_\_\_

**Students must attend at least one-half of the school day (180 minutes) to practice or participate in an activity.** Student \_\_\_\_ Parent \_\_\_\_

**In order to maintain eligibility a student must exhibit appropriate behavior at all times.** Student \_\_\_\_ Parent \_\_\_\_

**All students must be picked up within 15 minutes after any activity or they will walk to the Library and the coach or sponsor who will confirm their arrival at the library and then they will leave for the day/night.** Student \_\_\_\_ Parent \_\_\_\_

**Students on social probation may not attend any activity during that time.** Student \_\_\_\_ Parent \_\_\_\_

**Athletes are responsible for all uniforms and equipment assigned to them.** Student \_\_\_\_ Parent \_\_\_\_

**Athletes must adhere to the student academic policies relating to eligibility which includes passing all classes.** Student \_\_\_\_ Parent \_\_\_\_

Any violation of such stated guidelines may result in disciplinary action or removal from the team.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

# Emergency Contact Information for Athletics/Activities

Student Name \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Cell Phone Number (mom or dad) \_\_\_\_\_

Email Address \_\_\_\_\_

Alternate Number (please specify) \_\_\_\_\_

Alternate Contact Name \_\_\_\_\_

Alternate Contact Phone Number \_\_\_\_\_

Please list all people who have permission to sign your child out from an activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ANYONE signing out a participant, including parents, will be asked to show a Driver's License or photo ID to the coach or supervisor.**

## Medical Conditions/Allergies

Please list any conditions or information coaches/supervisors would need. Please include food allergies as many snacks are eaten on the way to contests/meets.

Allergies: \_\_\_\_\_

Medical Concerns: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

