



**CHURCHVILLE MIDDLE
SCHOOL**

**Activities & Athletics
Handbook
Parents and Students**

Churchville Middle School Athlete/Parent/Sponsor/Coach Handbook
Table of Contents:

Parent Letter	3
Athletic/Activities Philosophy Statement	4
Students', Parents', Sponsors' and Coaches'	
Rights and Responsibilities	4
Athletic/Activities Goals	5
Teams and Activities	5
Athletic Teams	5
Activities Offered	5
Clubs and Intramurals	6
Sports Seasons Tryout Dates	6
Fee Schedules	6
Policies/Procedures/Guidelines	
Payment Policy	6
Coaches	6
Practices	6
Tryout Policies	7
Behavior Policies	7
School Attendance in Regards to Extracurricular Activities	7
Physical Examinations	8
Student Injuries	8
Equipment/Uniforms	8
Weather Cancellations	9
Transportation	9
Sportsmanship	9
Eligibility	10
Thought for Parents	12
Driving Directions	12

Dear Churchville 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 Churchville 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 traditional classroom setting.

As a member of a MIDDLE SCHOOL co-curricular activity, one must 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 the community and should instill 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 Churchville Middle School activities/athletics program.

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 Churchville Middle School. These activities are an integral part of the total middle school experience and will provide excitement throughout the year, as well as fond memories for the rest of your life. Become involved; pursue excellence; and have a great season!

Sincerely,

Gina Pogue Reeder
Principal

Assistant Principal

The Churchville Coaches and Sponsors

MIDDLE SCHOOL Extracurricular Activities Philosophy Statement:

The purpose of the co-curricular program at Churchville Middle School is to provide students with new experiences that promote 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 student participants. 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.

MIDDLE SCHOOL 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 OK to make mistakes. Use mistakes as a positive learning experience.

Parents' Rights and Responsibilities:

- * To be a good spectator and model appropriate sportsmanship at all times.
- * To have a safe and fun experience for your child.
- * If valid 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 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 valid 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 Churchville Middle School Activities and Athletics:

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

Churchville Middle School supports athletic teams in the following areas:

- Cross Country (6th, 7th, & 8th Grade)
- Girls Basketball (7th & 8th Grade)
- Boys Basketball (7th & 8th Grade)
- Boys Volleyball (7th & 8th Grade)
- Girls Volleyball (7th & 8th Grade)
- Track and Field (7th & 8th Grade)

Churchville Middle School supports these activities and clubs:

- Art Club
- Drama
- Chess Club
- Robotics Club
- School Newspaper
- Science Olympiad
- Jazz Band/Choir
- Give to Others (GTO) Club
- Yearbook
- Industrial Tech Club
- Student Council
- Pep
- Circle of Friends

Clubs vary from year to year; please listen for announcements for new programs and activities during the current school year.

Clubs and Intramurals:

At Churchville 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. Teachers from Churchville Middle School offer various clubs and activities throughout the school year. Clubs range from challenging academic activities to service projects and leadership opportunities to various other activities to foster creativity and further develop students' skills and interests.

Intramural Activities are offered for 6th – 8th grade students during the course of the school year. A wide variety of competitive and fun activities are offered throughout the year, including opportunities for inter-class competitions.

Each activity does have a registration fee associated with it. Registration packets will be handed out at periodic times throughout the school year, and information will be shared on school announcements, and through the weekly bulletin.

Tryout Dates for Athletics:

Specific tryout dates for all sports will be communicated through school announcements, Physical Education classes, and in the weekly school bulletin.

Fee Schedules for Athletics and Intramurals:

Participation fees will be provided on all communications and forms for each activity and sport. There is a separate fee for each, payable at the start of the season/activity to the coach/sponsor.

Policies/Procedures/Guidelines:**Coaching:**

The coaches at Churchville Middle School 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. Most athletic activities

practice five days a week after school. Due to limited gymspace, teams, at times, may practice later in the evening. All practices are scheduled by the coach and Assistant Principal. Practice schedules will be handed out to the participants on the team.

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.

Tryouts:

In some of our sports, reducing a team down to a more suitable 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 insolence, insubordination, or other disruptive or unsportsmanlike conduct, will place a student at risk of ineligibility.

The seriousness of the infraction and the consequences thereof will be determined by the specific coach or sponsor, parent(s), and the Assistant Principal.

All school rules apply whenever a student is in a position to be a reflection of his/her school.

In the case of a behavior related in-school/out-of-school suspension, the student will miss any games and practices during the consequence.

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 Assistant Principal/Principal.

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 Extracurricular Activity:

Students must be in attendance for at least one-half of a day (3 ½ hours or 4 class periods) in order to be considered eligible for participation in the day's extracurricular activities (tryouts, practice, or game). However, if there are extenuating circumstances for the absence, parents must contact the Assistant Principal 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 students 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 competition, the student will not be allowed to participate in the extracurricular activity.

Physical Examinations:

Students participating in interscholastic athletics must have a sports physical on file in the health office **before 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.

Student Injuries:

The coach/sponsor is responsible for giving initial first aid and reporting all injuries to the Assistant Principal 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 administrator and parent(s) on the evening of the activity. An accident report form will be filed with the School Nurse and Main Office.
3. If an individual (student) has a special medical problem that may be affected during the activity, the School Nurse 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 School Nurse upon arrival at school the following day.

Concussions are a reality of athletic activity. The staff of Churchville 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 Churchville Middle School will communicate with parents to determine the necessary steps for the

students post-trauma educational and activity care.

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.

Weather Cancellations:

If there is a cancellation for any activity, every attempt will be made to make an announcement to participants and parents by 2:30 p.m. Information regarding cancellations will be available through the main office, via email, school web page and voice mail. 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 Churchville 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.

Safety of our students is essential and an important responsibility for our coaches and sponsors. Failure to adhere to these guidelines may result in the child being removed from further participation in the program or activity.

Sportsmanship:

The Churchville 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.

Eligibility:

Participation in any extracurricular activity is a privilege. **Our main focus is academic performance and social responsibility.** Therefore, students are excluded from participating in or attending extracurricular activities according to the following guidelines:

1. Students failing two classes (receiving an “F” or “N”) during the activity will be given one week to improve. They may attend the activity during that week. However, coaches/supervisors will use discretion regarding these students’ level of participation. During the next eligibility check, students who have not achieved a passing grade in that class will be ineligible to participate to any degree until the grade is raised. Sustained inability to improve a failing grade in that class may result in removal from the extracurricular activity.
2. Students receiving an in- or out-of-school suspension will be ineligible to participate in their activity on the day(s) of the suspensions. Students may also be removed from the activity for a designated period of time based on the discretion of the administration and coaches.
3. Students serving a detention on the day of an activity will be required to report to the activity immediately following the detention. Administration and coaches/sponsors will use discretion regarding participation.
4. Other consequences resulting from misbehavior may be assigned at the discretion of the administration and coaches/sponsors.
5. Participation in extracurricular activities requires attendance in school on the day of the activity for at least four class periods, or 3 ½ hours of the school day. If the event is on Saturday, the student must be present for at least four class periods on Friday to participate.
6. Extraordinary circumstances will be taken into consideration by the Administration. The above stated policies apply to daily activities (over an extended period) as well as activities that meet on a once per week basis.

A Few Final Thoughts for Parents:

We are acutely aware that the success of your son and/or daughter comes from the parental support you give your son and/or daughter. Following are some suggestions that might assist you with your role as a supportive parent.

1. Make sure your son and/or daughter knows that, win or lose, you *love* them, appreciate their efforts, and are not disappointed in them. Be the person in their life that they can look to for constant positive reinforcement.
2. Try your best to be completely honest about your child's capability, his or her competitive attitude, and his or her actual skill level.
3. Be helpful, but *don't* coach him or her to the court, field, track, classroom or on the way back, or at breakfast, and so on. It's tough not to, but it's a lot tougher for your child to be inundated with advice, pep talks, and often critical instruction.
4. Teach them to enjoy the thrill of competition, to be "out there trying", to be working to improve their skills and attitudes. Help them to develop the feel for competing, for trying hard, for having fun.
5. Model respect for the rules, the participants, the coaches, and the officials.
6. Try not to re-live your athletic/activity life through your child in a way that creates pressure.
7. *Don't* compete with the coach – It is tough enough to be a parent.
8. Attend parent-coaches gatherings so that you can become acquainted with the coach so you can help understand his/her philosophies and expectations.
9. *Don't* compare the skill, courage, or attitudes of your child with other members of the team.
10. Make arrangements to drop-off and pick-up your student on time.
11. Always remember that children tend to exaggerate both when praised and when criticized. Temper your reactions and investigate before overreacting.
12. The job of the parent of an involved child is a tough one and it takes a lot of effort to do it well. It is worth all the effort when you hear your youngster say, "My parents really helped, I was lucky."

Driving Directions to Competitors Schools:

Blackhawk Jr. High: *250 S. Church Rd., Bensenville IL 60106. Phone: 766-2601*
York Rd. north through Elmhurst to Grand Ave.; west (left) on Grand to Church Rd. North (right) on Church Rd. about 1 mile. School is on the left.

Bryan Middle School: *111 W. Butterfield Rd., Elmhurst IL 60126. Phone: 617-2350*
York Rd. south through Elmhurst to Butterfield Rd. West (right) on Butterfield about 3 short blocks; school is on north (right) side.

Churchville Middle School: *155 Victory Park Way, Elmhurst, IL 60126. Phone: 832-8682*
York Rd. North past North Ave. and Lake St.. to North End. Turn Right on North End and go to Indiana. Turn left and go to Victory Park Way and turn left into school

Clarendon Hills Middle School: *301 Chicago Ave., Clarendon Hills, IL 60514. Phone: 887-4260*
York Rd. south past Ogden (York road then becomes Garfield) to Chicago Ave. Go West (right) on Chicago Ave. over Rt. 83 and the school is about one mile down on south (left) side of the street.

Hadley Jr. High: *240 Hawthorne Blvd., Glen Ellyn IL 60137. Phone: 790-6450*
North Ave. to Main St. in Glen Ellyn (go past Main St. in Lombard!). South (left) on Main St. to Hawthorne (at a stop sign). West (right) on Hawthorne to the school.
NOTE: Hadley's cross-country meets are run at Newton Park in Glen Ellyn. Roosevelt Rd. west from Elmhurst to Park Blvd. North (right) on Park to Fairview. East (right) on Fairview and you will run into the Park.

Hinsdale Jr. High: *100 S. Garfield, Hinsdale IL 60521. Phone: 887-1370*
York Rd. south through Elmhurst and Oak Brook. Shortly after crossing Ogden Ave. (route 34) York curves in "S" fashion and changes its name to Garfield. Continue south and cross railroad tracks. School is two blocks south on right.

Indian Trail Junior High: *222 N. Kennedy Dr., Addison IL 60101. Phone: 458-2600*
York Rd. or Route 83 north through Elmhurst to Lake St. Lake St. west (left) about 1 1/2 miles past Route 83 to Kennedy Dr. (stoplight opposite Green Meadows shopping center). South (left) on Kennedy about 1 short block to the school.

Jackson Junior High: *301 W. Jackson Ave., Villa Park IL 60181. Phone: 516-7600*
St. Charles Rd. west to Ardmore Ave. South (left) on Ardmore to Jackson. West (right) 3 blocks on Jackson. It is just north of Willowbrook High School.

Jefferson Junior High: 255 W. Vermont Ave., Villa Park IL 60181. Phone: 516-7800
St. Charles Rd. west to Ardmore Ave. North (right) on Ardmore. Cross the tracks; Vermont is the first street. Go west (left) and follow the street until you come to the school (on your left)

Sandburg Middle School: 345 East St. Charles Rd., Elmhurst, IL 60126. Phone: 834-4534

St. Charles Road east past Popular Avenue. Sandburg is located on the North side of the road. Parking is located on the side and in the back.

For track meets only—

Addison Trail High School: 213 N. Lombard Rd., Addison. Phone 628-3300.

St. Charles or North Ave. west to Route 53 (Rohlwing Rd). North (right) on Route 53 to Army Trail Road. East (right) on Army Trail to the corner of Army Trail and Lombard Rd.

Fenton High School: 1000 W. Green, Bensenville, IL Phone: 766-2500

Take St. Charles west to Rt. 83. Take Rt. 83 north to Green, turn east (right) on Green for a couple of blocks and school is located on the north side of the street.

Hinsdale Central High School: 55th and Grant St., Hinsdale. Phone 887-1340.

York St. south to 55th St. (York becomes Garfield in Hinsdale; stay on Garfield) East (left) on 55th St. to Grant. The high school is on the south side of 55th St.

Willowbrook High School: 1250 S. Ardmore, Villa Park. Phone 530-3400.

St. Charles Rd. west to Ardmore. South (left) on Ardmore to the school.