

James Madison Preparatory School Extracurricular Handbook 2025-2026



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James Madison Preparatory School Extracurricular Handbook

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*Signature pages are in a separate document.

Staff Directory

Principal	Debra Caves
Assistant Principal	Neilee Weber
Athletic Director	Sierra Meyers
Fine Arts Director	Jessica Robinson
Governing Board President	Anne Marshall

I. Philosophy and Objectives

James Madison Preparatory School (JMPS) values extracurricular activities as an essential component of a well-rounded, traditional education. Participation in these programs fosters personal growth, teamwork, discipline, and the spirit of healthy competition—skills critical for success beyond the classroom.

JMPS also views extracurricular participation as an opportunity for students to actively demonstrate the principles outlined in the school's **Code of Conduct**. The goals of JMPS extracurricular programs are as follows:

1. **Model the Code of Conduct** – Demonstrate respect and integrity when interacting with opponents, referees, fans, teammates, and oneself.
 2. **Strive for Excellence** – Each team or group is expected to perform to the best of its ability. The goal is to win every competition and to excel in non-competitive activities. Anything worth doing is worth doing well.
 3. **Commit to Teamwork** – Students will learn the value of being part of a team, including commitment, cooperation, and mutual support. All JMPS students are invited and encouraged to participate.
 4. **Develop Unique Skills** – Students will acquire physical and mental skills that extend beyond what is taught in the classroom, with an emphasis on fundamentals and proper technique.
 5. **Appreciate Tradition** – Participants will gain an understanding of each activity's history, while coaches and sponsors pass on their passion for their respective disciplines.
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II. Oversight and Responsibilities

A. Athletic Programs

The **Athletic Director** will oversee all athletic programs offered at JMPS.

Planned Athletic Offerings for 2025–2026 (subject to sufficient participation):

- **Girls:** Volleyball, Basketball, Track and Field, Softball, Sand Volleyball
- **Boys:** **Flag Football**, Basketball, Track and Field, Baseball
- **Co-ed:** Sparx/Dance Team, Soccer, E-Sports, Wrestling, Tennis, **Kickball**

Responsibilities include:

- The Athletic Director will coordinate all scheduling.
- **Head Coaches** will manage uniform distribution/collection, practice schedules, equipment, transportation to games, and fundraising activities.
- Coaches are supervised by both the Athletic Director.

B. 24-Hour Rule for Athletic Concerns

Concerns or complaints related to athletics should be addressed following the **24-hour rule**:

- Wait at least 24 hours after the incident before approaching the **Head Coach** (unless the situation is considered an emergency).
- If the concern is not resolved, escalate it to the **Athletic Directors**.
- If necessary, a formal complaint may be submitted in writing to the **Principal** using a designated form available in the front office.
- Concerns regarding the Principal should be submitted in writing to the **President of the Governing Board**.
- **When addressing a complaint, it is both parties' responsibility to remain civil and model the Code of Conduct.**

C. Fine Arts Programs

The **Fine Arts Director** will oversee all fine arts activities. For the 2025–2026 school year, JMPS plans to offer:

- Drama
- Ukulele
- Drumline
- Guitar
- Choir

Additional programs may be added as needed.

Fine Arts Concerns Protocol:

- Concerns should first be addressed to the **activity sponsor** (24-hour rule applies).
- If unresolved, escalate to the **Fine Arts Director**.
- If further action is needed, submit a formal written complaint to the **Principal** using the designated form.
- Concerns regarding the Principal should be directed to the **President of the Governing Board**.
- **When addressing a complaint, it is both parties' responsibility to remain civil and model the Code of Conduct.**

D. Academic and Other Extracurricular Activities

All other extracurricular activities will be overseen by the **Principal**. Planned offerings for **2025–2026** include:

- Odyssey of the Mind
- Academic Decathlon
- Academic Pentathlon

Activity Sponsors will handle:

- Day-to-day operations
- Equipment distribution
- Transportation coordination

Concerns Protocol:

- Address concerns first to the **activity sponsor**.
- If unresolved, submit a written complaint to the **Principal** using the designated form available at the front office.
- Concerns regarding the Principal should be submitted in writing to the **President of the Governing Board**.

- When addressing a complaint, it is both parties' responsibility to remain civil and model the Code of Conduct.

III. Eligibility

Participation in extracurricular activities at James Madison Preparatory School (JMPS) is a privilege extended to students who meet the school's academic, behavioral, and procedural standards. The following criteria must be met for eligibility:

A. Enrollment Requirements

- All participants must be **currently enrolled JMPS students**.
 - **Non-JMPS students** (e.g., homeschooled students or students enrolled in schools that do not offer the activity) may participate **only with administrative approval**.
 - Students enrolled at another school must submit **written permission** from their school's administration and complete all necessary paperwork with JMPS.
 - **Non-JMPS participants** must **pay the full activity fee** before attending practices or games.
 - **Students enrolled in online schools** may only participate in athletic activities **after approval by the Athletic Director**.
 - Any student who begins the school year at JMPS but **withdraws mid-year** to enroll elsewhere or in an online program **will not be allowed to participate in JMPS extracurricular activities** for the remainder of the school year.
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B. Academic Eligibility

- Students must maintain a **minimum grade of 60% (D-)** or higher in **all classes**.
 - **Any F grade** will result in suspension from all games and performances until the next grade check.
 - **Two or more D grades** will also result in suspension.
- Students may continue to **practice** with the team, subject to coach/sponsor approval.

- The **first grade check** (three weeks into a trimester) will not determine eligibility unless the student was already ineligible from a previous trimester. In that case, the first three-week check will be used as the first eligibility review for the new season.
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C. Age Requirement

- Participants in athletic activities must be **under 19 years of age** as of **September 1** of the school year in which they intend to participate.
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D. Physical Examination Requirement

- All athletic participants must have an **unexpired physical exam** on file, performed by a licensed doctor, nurse practitioner, or certified physician's assistant.
 - No student will be permitted to participate in games or performances until this form is submitted to the **Athletic Director**.
 - Head coaches will receive a list of students who are not eligible due to missing or expired forms.
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E. Attendance on Game/Performance Days

- Students must be present at school from **9:00 a.m. until the end of the school day** to participate in extracurricular activities that day.
- Students must attend school on **Friday** to participate in **weekend events**.
 - Absences for medical appointments are acceptable with a **doctor's note**.
 - Students who leave school early due to illness may **not participate** in activities that day or over the weekend (if applicable).

F. Late Return Policy Following Athletic Events

- Any arrival **after 9:00 a.m.** will be recorded as an **unexcused tardy**, and the student will be **ineligible to participate in athletic events** that day.
- **If school is not in session on a given day due to a holiday, athletes must be at school the day before the off day to be eligible for an athletic event.**

G. General Attendance Requirement

- Students must maintain a school **attendance rate of 90% or higher** to remain eligible.
 - Attendance is reviewed every three weeks in parallel with grade checks.
 - A student with an **attendance rate below 90%** will be ineligible for the next three weeks.
 - If the student improves attendance to 90% or above at the next check, eligibility will be restored. If not, ineligibility will continue.
 - **If an athlete has 5 or more tardies in a trimester, the athlete will be ineligible for 3 weeks.**
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H. Activity Fees

- All participants must pay the **required activity fee**, as outlined in **Section XI** of this handbook.
 - **If participants do not pay the required fee, they are NOT eligible to participate in the extracurricular activity.**
 - **If the fee is never paid, it will remain on their account and they will not be able to participate in any other extracurriculars until it is paid in full.**
 - **If the fee is not paid by the time the student graduates, they are ineligible to walk at graduation.**
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I. Consent and Acknowledgement

- Each participant and their **parent or legal guardian** must sign:
 - A **consent form**.
 - A **letter of understanding** (both enclosed in the handbook).
 - Participation will not be permitted until both forms are submitted to the **Athletic Director**.
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J. Record-Keeping

- The **Athletic Director** will maintain records of all required forms and will notify the appropriate coach or sponsor if any forms are missing or incomplete.
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K. Administrative Discretion

- Final eligibility for extracurricular activities is at the **discretion of the Principal**.
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***Note:** The school reserves the right to exercise reasonable judgment based on individual circumstances.*

IV. Conduct of Participants

A. Adherence to the JMPS Code of Conduct

All participants are expected to comply with the JMPS Code of Conduct. Failure to do so may result in disciplinary action. As representatives of James Madison Preparatory School (JMPS), students are held to a high standard and are expected to serve as positive role models.

1. Students on Disciplinary Step 2 (as outlined in the JMPS Family Handbook) who are involved in extracurricular activities will not be permitted to travel with teams or clubs for away games, field trips, or other off-campus events. They are also prohibited from participating in or attending these events.
2. Students on Disciplinary Step 3 (see JMPS Family Handbook) will be ineligible to participate in extracurricular activities until further notice from the administration, **as well as attend any JMPS events.**

B. Commitment to Participation

Participation in extracurricular activities at JMPS requires a consistent level of commitment. Students are expected to attend all practices, games, performances, and other designated functions.

- Excused absences include illness and significant, unforeseen circumstances, which must be communicated to the coach or sponsor as soon as possible.
- All other absences will be considered unexcused.

- Consequences for unexcused absences—including potential dismissal from the activity—will be determined by the coach, sponsor, and/or administration.
- **Missing school or practice the day before a game/match/event may result in ineligibility to participate and/or attend the event.**

C. Punctuality

Participants are expected to arrive on time for all practices and events. Tardiness will result in consequences at the discretion of the coach or sponsor.

D. Impact of Absences and Tardiness

Even excused absences or tardiness may affect a student's role in the activity (e.g., playing time in sports), as determined by the coach or sponsor.

E. Athletic Attire

Students participating in athletic activities must follow the "athletic attire" guidelines as outlined in the JMPS Family Handbook during all practices and games, unless otherwise directed by the coach. Students not dressed appropriately will not be permitted to participate **and will receive a Dress Code ticket.**

F. Prohibited Substances

The possession or use of illegal drugs, alcohol, or tobacco by any participant is strictly prohibited, regardless of age, whether on or off campus, during school activities, or outside of them.

- A first offense will result in a 10-week suspension from all extracurricular activities, including practices.
- If a student voluntarily confesses to a first-time violation, the suspension will be reduced to two weeks.
- A second offense will result in suspension from all extracurricular activities for the remainder of the school year.
- JMPS reserves the right to conduct drug and/or alcohol testing of participants at any time without prior notice.

G. Participation in Multiple Activities

Students may participate in more than one extracurricular activity or sport simultaneously. Scheduling conflicts must be resolved in coordination with the relevant coaches and sponsors.

JMPS places limits on the number of extracurricular activities in which a student may participate during a trimester, based on a system of "Activity Units." Each activity is assigned a value of one-half ($\frac{1}{2}$), one (1), or two (2) Activity Units. A student may engage in activities totaling up to four (4) Activity Units per trimester.

A complete list of school-sponsored activities and their corresponding Activity Unit values is provided below.

Academic Decathlon, fall – 1 Unit
Academic Decathlon, winter – 1 Unit
Baseball – 2 Units
Basketball – 2 Units
Chamber Ensemble – 1 Unit
Chess – 1 Unit
Choir – 1/2 Unit
Cross Country – 1 Unit
Drumline – 2 Units
E-Sports – 1 Unit
Fall Play – 1 Unit (high school students only)
Football – 2 Units
Musical – 2 Units
Robotics – 1 Unit
Soccer – 2 Units
Sand Volleyball – 2 Units
Softball – 2 Units
Sparx Fall – 2 Units
Track and Field – 2 Units
Ukulele– ½ Unit
Volleyball – 2 Units
Wrestling – 2 Units
Executive Branch- ½ unit
National Honor Society- ½ unit
Junior National Honor Society- ½ unit

Students who wish to take part in activities totaling more than four units must fill out an appeal form and submit it to the Athletic Director and Principal. Activity Participation Appeal Forms are available in the JMPS front office. Appeals will be reviewed and decided on by the staff. Staff decisions are final.

H. Commitment

Once committed to a team, a student shall not quit. Also, students cannot join a team after the first game has been played. Exceptions may be made in extenuating circumstances. **If the Athletic Director or Principal allows students to join after the first game, the participant must pay the fee in full. If a student decides to quit the activity, the participant will not be given a refund.**

I. Participant Awards

In the event that individual awards are given for athletics, the decision of the coaches is final unless extenuating circumstances dictate otherwise.

V. Conduct of Coaches/Sponsors

A. Coaches/Sponsors, whether paid or volunteer, are considered representatives of JMPS and are expected to adhere to the Code of Conduct. Failure to do so may result in disciplinary action.

B. Coaches/Sponsors will enforce school and league policies and rules as outlined in:

- JMPS Extracurricular Handbook
- The JMPS Family Handbook
- The Canyon Athletic Association (CAA) Constitution and Bylaws
- The rules for each specific sport or activity

C. Coaches/Sponsors are expected to attend and be on time for all practices, games, and team functions. If unforeseen circumstances prevent attendance or cause tardiness, the Athletic Director must be notified as soon as possible.

D. Coaches/Sponsors must dress appropriately for practices and professionally for games and performances.

E. Coaches/Sponsors are prohibited from using alcohol or tobacco in the presence of students. Illegal drug use is prohibited at all times. Violations may result in suspension or dismissal.

F. Coaches/Sponsors are required to attend the Canyon Athletic Association coaches' meeting prior to each athletic season.

G. Coaches/Sponsors must submit a copy of their Arizona Department of Public Safety Fingerprint Clearance Card to the Athletic Directors.

H. Per CAA Constitution Article 12.7:

- If a contest official determines that a coach has acted unsportsmanlike, the coach may be ordered to leave the contest.
- The member school must complete and submit the CAA Ejection Form.
- Ejections are not appealable. Penalties include:

- **First Ejection:** Ineligible for the next contest at that level and all events during that interim.
 - **Second Ejection:** Ineligible for the next two contests at that level and all events during that interim.
 - **Third Ejection:** Season ends for the coach.
 - **Reinstatement:** Must follow Article 11 due process.
 - **End-of-Season Ejection:** Penalty carries over to the next season.
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VI. Conduct of Fans

A. Parents and other spectators must focus on supporting participants and follow the JMPS Code of Conduct.

B. Profanity, threats, or disruptions will not be tolerated. Offenders will be asked to leave and may be banned from future events.

C. Per CAA Article 12.6.4:

Spectators removed from a contest must complete the NFHS Sportsmanship Course. A second removal in the same school year results in a ban from all CAA contests for the remainder of that year.

D. Spectators may not enter the playing or team bench area. Permission from a coach is required to attend practices.

E. Parents must schedule meetings with coaches to discuss issues (24-hour rule applies). Practices, games, or events are not appropriate times for such discussions. Violators may be asked to leave and banned from future attendance.

F. Alcohol, tobacco, illegal substances, and firearms are prohibited at all JMPS events.

G. In the case of individual athletic awards, the coach's decision is final unless extenuating circumstances apply.

VII. Travel

- A. Participants may be required to travel. If parent volunteers are unavailable, licensed student drivers may transport themselves.
 - B. A completed travel consent form must be on file with JMPS before a participant is allowed to travel. Phone calls are not accepted.
 - C. Parents are responsible for arranging transportation home. JMPS staff will not provide rides. Students must be picked up within 15 minutes of return; otherwise, coaches may leave.
 - D. For long-distance away games, JMPS may rent a van. Seating is determined by the coach. Players not riding in the van must arrange their own transportation.
 - E. Managers may travel with the team; however, it is up to the discretion of the Athletic Director and Principal whether the managers can go or not.
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VIII. Scheduling

- A. Games and performances are scheduled by the coach/sponsor, Athletic Director, or Fine Arts Director. Practice schedules are coordinated under their supervision.
- B. Schedules will be distributed to participants when available. Participants are responsible for informing parents of any changes.
- C. Dates and times may change frequently. Students must notify their parents promptly of any changes.
- D. Tournament schedules are usually finalized at the end of the regular season. Families should be flexible and prepared.
- E. Parents must be on time for pick-up after games or practices. The consequences for late pickups are:
 - **First Offense:** Warning
 - **Second Offense:** Player misses next game
 - **Third Offense:** Player is withdrawn from team activities (no refund)

IX. Parental Involvement / Patriot Support Committee (PSC)

Parental support is vital to the success of extracurricular activities. The PSC, composed of parents, coordinates volunteers and support for school events. All parents are encouraged to participate

X. Roles of Participants

A. All eligible students may join varsity teams regardless of ability, but playing time is based on the coach's judgment and ability. Some students may not play in every game.

B. On game days, all team members must dress uniformly and in accordance with JMPS dress code or team guidelines. Jerseys must be tucked in, and pants must meet JMPS standards.

Here is your revised and professionally formatted version of Sections XI–XIII of the handbook, ensuring clarity, consistency, and accessibility:

XI. Fees

A. Fundraisers

JMPS will host school-sponsored fundraisers for athletics and extracurricular activities.

- Fundraisers benefit JMPS players and students.
- Full participation in fundraising activities is **mandatory** for all team or activity members.

B. Participation Fees

- Each participant must pay a fee for every activity they join.
 - **Athletics (JV & Varsity):** \$315 per activity
 - **Fine Arts:** Fees vary by activity
- Students who fail to pay by the due date will be suspended from participation in all extracurricular activities until the full amount is paid.
- Students enrolled at another school must obtain permission from their administration and submit the necessary paperwork to JMPS.
- Students who do **not** attend JMPS must pay **in full** before attending any practices or games.

- Students who leave a team or become ineligible after the due date are **still required to pay**. Failure to do so may result in suspension from all extracurricular activities.

C. Payment Tracking

- The Athletic Directors will maintain records of student payments.
- Coaches/Sponsors are responsible for providing accurate rosters to the Athletic Directors.
- Athletic Directors will notify coaches if a participant has not paid their fee.

D. Arizona Tax Credit

- Arizona Tax Credit contributions can be applied to participation fees:
 - \$200 for individuals
 - \$400 for married couples (2025 amounts)
- Donations must be clearly designated as a **Tax Credit** when the payment is made.
- Contact the **School Operations Coordinator** with questions.
- Use the **2025 Arizona Tax Credit Form** (attached at the end of the handbook) for any donations.

XII. Equipment

A. Uniforms

- Uniforms will be issued at the beginning of the season by the head coach.
- Students must return uniforms on the **specified date** at the end of the season.
 - Late returns: \$20 per day late fee
 - Participation in extracurricular activities is suspended until both the uniform and late fee are submitted.

- Lost or damaged uniforms (beyond normal wear) must be replaced at the participant's expense.

B. Equipment

- All equipment will be issued and collected by the coach or sponsor.

C. Storage of Equipment/Uniforms

- All extracurricular items must be stored in the designated campus location.
- These items will **not** be accessible during the school day.
- Items left outside of the designated area will be confiscated by staff.

D. Storage of Personal Items

- Student belongings must be stored in the coach's or sponsor's classroom during practice.
- **Sidewalks and communal areas are not acceptable** storage spaces.
- Items left unattended will be moved to Lost and Found.

XIII. Lettering

A. Eligibility

- Students may earn varsity letters in:
 - Varsity Sports
 - Drama
 - Choir
 - Drumline
 - Chamber Ensemble

- Academic Decathlon
- Select Choir
- JV participants are not eligible for varsity letters but will receive:
 - A **participation letter**
 - Any **earned accolades** for the season

B. Lettering Criteria

- Lettering requirements are determined by each coach/sponsor.
- These criteria must be submitted to the **Athletic Directors** or the **Fine Arts Director**.
- Criteria are available upon request.

Fundraising

To help keep the programs running, buy new equipment, and offset travel, teams will be expected to fundraise every year. This is MANDATORY.

This handbook will remain in effect until JMPS administration makes official changes. All changes will be communicated to participants and families.

Thank you for your continued support of James Madison Preparatory School's extracurricular programs. These activities exist for the benefit of the students, and their best interests will always guide our policies.
