

## **Saint Francis of Assisi School Youth Education Code of Excellence 2010-2011**

Updated: August 2010

### **EXTRA CURRICULAR PHILOSOPHY**

The mission of St. Francis of Assisi School extra curricular programs is to provide all students an equal opportunity to learn and achieve the fundamental skills and develop the basics of an activity within the context of a quality program. Providing a foundation for future life skills, participants will also learn teamwork, responsibility, dedication and good sportsmanship. Extra-curricular activities will be open to all students who desire to participate and meet the eligibility requirements, and all participants shall learn how to represent their school and community well and extend the mission of the Diocese of Des Moines and St. Francis Of Assisi School.

### **STUDENT PARTICIPATION**

School Activities, Co-Curricular Activities, and Extra-Curricular Activities are considered to be an extension of the education process. These activities are intended to help teach our students character, teamwork, responsibility, dedication, and sportsmanship. Teachers, coaches and activity leaders will focus on participation and development. In turn, Students will be expected to behave in a manner that represents our faith. The following outlines the behavior that will be expected from all students participating in St. Francis of Assisi School Activities, Co-Curricular Activities, and Extra-Curricular Activities.

*The items outlined below are intended not to replace, but rather, to help further define and work in conjunction with policies as outlined for discipline and behavior under the Board of Education and as written in the Saint Francis of Assisi School Handbook. For further information on Board of Education Policies, please contact the school office.*

#### School Activities and Events

1. Respect for People  
Swearing, displays of temper, fighting, insubordination, hazing/harassment, and other negative or destructive behavior is prohibited and may result in disciplinary action as determined by the Activity leader and/or School Principal.
2. Respect for Property  
Damaging, destroying or vandalizing the property of the school or other individuals is prohibited and may result in disciplinary action as determined by the Activity leader and/or School Principal.

#### Co-Curricular Activities / Extra-Curricular Activities

Co-Curricular Activities shall include the following St. Francis of Assisi programs:  
Band and Choir.

Extra-Curricular Activities shall include the following St. Francis of Assisi programs:  
Girls Basketball, Girls Track, Girls Volleyball, Girls Softball, Boys Basketball, Boys Track, Cheerleading, Student Council, and other School Endorsed Clubs.

1. Physical/Insurance (Athletic Activities)  
A certificate of physical examination by a healthcare professional is required before an athlete can participate in any sport. The Physical is good for one school year only and allows an athlete to participate in any sport during that school year. If a student Athlete does not complete a physical examination before the season, he/she cannot participate until a completed physical form is turned into the school office. [A physical form may be obtained from the school office.]

Students must have either purchased insurance through the school or have their parents sign a waiver stating they have adequate insurance at home to cover them during the participation of athletic activities.

2. Fees

Fees may be assessed to those students participating in Extra-curricular Activities and some Co-Curricular Activities.

3. Attendance

A student must attend school the half-day immediately preceding a Co-Curricular performance/event or Athletic Competition. Absences due to scheduled appointment with a healthcare professional or due to a family tragedy will be considered excused. Students must regularly attend practices and/or meetings.

4. Academic Requirements

Eligibility

Grades

Students will not be allowed to participate in athletic activities if they are receiving a failing grade in any class. Participation may resume when the student is no longer failing as determined by the teacher. Grade eligibility guidelines are only applicable for grades six through eight.

Suspension from activities

Students at St. Francis of Assisi School should conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the St. Francis community.

Students may be suspended from St. Francis sponsored activities for any of the following behaviors:

- Possession, use or purchase of tobacco products.
- Possession, use, or purchase of alcoholic beverages.
- Possession, use, or purchase of illegal drugs or the unauthorized possession, use or purchase of otherwise lawful drugs.
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).
- Being suspended for more than one day during the school year for fighting, harassment, verbal abuse, aggression, or use of profanity.

5. Sportsmanship/(actions/swearing/etc)

Exemplary behavior is expected at all times. Swearing, displays of temper, fighting, insubordination, hazing/harassment, and other negative or destructive behavior during the participation of all Co-Curricular Activities and/or Extra-Curricular Activities is prohibited and may result in extra disciplinary procedures, removal from an event, or removal from the activity for the remaining school year. Participation fees will not be refunded for those students that are removed from an activity for disciplinary reasons.

The possession of or consumption of tobacco, alcoholic beverages, and/or illegal or controlled substances or the commission of a criminal offense at any time during the season of a Co-Curricular Activity and/or Extra-Curricular Activity will result in action as defined under the Student Responsibility and Discipline Policy.

6. Coaches shall strive to achieve the following participation goals for actual playing time during athletic events (softball, volleyball and basketball) as follows: 6<sup>th</sup> and 7<sup>th</sup> graders shall play in approximately 50% of each game and 8<sup>th</sup> graders shall play in approximately 25% of each game. (In the event that

one or more of the above mentioned Eligibility Requirements is broken, the participation goals do not apply to the student athlete until the Academic Requirements are met.)

## **FAMILY PARTICIPATION**

Families play a major role in the success of St. Francis of Assisi School Activities, Co-Curricular Activities, and Extra-Curricular Activities. St. Francis of Assisi is truly blessed with the many hours that have been, and continue to be, volunteered by our families. As it is a part of the learning process, students make mistakes from time to time, and it is how our families react that can turn these mistakes into learning experiences. The following are to serve as reminders to family members, especially parents, as they can have a very positive or negative impact on the success of these activities.

1. **Respect for Program/Activity Leaders, Teachers, Coaches, and Referees**  
Remember that many of the Teachers, Coaches, Referees, and Activity Leaders are volunteering their own time for these activities and that they will also make mistakes from time to time. They should be shown respect and support at all times. Swearing, displays of temper, fighting, hazing/harassment, and other negative or destructive behavior aimed at Teachers, Coaches, Referees, and Activity Leaders is prohibited and may result in removal of a person from the activity or from all activities for the remainder of the year.
2. **Respect for Students Participating in Activities**  
While many of these activities require hours of hard work and practice, they also require the courage to perform in front of people. The environment should be one where students are free to make mistakes and learn from them, free from criticism and, especially, free from humiliation. Students should feel a communal support of all those in attendance of the activity.

The learning aspect of these activities is not restricted to the students of St. Francis of Assisi School. All families should support all students, including those of competitors. Swearing, displays of temper, fighting, hazing/harassment, and other negative or destructive behavior aimed at any students, St. Francis or otherwise, are prohibited and may result in removal of a person from the activity or from all activities for the remainder of the year.

3. **Respect for Families Attending Activities**  
Our goal is to create an inviting setting at St. Francis of Assisi School Activities for all families to attend. These activities are an opportunity to share our Christian Faith through our hospitality, even under the most competitive of circumstances.
4. **Grievance Procedure**  
Student athletes are strongly encouraged to communicate with their coaches regarding any questions or concerns they may have prior to a parent contacting the coach.

If a parent has a concern with a Coach, the parent is encouraged to work out the issue in a Christian manner directly with the Coach and in accordance with Policy 589-L2 (see attached) of the St. Francis of Assisi Board of Education after a 24 hour period following the incident. If the Coach and parent are unable to resolve their differences, they should meet with the Athletic Director. If the problem is still not resolved, they should schedule a meeting with the Principal.

## **ATHLETIC COUNCIL**

The purpose of the Athletic Council is to help structure athletic activities. The Athletic Council shall consist of at least one Board of Education representative, one teacher, one parent, a school administrator (as needed), and the Athletic Director. The Athletic Council shall have a Chairperson and a Treasurer. Anyone interested in attending Athletic Council meetings is welcome.

Duties of the Athletic Council include: structuring league teams; organizing practice schedules; recommending activity fees to the Athletic Director and Principal; conducting fundraising, if any; obtaining and disbursing equipment at the beginning of each sport season and collecting all equipment at the conclusion of each sport season.

## **ATHLETIC DIRECTOR**

Responsibilities of the Athletic Director, with the assistance of the athletic council, shall include: attending all league/organizational meetings (or sending a representative); contacting league personnel; maintaining records; dispersing keys to proper personnel; recording physicals; attending Athletic Council meetings; coordinating athletic schedules with the church office; submitting announcements for the parish bulletin; and performing other coordination procedures as required. The Athletic Director shall also oversee the coordination of practice schedules, the distribution of equipment and uniforms, the distribution of first aid kits, and the collection of fees.

## **COACHING CRITERIA AND SELECTION**

The Athletic Director and Principal shall select and have final approval of Head Coaches for all St. Francis Of Assisi athletic teams. All coaches shall meet the “Coach Requirements and Responsibilities” as stated in the following section. As a general guideline, in the event that people desiring to coach exceed the number of coaching positions available, the following priorities will be applied:

- a. Teacher or parent with coaching endorsement or authorization and experience;
- b. Teacher or parent with coaching endorsement or authorization;
- c. Anyone interested in coaching, with approved references.

In the event that there are more people with a desire to coach than coaching positions available within any of the above levels, parents of children involved in that sport at that age level will be given priority over other parents.

## **COACH REQUIREMENTS AND RESPONSIBILITIES**

Before a person may serve as a coach, he or she must meet the following requirements:

- a. Complete Diocesan VIRTUS training and paperwork;
- b. Complete all volunteer screening forms required by St. Francis of Assisi School and submit to a background check;
- c. Agree to support the St. Francis Of Assisi mission.
- d. Agree to support the St. Francis Of Assisi Extra Curricular Philosophy contained in this manual;
- e. Agree to abide by Parochial League and Saint Francis of Assisi Athletic Guidelines;
- f. Commit to the time requirements of the sport involved;

Every Head Coach is strongly encouraged to attend the league meeting and attend the Athletic Council meetings as required. Every Head Coach should attend the Athletic Council meetings during the month(s) their team is active to answer any questions or give a progress report on his/her team.

The mission of all coaches for St. Francis of Assisi School athletic activities shall be to teach the fundamentals of the game and how to enjoy it. Coaches shall do their best to instill in each participant the desire to become the very best they can possibly be in the sport in which they participate, teaching the participants to remember that their talents come from God.

Access to athletic facilities will be in compliance with St. Francis of Assisi facility usage policies. Coaches must remain at all practices and games until all students have left the school. No student is ever to be left unattended.

Coaches will be involved in the team selection process as defined under “Team Selection” in the following section. A Head Coach and/or an Assistant Coach from each team must be at each practice on time. Students may not be unsupervised at any time.

## **TEAM SELECTION**

The first two practices for any sport, with multiple teams in one grade, shall be conducted with all participants and all Head Coaches. After these practices, the Head Coaches shall meet with the Athletic Director and each Head Coach shall select one team member in turn, until all participants have been assigned to a team. A member of the Athletic Council may be present during the team selection process. Head Coaches will reserve the right to select their own children and the children of a single assistant coach as their first, and if required, second selections. Requests for placement of twins shall be submitted in writing to the Athletic Director. The Athletic Director reserves the right to make any changes in the final make-up of each team and the right to allow trades to be made between teams, based on special circumstances.

## **GIRLS & BOYS TRACK**

*(Late March – Early May)*

As with all Extra-Curricular Athletic Events - education, character-building, participation, and fitness will be the primary goals.

1. **Pre-season Information Meeting**  
An information meeting for students interested in participating in track, and their parents, will be held each spring prior to the start of track practices. Parents or other volunteers interested in helping coach or facilitate practice meets should contact the school office prior to this meeting. Track practice and meet schedules will be distributed at this meeting.
2. **Fees**  
Students will be assessed a participation fee for track. This fee will cover the costs for league fees and equipment.
3. **Participation Goals**  
Regular attendance of practices is expected by all students. In return, all students may participate in up to three running events and one field event, or two running events and two field events, at practice meets held throughout the season. Participation in the final meet will be determined by coaches. Students must attend a minimum of 50% of the track practices to be eligible to participate in the final meet.
4. **Parent volunteer time**  
Timers, organizers, helpers, etc. may be needed at each track meet. Every parent who has a child involved in track may be asked to donate their time in at least one track meet per year.
5. **Physical/Insurance (Athletic Activities)**  
A certificate of physical examination, to the effect that the student has been examined by a licensed health care professional and may safely engage in athletic competition, is required before an athlete can participate in any sport. The Physical is good for one school year only and allows an athlete to participate in any sport during that school year. If a student Athlete does not complete a physical examination before the season, he/she cannot participate until a completed physical form is turned into the school office. A physical form may be obtained from the school office.  
  
Students must either have purchased insurance through the school or have their parents sign a waiver stating they have adequate insurance at home to cover them during the participation in athletic activities.
6. **Practice Schedule**  
Practice schedules and locations will be determined by the track coaches at the beginning of each season. Practices may occur off-site from St. Francis of Assisi facilities.

## **GIRLS VOLLEYBALL**

*(Middle September – Late October)*

As with all Extra-Curricular Athletic Events - education, character-building, participation, and fitness will be the primary goals.

1. **Pre-season Information Meeting**  
An information meeting for students interested in participating in volleyball, and their parents, will be held each fall prior to the start of volleyball practices. Parents or other volunteers interested in helping coach or facilitate volleyball contests should contact the school office prior to this meeting. Volleyball practice and meet schedules will be distributed at this meeting.
2. **Fees**  
Students will be assessed a participation fee for volleyball. This fee will be determined by and paid directly to the Parochial Volleyball League Association.
3. **Participation Goals**  
Regular attendance of practices is expected by all students. In return, all students will participate in all matches.
4. **Parent volunteer time**  
In the case that volleyball events are hosted at St. Francis of Assisi facilities, parents of the student athletes may be asked to help fill volunteer positions as needed.
5. **Physical/Insurance (Athletic Activities)**  
A certificate of physical examination, to the effect that the student has been examined by a licensed health care professional and may safely engage in athletic competition, is required before an athlete can participate in any sport. The Physical is good for one school year only and allows an athlete to participate in any sport during that school year. If a student Athlete does not complete a physical examination before the season, he/she cannot participate until a completed physical form is turned into the school office. A physical form may be obtained from the school office.  
  
Students must either have purchased insurance through the school or have their parents sign a waiver stating they have adequate insurance at home to cover them during the participation in athletic activities.
6. **Practice Schedule**  
Practice schedules and locations will be determined by the volleyball coaches at the beginning of each season. Practices may occur off-site from St. Francis of Assisi facilities.

## **GIRLS SOFTBALL**

*(Middle August - September)*

As with all Extra-Curricular Athletic Events - education, character-building, participation, and fitness will be the primary goals.

1. **Pre-season Information Meeting**

An information meeting for students interested in participating in softball, and their parents, will be held each fall prior to the start of softball practices. Parents or other volunteers interested in helping coach or facilitate games should contact the school office prior to this meeting. Softball practice and game schedules will be distributed at this meeting.

2. **Fees**

Students will be assessed a participation fee for softball. This fee will cover the costs for league fees and equipment.

3. **Participation Goals**

Regular attendance of practices is expected by all students. In return, all students may participate in each game.

4. **Physical/Insurance (Athletic Activities)**

A certificate of physical examination, to the effect that the student has been examined by a licensed health care professional and may safely engage in athletic competition, is required before an athlete can participate in any sport. The Physical is good for one school year only and allows an athlete to participate in any sport during that school year. If a student Athlete does not complete a physical examination before the season, he/she cannot participate until a completed physical form is turned into the school office. A physical form may be obtained from the school office.

Students must either have purchased insurance through the school or have their parents sign a waiver stating they have adequate insurance at home to cover them during the participation in athletic activities.

5. **Practice Schedule**

Practice schedules and locations will be determined by the softball coaches at the beginning of each season. Practices may occur off-site from St. Francis of Assisi facilities.

## **GIRLS & BOYS BASKETBALL**

*(Late October – Early February)*

As with all Extra-Curricular Athletic Events - education, character-building, participation, and fitness will be the primary goals.

1. **Pre-season Information Meeting**  
An information meeting for students interested in participating in basketball, and their parents, will be held each fall prior to the start of basketball practices. Parents or other volunteers interested in helping coach or facilitate games should contact the school office prior to this meeting. Basketball practice and game schedules will be distributed at this meeting.
2. **Fees**  
Students will be assessed a participation fee for basketball. This fee will cover the costs for league fees and equipment.
3. **Participation Goals**  
Regular attendance of practices is expected by all students. In return, all students may participate in each game.
4. **Parent volunteer time**  
In the case that basketball events are hosted at St. Francis of Assisi facilities, parents of the student athletes may be asked to help fill volunteer positions as needed.
5. **Physical/Insurance (Athletic Activities)**  
A certificate of physical examination, to the effect that the student has been examined by a licensed health care professional and may safely engage in athletic competition, is required before an athlete can participate in any sport. The Physical is good for one school year only and allows an athlete to participate in any sport during that school year. If a student Athlete does not complete a physical examination before the season, he/she cannot participate until a completed physical form is turned into the school office. A physical form may be obtained from the school office.  
  
Students must either have purchased insurance through the school or have their parents sign a waiver stating they have adequate insurance at home to cover them during the participation in athletic activities.
6. **Practice Schedule**  
Practice schedules and locations will be determined by the basketball coaches at the beginning of each season. Practices may occur off-site from St. Francis of Assisi facilities.

## **CHEERLEADING**

*(late October-early February, practices from August- February, intermittent performances throughout the school year)*

As with all Extra-Curricular Athletic Events- education, character-building, participation, and fitness will be the primary goals.

1. Pre-season Information Meeting

An information meeting for students interested in participating in cheerleading, and their parents, will be held the spring preceding the next school year. Parents or other volunteers interested in helping coach or facilitate cheerleading should contact the school office prior to this meeting. Cheerleading game schedules will be determined randomly by the cheerleading coach and will be distributed after the basketball schedules have been distributed.

2. Fees

Students will be assessed a participation fee for Cheerleading. This fee, which covers maintenance of uniforms, will be determined by and paid directly to St. Francis of Assisi School. Uniforms (shell and skirt) are the property of St. Francis of Assisi School. Families will be held responsible for replacement costs in the event of irreparable damage or loss. Additional fees may apply for necessary personal equipment including but not limited to pompons, briefs, and shoes.

3. Participation Goals

Regular attendance of practices is expected by all students. In return, all students will participate in all scheduled activities.

4. Parent Volunteer Time

Parents of the student athletes may be asked to help fill volunteer positions as needed.

5. Physical/Insurance (Athletic Activities)

A certificate of physical examination, to the effect that the student has been examined by a licensed health care professional and may safely engage in athletic competition, is required before an athlete can participate in any sport. The Physical is good for one school year only and allows an athlete to participate in any sport during that school year. If a student athlete does not complete a physical examination before the season he/she cannot participate until a completed physical form is turned in to the school office. A physical form may be obtained from the school office.

Students must either have purchased insurance through the school or have their parents sign a waiver stating they have adequate insurance at home to cover them during the participation in athletic activities.

6. Practice Schedule

Practice schedules and locations will be determined by the cheerleading coaches at the beginning of the school year. Practices may occur off-site from St. Francis of Assisi facilities.

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**Saint Francis of Assisi School Youth Education Code of Excellence  
Acknowledgement Statement**

We understand that the goal of extra-curricular activities at St. Francis of Assisi School will be to foster an environment for education, character-building, participation, and fitness. We also understand that our conduct, both on and off the field, reflects upon not only our Parish and our School, but also on our Families and Ourselves. We agree to conduct ourselves in a Christian manner and follow the guidelines as stated in the Saint Francis of Assisi School Youth Education Code of Excellence.

STUDENT'S SIGNATURE: \_\_\_\_\_

PARENT' S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Insurance Waiver**

We acknowledge that, by participating in extra-curricular activities at St. Francis of Assisi School, physical injuries may occur to our child and we do not hold St. Francis of Assisi School or Parish responsible for those injuries. We have insurance coverage as follows:

\_\_\_\_\_ We have adequate insurance at home to cover any injuries our child sustains while participating in St. Francis of Assisi School extra-curricular activities

PARENT' S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Athletic Indemnity Agreement**

I consent to my child \_\_\_\_\_'s participation in the sport of \_\_\_\_\_ . As a parent or legal guardian, I agree to fully release, discharge, indemnify and hold harmless St. Francis of Assisi parish and school, its legal representatives, employees, and volunteers (all of whom shall be collectively referred to hereinafter as "St. Francis") against any claim or cause of action whatsoever brought by or on behalf of my child against St. Francis which arose out of my child's participation in the above referenced sport, regardless of whether such claim results from the negligence of individuals or companies not a party to this agreement.

I certify that I have read and understand this agreement and the risks and hazards associated with the above referenced sport.

PARENT' S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_