



**Indian Springs Middle School
Co/Extra-Curricular Handbook
2025/26**

Mission Statement:
***Indian Springs Middle School is committed to providing a wealth of athletic
and extracurricular opportunities for all students.***

A Message from the Athletics & Activities Department:

Indian Springs Middle School and our community are very proud of the extracurricular history and tradition of the Indian Springs Eagles. Our extracurricular program reflects the school's overall commitment to excellence. We are proud to provide a number of extracurricular activities for our students. We believe that providing these opportunities for competition enhances the overall development of our students and extends the educational mission of our school.

If you believe that organized activities can contribute to living a healthy life, that the positive values and virtues developed on the playing field can last a lifetime, and that good character influences enjoyment, satisfaction and performance, then our extracurricular programs are for you.

This handbook is designed to explain the expectations, regulations, and policies relative to participation in extracurricular programs at Indian Springs Middle School. It is a privilege to participate in these activities.

It is the responsibility of both the students and parents to read this handbook and to become familiar with the various policies contained within.

The activities department and administration need and depend on parent/guardian cooperation to aid coaches and the Activities Coordinator in promoting successful extracurricular programs. Please feel free to call the school whenever you have a question concerning our programs. We are here to serve you.

The faculty and staff of Indian Springs Middle School thank you for your continued support of ISMS Eagle extracurricular programs. We invite you to share in our enthusiasm for our student athletes!

Mark Zeigler
Athletics & Activities Coordinator

Updated 2-11-25

ACTIVITIES DEPARTMENT POLICIES

INTRODUCTION

TO THE FAN:

Your child(ren) has indicated a desire to participate in extracurricular programs at Indian Springs Middle School, and you have expressed your willingness to permit him and/or her to do so. Your family's interest in this phase of our school program is gratifying. We believe that participation in activities outside the classroom provides a wealth of opportunities and experiences which assist students in personal adjustments.

We, who are concerned with the educational development of boys and girls through activities, feel that a properly controlled, well-organized extracurricular program meets the students' needs of self-expression, mental alertness and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity inside and outside the classroom. Fans who become unruly and do not represent our school/community well will be asked to leave. Prior to returning to events, IHSAA Guidelines will be followed.

TO THE EXTRA-CURRICULAR STUDENT:

As a member of the ISMS extracurricular program, you are fulfilling the ambitions of many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. Great extracurricular programs are not built overnight, but are developed over many years with the help of several individuals. As a member of an extracurricular program at ISMS, you have inherited a wonderful tradition, a tradition you are challenged to uphold. When you wear the colors of our school, we assume that you not only understand our traditions, but are willing to assume the responsibilities that go with them.

RESPONSIBILITIES TO YOURSELF:

The most important of these responsibilities is to broaden you and develop strength of character. You owe it to yourself to get the greatest possible experience from your middle school years. Your academic studies along with your participation in extracurricular activities will help prepare you for the future.

RESPONSIBILITIES TO YOUR SCHOOL:

As a member of an extracurricular activity, you assume a responsibility not only to yourself, but also to your school. The student body, our community and other communities judge our school by your conduct and attitude, both on and off the field of play. As a participant, you assume a leadership role in your school, and it is your charge to make Indian Springs Middle School proud of you, and your community proud of your school.

RESPONSIBILITIES TO OTHERS:

As a leader in your school, younger students in the school are watching you. It is your responsibility to set a good example that they will want to follow. When you know in your heart that you have lived up to all the team expectations, that you have practiced to the best of your ability every day, and that you have played the game "all out", you can keep your self-respect and your family can be justly proud of you.

EXTRA-CURRICULAR ELIGIBILITY GUIDELINES

- A.** Eligibility at the beginning of the school year for 6th, 7th & 8th grade students is not subject to grades from the last semester of the previous school year. Thus, all students begin each year with a clean slate.
1. Grade checks will occur at the end of the 2nd, 4th, 6th, 8th and 10th week for quarters with ten weeks or at the end of the 3rd, 5th, 7th and 9th week for quarters with nine weeks.
 2. ISMS Students who participate in offered co/extracurriculars at CCHS will be subject to grade checks outlined in the CCHS Athletic Handbook.
 3. At the grade check, the Athletics/Activities Coordinator will check, via the school LMS, for any student who is currently receiving a failing grade in a class. Ineligibility will continue until the next grade check. If, at that point, a student who was previously eligible now possesses a failing grade, that student would be ineligible for the following period.
 4. Students who are declared ineligible may practice until the incomplete or failing grade has been removed. The student may attend competitions during this time, but may not participate in the event. If a student is ineligible for the remainder of a sports season, it is at the discretion of the Activities Coordinator and the coach(es) if the ineligible student participates in practices and attends games.
 5. Attendance for ineligible students is mandatory at curriculum-related performances during non-school hours.
 6. Grade checks will include all classes.
 7. In order to participate in any student extracurricular activity (practice, games, matches, meets, etc.), a full-time student must report to school by 12:00 P.M. the day of the activity.
 8. Beginning with the 2025/26 school year, homeschooled students participating in extracurricular or co-curricular activities must be enrolled in one daily full period class and attending in order to establish attendance at ISMS in accordance with DOE guidelines. The Board will allow a resident middle school student (grades 6 - 8) with legal settlement in the district, who is being educated at a home school and taking at a minimum one daily full period class at the Corporation middle school, to participate in one or more of the Corporation's co-curricular or extracurricular activities, provided he or she meets the eligibility criteria established and set forth in the Indian Springs Middle School student handbook and the Indian Springs Middle School Student Athletic Handbook. A student may choose which class he or she takes provided the child scores at least at the 50th percentile on NWEA English Language Arts (Language Usage and Reading) and Mathematics assessments. If the student does not reach the 50th percentile in one or both, the student will enroll in the course(s) in which he or she is lacking. The student must maintain enrollment in the middle school course(s) throughout the school year in order to participate in the Corporation's co-curricular or extracurricular activities. Such enrollments will be submitted to the State for funding purposes. WCCS Policy #9270.

B. Students may be declared ineligible for unsatisfactory conduct.

1. Unsatisfactory conduct may include, but is not limited to:

A. Receiving an ISMS disciplinary offense for any reason: 1st Discipline Offense (Ineligible during school suspension or TNS). 2nd Discipline Offense (Suspended for one-third of the season). 3rd Discipline Offense (Excused from the team). Applicable for the entire school year.

B. Behavior while at another school or other activity that would be reason for disciplinary action at ISMS.

2. A student declared ineligible for conduct may be ineligible for part of the season or up to the remainder of the season.

3. Students who are declared ineligible due to behavior may practice. The student may attend events during this time but may not dress or wear any part of a uniform during this time either at the event or at school.

4. The use of tobacco, alcoholic beverages and other non-prescriptive drugs is detrimental to a student's health and performance. Indian Springs Middle School supports the principle that all of its extracurricular participants must set examples of behavior over and above the rest of the student body.

5. Extracurricular participants are required to abide by the following training rules for the full calendar year (abstinence being a vigilant twelve-month responsibility):

A. Tobacco/electronic cigarettes: Extra-curricular participants shall not be in possession of any tobacco products.

B. Alcohol: Extra-curricular participants shall not be in possession of, consume, or be under the influence of any alcoholic beverage (including non-alcoholic beer).

C. Controlled Substance: Extra-curricular participants shall not be in the possession of, use, or be under the influence of any controlled substance, which includes, but is not limited to, a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or anabolic steroid.

First Offense: An extracurricular participant found in violation of the above will be suspended from extracurricular participation for one-third (1/3) of his/her present contest season or the season in which he/she would have normally participated.

Second Offense: Extra-curricular participants to be in violation of subsection a, b, and/or c for the second time shall be suspended from an entire season of an extracurricular program.

Third Offense: An extracurricular participant found to be in violation of subsections a, b, and/or c for the third time will be suspended from extracurricular participation for the remainder of their middle school career.

6. Students are not eligible if they are 16 years of age or older.

7. Students and parents must sign an acknowledgment of risk and code of conduct form for participating in athletics.

8. Eligibility rules apply to athletes, cheerleaders, managers, clubs, and performing groups. This excludes the school play.

9. Homeschool students participating in extracurricular or co-curricular activities must be enrolled in one daily full period class and attending in order to establish attendance at ISMS in accordance with DOE guidelines. See ISMS Student Handbook for specifics. WCCS Policy #9270.

Students who are placed in Tuesday Night School, In School Suspension or Out of School Suspension are ineligible to try out, practice or compete on the day or days when the suspension is served.

REQUIREMENTS FOR PARTICIPATION

A. PHYSICAL EXAMINATION

A yearly physical examination is required. The physical form must be completed by the physician and submitted to the school nurse PRIOR to participation. The physical covers all sports for the entire school year provided the examination occurred AFTER APRIL 1ST. The form will be kept on file in the nurse's office.

B. EMERGENCY MEDICAL INFORMATION

Emergency medical information supplied by the parent during registration will be available to the coach during the season. This information will be used when the parent(s) are not available. The form will be kept in the medical kit for availability at all practices and contests.

C. INSURANCE

- The school district does not carry primary insurance coverage for student athletic injuries.
- Individual student insurance is available for purchase through the school if needed by the parent.

D. RISK OF PARTICIPATION

- All athletes and parents must realize the risk of serious injury which may be a result of athletic participation. Indian Springs Middle School will use the following safeguards to make every effort to eliminate injury:
 - Conduct a mandatory parent/athlete meeting at the start of the season to fully explain the athletic policies and to advise, caution and warn parents/athletes of the potential for injury.
 - Instruct all athletes about the dangers of participation in the particular sport.
 - Student athletes and their parent(s) shall complete an acknowledgment of risk form in order to participate on an Indian Springs Middle School athletic team.

E. FINANCIAL OBLIGATIONS AND EQUIPMENT

- Uniforms - In several activities, participants may be required to purchase a portion of the practice uniform, which will become their property.

- o Equipment - All extracurricular participants are responsible for the proper care and security of equipment issued to them. School furnished equipment is to be worn only for contests and practices. Students will be held financially responsible for items not returned in clean, good condition at the end of the season.

F. CONDUCT OF EXTRACURRICULAR PARTICIPANTS

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the activities department. The community, school administrators and coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining sound extracurricular programs. The welfare of the student is our major consideration and transcends any other consideration. The ISMS Student Code of Conduct applies to all student participants and observers for all contests/performances.

PARTICIPATION

An athlete may participate in one sport per season as well as an academic club (City Stars, Band, Drama, etc.). Coaches, Activities Coordinator and the Principals will review individual exceptions. Student athletes must participate in at least 8 separate days of organized practice under the supervision of the coaching staff preceding the date of participation in interscholastic contests. If a student is going directly from one sport season to the next sport season, 5 separate days of organized practice must be supervised by the coaching staff before participation is granted in contests involving other schools. Only one practice may be counted for any one day. Team practice sessions are open to team members and school staff only. Most teams practice each day of the week, Monday through Friday. Coaches may schedule optional practices during the season. Athletes/students not participating in optional practices will not be penalized or their status on the team jeopardized.

SQUAD SELECTION

In accordance with our philosophy of extracurricular programs and our desire to see as many students as possible participate in the extracurricular programs while at Indian Springs Middle School, we encourage coaches to keep as many students as they can without unbalancing the integrity of their activity. Time, space, facilities, equipment, personal preference and other factors will place limitations on the most effective squad size for any particular activity.

CUTTING POLICIES

Choosing the members of extracurricular squads is the sole responsibility of the coaches of those squads. Prior to trying out, the coach shall provide the following information to all candidates for the team:

- Extent of try-out period
- Criteria used to select the team
- Practice commitment if they make the team
- Game commitments

When a squad cut becomes a necessity, the process will include two important elements. Each candidate shall have:

- Competed in a minimum of two practices.
- Performed in at least one (1) intra-squad game.

ATTENDANCE

Students who miss part of the school day due to illness must be in attendance by 12:00 P.M. in order to participate in a contest or practice on that date. Students missing school for reasons other than illness must have an excused absence in order to participate. Final authority for infractions of this rule will rest with the Principals and Activities Coordinator. An extracurricular participant who is unable to participate in physical education class may not participate in athletics. See ISMS Student Handbook for attendance eligibility guidelines.

EQUIPMENT

School equipment checked out by the student/athlete is his/her responsibility. He/she is expected to keep it CLEAN and in GOOD CONDITION. Loss of equipment is the student/athlete financial obligation. Uniforms range in price from \$20 to \$100 per item. Warm up jackets and pants range in price from \$40 to \$100. You are responsible for their care.

Uniforms should be washed after each competition. Since our school colors include maroon, it is imperative that you take extra caution in washing uniforms. Always use cold water when washing any Indian Springs uniform with maroon on it, and be extremely careful with the heat of dryers. Hang dry uniforms instead of tumble-drying in clothes dryers. Do not use liquid fabric softener or spray-wrinkle free products on uniforms. At the end of the season, make sure your uniforms are **cleaned** before returning them to your coach. Students returning uniforms that have not been cleaned will be assessed a laundry fee by the Activities Department.

REPORTING FOR PRACTICES

Upon completion of afternoon classes, athletes are to take all needed items (books, coats, boots, etc.) to their athletic lockers in order to avoid entering academic hall areas after 3:50pm.

MISSING PRACTICE

An extracurricular participant should always consult his/her coach BEFORE missing practice.

VACATION POLICY

Vacations by extracurricular members during a sport season are discouraged. In the event of an absence due to an approved vacation, an extracurricular participant must:

1. Be accompanied by his/her parents while on vacation.
2. Contact the coach PRIOR to the vacation.
3. Be willing to assume the consequences related to their status on that squad as a starter, 2nd string, 3rd string, etc.

TRAVEL

All extracurricular participants must travel to and from out-of-town athletic contests in transportation provided by the activities department unless the parents, for exceptional situations, make previous arrangements with coaches. If this situation arises, a parent or guardian must notify the Activities Coordinator and coach(es) at least 24 hours in advance, in writing. At the contest, a parent/guardian must sign out with the coach.

1. Students will remain with their squad and under the supervision of the coach when attending away contests.
2. Students who miss the bus will not be allowed to participate in the contest unless there are extenuating circumstances.
3. Students will follow all regular school bus rules.
4. Students should dress appropriately and in good taste.

CONFLICTS IN EXTRACURRICULAR ACTIVITIES

An individual student, who attempts to participate in several extracurricular activities will, undoubtedly, be in a position of a conflict of obligations. The activities department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities, and to this end, will attempt to schedule events in a manner to minimize conflicts.

At Indian Springs Middle School, we understand that activities are an important part of school life. Therefore, we encourage extracurricular participants to devote themselves to Indian Springs activities above any and all clubs or sports while in season at Indian Springs Middle School. An extracurricular participant's first responsibility is to the school and club/intramural second. Students may practice with a club after their school practice has concluded. Parents are encouraged to speak with the coach and Activities Coordinator should there be any questions.

Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors/coaches involved immediately when a conflict does arise.

When a conflict arises, the sponsors/coaches will work out a solution, so the student does not feel caught in the middle. If a solution cannot be found, the Activities Coordinator will make the decision based on the following:

1. The relative importance of each event.
2. The importance of each event to the student.
3. The relative contribution the student can make.
4. How long each event has been scheduled.
5. Talk with parents.

Once the decision has been made and the student has followed that decision, HE/SHE WILL NOT BE PENALIZED IN ANY WAY BY EITHER FACULTY SPONSOR OR COACH. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity.

REPORTING AN INJURY

All injuries that occur while participating in extracurricular activities should be reported to the coach. If the injury requires medical attention by a doctor or treatment center, it will be necessary to have an **INJURY REPORT FORM COMPLETED**. Once a physician treats the participant, they **MUST OBTAIN THE DOCTOR'S PERMISSION TO RETURN TO THE ACTIVITY**.

LOCKER ROOM REGULATIONS

Roughhousing and throwing towels or other objects is not allowed in the locker room. Hazing and/or bullying of other players will not be tolerated. Consequences may include, but are not limited to suspension or removal from team. All showers must be turned off. The last person to leave the shower room is expected to check all showers. No one except coaches and participants are allowed in the locker room. NO GLASS CONTAINERS ARE ALLOWED IN THE LOCKER ROOMS. All shoes with spikes or cleats must be put on and taken off outside the building. Cell phones are not permitted to be out, or used, in any ISMS Locker Room or restrooms.

GROOMING AND DRESS POLICY

All members of an extracurricular activity are expected to be well groomed. Appearance, expression and actions always influence people's opinions of students involved in school activities, the team and the school. Once you have volunteered to be a member of a squad, you have made a choice to uphold certain standards expected of extracurricular participants in this community. Team members will adhere to the following grooming and dress rules:

1. Hairstyles and lengths are to be maintained in accordance with the team's rules.
2. Students shall dress presentably at all times, on trips, or at assemblies.
3. Only uniforms issued or sold by the department of activities will be permitted to be worn for contests.
4. Students will not be permitted to participate until deviations of the above rules are satisfactorily corrected.

POSTPONING CONTESTS

If a game must be postponed due to weather or any other factor not conducive to good game conditions, the following factors will be considered:

1. Playing conditions of the field
2. Travel safety for the team and/or opponents
3. Travel safety for the official(s)
4. Travel safety for students, fans, and parents
5. Damage to equipment
6. Safety to the spectators in or on the school grounds, gym or field

After considering the above factors, it will then be up to the Activities Coordinator and/or Principals to conduct the event or postpone the event. All communication will be through appropriate WCCS channels of communication.

DROPPING OR TRANSFERRING ACTIVITIES

Quitting is an intolerable habit to acquire. A student who quits may lose the privilege of participating in activities for that season. On occasion however, a participant may find it necessary to drop an activity for a good reason. If this is the case, the following procedure must be followed:

1. Consult with your immediate coach.
2. Report your situation to the Activities Coordinator.

3. Check in all equipment issued to you.

UNDUE INFLUENCE FOR PARTICIPATION

1. It shall be the philosophy of the Indian Springs Middle School activities department that participants shall enjoy as many extra-curricular programs as the student and their parents wish them to participate in without influence from any coach to specialize in one activity. All coaches should encourage participation in other activities.
2. Although participants may choose the activity they wish to enjoy, once the season has started, **NO ONE SHALL CHANGE ACTIVITIES/SPORTS WITHOUT THE CONSENT OF EACH COACH INVOLVED.**
3. At Indian Springs Middle School, we understand that activities are an important part of school life. Therefore, we encourage students/athletes to devote themselves to Indian Spring's activities above any and all club sports while in season at Indian Springs Middle School. A student's first responsibility is to the school and club/intramural second. Students may practice with a club after their school practice has concluded. Parents are encouraged to speak with the coach and Activities Coordinator should there be any questions.
4. It shall be the philosophy of Indian Springs Middle School that no student/athlete be retained for the purpose of benefiting an extra-curricular program.
 - a. Students cut from one activity, however, may try out for another activity providing they were not cut from the first activity for disciplinary reasons.
 - b. No student who is dropped from one squad for disciplinary reasons or who "quits" shall be eligible to compete in another activity for that particular season.
5. No student may start another activity until the previous one has been completed and all equipment, etc. is returned to the coaches.