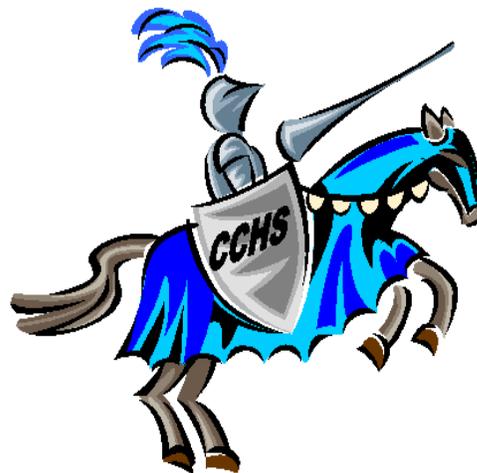


DeMotte Christian Schools, Inc.

DeMotte Christian School
Covenant Christian High School



Athletic Handbook

January 2017

DeMotte Christian Schools, Inc. Athletic Philosophy

At DeMotte Christian Schools, we believe that the athletic programs at DeMotte Christian School and Covenant Christian High School (DMCS Inc.) is an integral part of a Christian Education. It is our goal to live out the truth of Christianity in every aspect of our lives, including athletics. We desire for our athletic teams to

- (1) represent the Lord well,
- (2) learn about the Christian life through lessons learned in athletics such as communication, commitment, respect, self-control, and humility,
- (3) provide opportunities to strive for and achieve personal excellence and team goals, and
- (4) grow in knowledge and understanding of how to work together in community and fellowship.

Objectives

1. To use the talents and abilities given us for God's glory, not our own.
2. To be good stewards of the talents and abilities God has bestowed upon us.
3. To learn how the life lessons found in athletics can impact our development as Christians.
4. To recognize and seize the opportunities to share Christ by word and example.
5. To develop a school spirit and promote school loyalty among students.
6. To develop the athletic program as part of the overall ministry of DeMotte Christian Schools.

Section 1: Scholastic Athletic Information and Offerings

	<u>DeMotte Christian School</u>	<u>Covenant Christian High School</u>
<u>Mascot:</u>	Eagles	Knights
<u>Colors:</u>	Royal Blue, Black & White	Colombia Blue, Black, & White
<u>Affiliations:</u>		Member of the IHSAA (Indiana High School Athletic Association) Class: 1A District: 1 Sectionals: 49/50
<u>Conferences:</u>	Member of the Chicagoland Christian Junior High Athletic Association	Member of the NWISC (Northwest Indiana Soccer Conference) Class: 1A Sectional: 33/34

The following sports are currently offered:

	<u>DeMotte Christian School</u>	<u>Covenant Christian High School</u>
<u>Fall</u>	Girls Volleyball (6th/7th/8th) Coed Soccer (A/B team 6th/7th/8th) Cross Country (6th/7th/8th)	Girls Volleyball (JV/Varsity) Girls Soccer (Varsity) Boys Soccer (JV/Varsity)
<u>Winter</u>	Girls Basketball (6th/7th/8th) Boys Basketball (6th/7th/8th)	Girls Basketball (JV/Varsity) Boys Basketball (JV/Varsity)
<u>Spring</u>	Boys Volleyball (7th & 8th) Coed Track/Field (6th/7th/8th)	Coed Track/Field (Varsity) Boys Baseball (Varsity) Girls Softball (Varsity)

Section 2: Eligibility for Interscholastic Participation

Sub-section 2A: DMC Athletic Eligibility Policy

1. Academic Responsibilities of Athletes

All student-athletes of DeMotte Christian School must abide by the following athletic eligibility policy by meeting the following minimum requirements:

- 1.) Students may not have a D+ (69%) or lower in any particular class.
- 2.) Students must display attitudes and behaviors that represent our beliefs as a Christian community.

2. Teacher Involvement

Teachers may fill out an eligibility/discipline form if they notice a drop in a student's grades or increase in incorrect behavior after the student joins an athletic team. This will be discussed with the athletic director, parents, coach, and student-athlete and goals will be set for improvement. If they improve, there will be no consequences. If they do not show improvement, they may be placed on probation.

3. Probation

During a season, a student may become ineligible due to not meeting their responsibility as athletes. A student must attain a grade better than a "D+" (69%) in any particular class. Grades will be checked with progress reports and report cards. Students must also display attitudes and behaviors that represent our beliefs as a Christian Community. Parents of students with unsatisfactory reports will be notified immediately. The student will be placed on a two-week probation at this time.

- 1.) The probation period will begin the following day after the decision was made to place the student on probation.
- 2.) During the first two-week probation period, the student will be allowed to attend practices if all schoolwork is completed, but he/she will not be allowed to participate in games.
- 3.) If there is no academic progress evident at the end of the first two-week probation period, the student will not be allowed to attend practices or participate in games. Depending on the length of the sport season, the student may or may not be eligible to be reinstated after another two-week probation period.

Sub-section 2B: CCHS Athletic Eligibility Policy

1. Academic Responsibilities of Athletes

Covenant Christian High School considers the student-athlete to be a student first and an athlete second. This means that academic achievement takes precedent over athletic participation. Therefore, Covenant Christian holds their student-athletes to a higher standard. The following policy is also outlined in the Handbook for Students & Parents. (If IHSAA eligibility requirements are more restrictive, IHSAA requirements are followed.)

- a. Eligibility applies to all students who participate in extracurricular activities.
 - b. Students must have a "C" (73%) average and not be failing in any class.
 - c. Eligibility is determined at the end of the fourth week of a grading period and at the completion of a grading period.
 - d. If a student-athlete is ineligible, he/she will not be allowed to participate in events or contests until the next eligibility check. (At the end of the next grading period for IHSAA purposes.) A student will be able to resume practice after two (2) weeks of ineligibility if he/she has demonstrated progress.
 - e. The administration, with input from the faculty and parents/guardians, reserves the right to grant eligibility to students that demonstrate excellent effort but fail to meet guideline number 'b'.
 - f. A student determined to be ineligible may appeal in writing to the Eligibility Committee, made up of the principal, guidance counselor, and a faculty member.
- 2. Trying out for a team if ineligible**
- a. A student-athlete who is ineligible for athletic participation at the time the team tryouts are held will be allowed to try out for the team. The 10 day ineligibility for practice would then take effect, along with the 4 ½ week athletic competition ineligibility.
 - b. A student-athlete who is ineligible at the end of the school year must complete Summer School Credit Recovery classes (Indiana Virtual Academy or Principal-approved courses.) A passing grade in all summer courses must be achieved to become eligible for the next school year.
 - c. The student-athlete and coaches should be aware that a student's eligibility may play a major role in team selection.
- 3. Suspensions**
- a. Any student-athlete that is suspended from school (in-school or out of school) is ineligible for practice and athletic competition for the duration of the suspension.
 - b. The principal and athletic director reserve the right to extend the athletic suspension beyond the duration of the school suspension.

Section 3: Code of Conduct

Sub-section 3A: DMC Code of Conduct Policy

1. **Behavior Detentions** (see Levels 2, 3, 4, of Jr. High Discipline Policy in Parent/Student Handbook – pages 23, 24):
 - 1.) A student receiving their **first behavioral detention** will miss a full game.
 - 2.) A student receiving their **second behavioral detention** will miss a second full game.
 - 3.) After **any other subsequent behavior detention**, the situation will be reviewed with the administrator, athletic director, student, coach (if necessary), and parents (if necessary) to see if behavior warrants the removal of the student from the team.

2. **Academic Detentions** (see Levels 1, 2 of Jr. High Discipline Policy in Parent/Student Handbook – pages 22, 23):
 - 1.) A student receiving their **first academic detention** will miss half of playing time in a game.
 - 2.) A student receiving their **second academic detention** will miss a full game.
 - 3.) A student receiving their **third academic detention** will miss a second full game.
 - 4.) After **any other subsequent academic detentions**, the situation will be reviewed with the administrator, athletic director, student, coach (if necessary), and parents (if necessary) to see if behavior warrants the removal of the student from the team.

NOTE: All these implications began when the season begins. It is understood that the season begins when the first practice starts. These implications **DO NOT** reset at the end of a quarter when a season straddles two quarters (for example: 6th girls, 7th girls, 7th boys, 8th girls, and 8th boys basketball seasons).
(12-09-2006)

Sub-section 3B: CCHS Code of Conduct Policy

1. The Covenant Christian High School athletic department follows all guidelines outlined in the Covenant Christian High School Parent Student Handbook. Student-athletes are expected to adhere to all the policies and rules.

2. **Detention policy** (in season)
 - a. Category one detentions
 - i. First offense Conference with coach
 - ii. Second offense Suspension from ½ of next athletic contest
 - iii. Third offense Suspension from next athletic contest
 - iv. Fourth offense Suspension from next 2 athletic contests
 - v. Fifth offense Dismissal from team

- b. Category two detentions
 - i. First offense Suspension from next athletic contest
 - ii. Second offense Suspension from next 2 athletic contests
 - iii. Third offense Dismissal from team
- c. Category three offenses
 - i. Follows the discipline policy as stated on P. 14-15 in Handbook for Students & Parents.

Section 4: Physical, Medical Release, and Parent Consent

1. For a student-athlete to be allowed to try out or practice for an athletic team, he/she must have a completed current IHSAA physical form (CCHS) or General Physical Form (DMC) on file in the school offices. The IHSAA requires that physicals be dated between April 1 and the first practice of each year. These forms are available in the school offices. A student-athlete will not be allowed to participate until this physical is turned in.
2. For a student-athlete at CCHS to be allowed to participate on any team, he/she must have on file in the office Consent and Release form signed by a parent or guardian and the student athlete agreeing to abide by the terms of the Covenant Christian High School Athletic Handbook. This must be turned in before participation in any practice or contest
3. For a student-athlete at CCHS to be allowed to participate on any team, he/she must have on file in the office a Medical Release Form signed by a parent/guardian. This form needs to be in before the student-athlete may participate in any practice or contest.

Section 5: Concussion and Sudden Cardiac Arrest Policy

1. All coaches must complete an online concussion course from the CDC or the NFHS prior to the start of the season. Upon completion of the course the coach must print the certificate and turn it in to the school office. Those who fail to complete and turn in documentation of training will be under suspension of coaching duties until the Athletic Director receives notice of completion and proper documentation of training is on file in the school office.
2. Coaches should read the Sudden Cardiac Arrest Fact Sheet for Coaches and be familiar with the documentation process for symptoms of sudden cardiac arrest.
3. Each athlete and their parents will be provided with and/or have electronic access to the concussion and sudden cardiac arrest information fact sheets. Each athlete and their parent must sign and return to the school office the “Concussion and Sudden Cardiac Arrest Acknowledgement and Signature” form. The athlete will not be able to practice until this is on file in the school office.
4. If a concussion is suspected, the athlete involved may not participate in any practice, game, or contest until they have the appropriate form from a licensed medical professional releasing them to return to participation. The athlete needs to be cleared by either a MD or a DO in accordance with IHSAA concussion policy. The athlete must have their doctor complete the “Head Concussion Evaluation and Release to Play Form for Licensed Health Care Providers.” The school office will provide the information to the athlete’s PE teacher if applicable. The athlete will be allowed participation in sports-related activities following the instructions and recommendations listed on the form by the physician. This form will be available online as well as in the main office. The Athletic Director, coaches, school secretary, and the Principal will have access to this document.
5. If a coach suspects a head injury, the head coach must notify the athlete’s parents and the Athletic Director as soon as possible and complete a school incident report. The incident report should be kept on file in the school office.
6. The Athletic Director must notify the school Principal about any athlete suffering from a head injury so that accommodations can be made for the classroom where needed.
7. If a student is injured during the school day, the teacher must complete a school incident report and the school will notify the student’s parents. If a head injury is suspected and the student is involved in extracurricular athletics, the school will also contact the Athletic Director.
8. If a student athlete is suspected of experiencing a symptom of sudden cardiac arrest in a practice for an athletic activity or in an athletic activity:
 - a. the student athlete shall be removed from practice or play at the time that the symptom is identified; and
 - b. the parent or legal guardian of the student athlete shall be notified of the student athlete's symptoms.
9. A student athlete who has been removed from practice or play with symptom of sudden cardiac arrest may not return to practice or play until the school has received verbal permission from a parent or legal guardian of the student athlete for the student athlete to return to practice and play. Within twenty-four (24) hours after giving verbal permission for the student athlete to return to practice and play, the parent or legal guardian must provide the school with a written statement that the student athlete has permission to return to practice and play. This form will be available online as well as in the main office.

Section 6: Schedules

1. The scheduling of athletic contests and practices are determined by the athletic director and coaches in that sport. Athletic contests will not be scheduled on Wednesdays, unless a team is involved in IHSAA tournament play and the IHSAA schedules the game on Wednesday. Also, practices will end by 5:00pm at CCHS and at 4:30pm at DMC on Wednesdays. Athletic practices and games may be scheduled on Saturdays and all team members are expected to attend. Practices and contests will never be scheduled on Sunday. Usually, contests and practices will be scheduled during a school break (ie. – Thanksgiving Weekend, Christmas Break tournaments, Spring Break). The dates for these events will be handed out as soon as possible and all team members are expected to be in attendance.
2. The number of Junior High organized practices and games (excluding try-out periods) for each sport may not exceed 8 hours per week during the season. There should be no more than three practices during the school week. Practices may not exceed 2 hours on school days or on a non-school day.
3. **School Cancellation Policy** - In the event when school is cancelled, all athletic events will also be cancelled for that day, except for special exception. The Principal will make this decision after conferring with the Board President and Athletic Director/s.

Section 7: Attendance at School

1. A student-athlete must attend school on the days of an athletic practice and contest in order to participate in that practice or contest. The minimum attendance for a student-athlete to participate is:
 - DMC - at least $\frac{1}{2}$ (a minimum of 4 of the 8 class periods) of the instructional time of the school day.
 - CCHS - at least $\frac{1}{2}$ (a minimum of 4 of the 7 class periods) of the instructional time of the school day.
2. The principal and athletic director may grant a student athlete permission to participate because of extenuating circumstances.
3. Any absence that would be categorized as unexcused will render an athlete unable to participate in the day's events.

Section 8: Athletic Uniform Procedures

In an effort to maintain the inventory of all Covenant Christian High School and DeMotte Christian School athletic uniforms (jerseys, shorts, pants, etc.), the following procedures will be required of all athletes participating in all DMCS sports.

1. A refundable uniform deposit of \$25.00 (cash in labeled envelope or check payable to DeMotte Christian Schools, Inc.) will be required before the first scheduled contest of every CCHS and DMC athletic season. Deposits should be turned in to the school office. Non-compliant athletes will become ineligible for contests until deposit is received.
2. Student-athletes are responsible for all equipment issued to them. Uniforms will be distributed prior to the first contest of the season by the head coach of each sport. Athletic uniforms are issued to athletes for the sole purpose of athletic contest participation. Uniforms should not be used for any other purpose.
3. Important! Parents or guardians of the student-athlete (or coaches if requested) are to maintain the cleaning and quality of the uniforms during the athletic season.
4. At the end of each athletic season, all uniforms should be cleaned by the parents and returned to the head coach, not the school office, in a timely manner (announcements will be made). The head coach will return all uniforms back to the athletic director for storage.
5. The refundable uniform deposit (cash in labeled envelope) will be returned after uniforms are satisfactorily returned. A cleaning fee up to \$25.00 may be accessed if uniforms are not clean.
6. The parent or guardian of the student-athlete is responsible for the replacement cost of any lost or damaged school issued equipment or uniforms. Any lost or unreturned uniforms will be assessed a fee of up to \$100.00 by the end of the school year. Transcripts (i.e. – college) will not be sent from CCHS until either a uniform is returned or the assessed fee is paid.

Section 9: Attendance at Practices and Games

Each member of a Demotte Christian Schools, Inc. athletic team must assume the responsibilities associated with such a position. The athlete has ethical obligations to the team and the school. This obligation includes regular practice attendance. The Athletic Department/s recognizes that emergencies may arise which make it impossible for an athlete to attend practice. These absences should be communicated to the coach as early as possible.

The following IHSAA practice rules are intended for the high school level only:

1. Each team member must practice a minimum of ten (10) times (only one per day) before they become eligible to play in a contest (see IHSAA rule).
2. If a student-athlete misses five (5) to ten (10) consecutive practices/contests, the athlete is required to participate in four (4) practices before returning to contest play. If a student-athlete misses ten (10) or more consecutive days of practices/contests, the athlete is required to participate in six (6) practices before returning to contest play. (See IHSAA rule C-914)
3. Summer and off-season activities (Open gyms, conditioning programs, camps and leagues) are strongly recommended, but will not be required by coaches.
4. Moratorium Week – All IHSAA schools shall observe a moratorium week starting on Monday of the week that includes July 4th. During this Seven (7) day period, there shall be no contact between athletes and coaches, and no athletic activities, including conditioning, conducted (see IHSAA rule).
5. No Activity Week – IHSAA rules require all fall sports to observe No Activity Week during the Seven (7) day period prior to the first day of fall practices. Covenant Christian High School has expanded this requirement to include ALL CCHS sports, in effect, a second Moratorium Week.
6. An athletic contest is defined as the total potential playing time of the contest in question. This does not include overtime/extra periods. (see IHSAA rule) (i.e. For a best-of-five volleyball match, “½ of the contest” would be ½ of the number of points that could potentially be played if the match went the complete five games.)

The following are DMCS practice guidelines:

1. An excused absence is defined as a death of a family member, sick and not at school, doctor’s appointment that cannot be rescheduled or other school approved function (i.e. play or other sport).
2. Absences from practice sessions will be handled in the following manner:
 - a. Excused absence No action
 - b. Unexcused absence
 - i. 1st offense Conference with coach
 - ii. 2nd offense Conference with coach
 - iii. 3rd offense Suspension of ½ of next contest
 - iv. 4th offense Suspension from next contest
 - v. 5th offense Suspension from next 2 athletic contests
 - vi. 6th offense Dismissal from team
3. Absences from athletic contests will be handled in the following manner
 - a. Excused absence No action
 - b. Unexcused absence
 - i. 1st offense Suspension from next contest
 - ii. 2nd offense Suspension from next two contests
 - iii. 3rd offense Dismissal from team

Section 10: Playing Time and Cuts Policy

DeMotte Christian Schools, Inc. coaches and administrative personnel believe it is important to broaden the experience of its athletes. The DMCS coaches and administrative personnel also believe that all athletic teams strive towards excellence. Therefore, a graduated approach to playing time will be emphasized throughout Junior High. However, there are no minimum playing time provisions for athletes in any sport at the High School level. Coaches at all levels have full discretion on all playing time decisions.

Cuts may be experienced in certain situations. No cuts will be made without conference between the Principal, Athletic Director, and Coaches. In 8th grade, the coach of a basketball or volleyball team has the option to cut athletes from the team when there are more than 12 people trying out. High school basketball and volleyball coaches also reserve the right to cut athletes from their respective junior varsity teams when there are more than 12 people trying out.

Section 11: Multiple Extracurricular Policies

1. Student-athletes are encouraged to be involved in a variety of extracurricular activities. This includes athletics, drama, and other clubs.
2. If a student-athlete chooses to be a part of multiple extracurricular activities during a particular season, it is the responsibility of coaches, sponsors, directors, students, parents, etc. to work out scheduling difficulties to allow the student athlete to succeed in those activities.
3. When a student-athlete makes a commitment to participate in a sport, he/she is making the commitment to the team to be at his/her peak performance. Therefore, the student-athlete will not be able to participate in off-season activities for other sports organized by other non-school coaches without permission from the in-season coach.
4. Word of Caution: Student-athletes are discouraged from participating in club teams, little league, and other non-school athletic teams during the season of a sport they are involved in at DeMotte Christian Schools, Inc.

IHSAA Rules prohibit an athlete from participating in a sport on a non-school team, while participating in that same sport on a school team, during the designated IHSAA season. (i.e. A basketball player playing on an AAU team during basketball season is prohibited.) However, it is permissible to participate in club sport activities on non-school teams during a sports' IHSAA "out-of-season" period. IHSAA rules limit the number of current high school team members per club team. It is important that student-athletes communicate with their respective coaches before joining a non-school team.

Section 12: Handling Problems/Solving Disputes

1. All disputes at DeMotte Christian Schools, Inc. including those related to athletic matters, should be handled in a Biblical manner. In particular, DMCS encourages application of the Matthew 18 principle when handling a problem/settling a dispute. This principle encourages the offended party to go directly to the one with whom he/she has a problem.
2. If the situation is not resolved, the offended party is encouraged to seek a solution by speaking, at an appropriate time in private, to the next person in authority. In simple terms, an athlete should talk to the coach first, athletic director second, and principal third.
3. Lack of playing time is not considered a dispute and should not be addressed with the coach.

Section 13: No Quit Policy

If a student is selected for a position or chooses to become a member (after 5 practice sessions) on one of the DeMotte Christian School, Inc. athletic teams, it is important that he/she makes a firm commitment to that team. Therefore, quitting a team after becoming a member on that team is strongly discouraged. If any student-athlete quits a team after participating as a member of that team, that student-athlete is prohibited from trying out for another DeMotte Christian School, Inc. extracurricular team during the same season. Furthermore, it should be clearly understood that the action of any student-athlete quitting a team will certainly be among the criteria considered by coaches of subsequent teams on which a student athlete desires a position. Exceptions may occur if coaches agree it is in the best interest of the student.