



## TABLE OF CONTENTS

- Table of Contents
- Letter from the Athletic Directors
- Athletics Mission, Vision & Motto
- Athletic Affiliation
- Athletic Program Goals
- Athletics Purpose & Parent-Coach Communication
- High School Participation
- Elementary Athletics
- Academic Requirements & Early Dismissals
- Tryouts/Team Placements
- Dual Athletic Participation & Gender Equity
- Practice & Attendance
- Transportation & Travel
- Commitment To Team
- Lettering Process & NCAA Clearinghouse
- Student-Athlete Responsibilities
- Parent Responsibilities & Sportsmanship
- Disciplinary Process & Procedures
- Student-Athlete Behavioral Standards
- Participation Awards
- Safety Procedures
- Code of Conduct
- Acknowledgement Forms



### **Parents, Student-Athletes & Coaches:**

The mission of Oakbrook Preparatory School is to glorify God and partner with families in educating and inspiring their children to impact the world for Jesus Christ. The athletic department serves to complement and advance our school community by presenting, promoting, practicing, and preserving our mission. In order to protect that mission and develop a holistic approach to each student, Oakbrook Preparatory School is centered on the five core values of Christian Character, Academic Excellence, Creativity, Community, and Cultural Diversity.

The athletic department strives to empower Christ-like character while nurturing God-given physical talents by producing effective outcomes (technical skills, tactical sports IQ, and long-term physical development), creating exceptional experiences (spiritual growth, social skills, and leadership opportunities), and providing engaging environments (facilities, equipment, and Christ-Centered coaching).

Through participation in team and individual sports, students learn not only athletic skills necessary to successfully compete but also fundamental life skills that will remain with them throughout their lives. Athletics assist in creating challenging goals to improve the mind, body, and team while exploring our created purpose behind deep relationships with the soul, the family, and the world.

We believe that every student has the potential to positively contribute to the success of any team or event and encourage students to explore the many athletic offerings at Oakbrook Preparatory School. Our athletics program emphasizes a Long Term Athletic Developmental (LTAD) framework to ensure that training, competition, and recovery schedules are appropriate for an athlete at each specific stage of their growth and development.

It is the role of the athletic department to make policies and rules that govern the spirit of competition for the school. These rules need a broad base of community support, which is achieved only through communication with the athlete, parent, and coach. We hope to accomplish this objective through this handbook for parents, student-athletes, and coaches. We ask that you read this handbook thoroughly, and sign and return the acknowledgment which is located at the end of this handbook.

Let's Go Knights!

## ATHLETICS - MISSION, VISION & MOTTO

**MISSION:** To *engage, educate* and *empower* our athletes, parents and coaches to become the GREAT they were created to be in both sport and life. (*Ps 139:13-14*)

**VISION:** Striving to empower Christ-like character while nurturing God-given gifts.

**MOTTO:** “Creating Champions for Christ Through Competition”

## ATHLETICS - PHILOSOPHY & PURPOSE

Oakbrook Preparatory School is committed to providing a diversified, participatory, and successful athletic program that is available to all students. Our school believes that such a program is a vital and integral part of the total school environment and plays a key role in the overall development of each student who is involved in the athletic program. It is our belief that the athletic program at Oakbrook Preparatory School should assist students in developing courage to build confidence and the qualities of good citizenship, as well as in impacting the world for Jesus Christ.

It is the purpose of this handbook to set forth the operating procedures for the students, parents, and athletic staff at Oakbrook Preparatory School. It is designed as a reference source that will facilitate the process of seeking and clarifying information concerning administrative and athletic policies and procedures as well as promote a framework that will lead to the effective and efficient application of those policies and procedures.

## ATHLETIC AFFILIATION

Oakbrook Preparatory School will compete in the **South Carolina Independent School Association (SCISA)**. All athletic contests are operated under the rules and regulations governing that sport by the National Federation of High School Athletics and the South Carolina Independent School Association.



# ATHLETIC PROGRAM GOALS

## EFFECTIVE OUTCOMES:

*Technical* - To develop the fundamental sport skills needed to progress to compete.

*Tactical* - To develop the strategic understanding of the game and competition, the sports IQ.

*Physical* - To develop movement patterns, relative strength, power, speed, agility and fitness to play more and play better.

## EXCEPTIONAL EXPERIENCES:

*Social* - To develop positive interaction with students, faculty, parents & the community.

*Spiritual*- To develop and foster growth through spiritual and biblical character development and a service mindset.

*Leadership* - To develop skills and provide opportunities to lead others to get to difficult but desirable destinations.

## ENGAGING ENVIRONMENTS:

*Facilities* - To provide and maintain first-class facilities to inspire excellence in play and promote responsibility and accountability of what GOD has provided through our community and school.

*Equipment & Technology*- To demonstrate athletic skills and God-given talents that the coaches, athletes and team have worked diligently to develop.

*Christ-Centered Coaching*— To offer committed, Christian coaches that are trustworthy, knowledgeable, effective, passionate and transformational.



## INTERSCHOLASTIC ATHLETICS PURPOSE

Unlike recreational sports, interscholastic athletics are based upon competition and program performance (**1 Cor 9:24**). Successful programs will combine the attributes of winning with the objectives and philosophies of participation as stated in this handbook. Our staff of committed, dedicated and professional coaches must make decisions on the playing status of all student-athletes based on what are the best options for the team and program to be successful.

Athletic programs at the Elementary level that are focused on athletic development may be offered in various sports with the intent to ensure training, competition and recovery schedules are appropriate for an athlete at each specific stage of their growth and development. These programs have the potential to compete against outside schools or clubs, or hold controlled competitions amongst themselves. These programs will act more as competitive recreational athletics with balanced playing time and no-cut policies.

## PARENT/COACH COMMUNICATION PROCESS

- A.** The athlete should meet with her/his coach first.
  - B.** Next, the parent should talk to their child's coach. However, never meet with the coach immediately before or after a contest. Please contact the coach at least 24 hours after by phone or email to arrange an appropriate meeting.
  - C.** If your questions are not sufficiently addressed, feel free to make an appointment with the Athletic Director.
  - D.** If your issues are still unresolved, contact the office to meet with the Head of School.
- \*Appropriate concerns to discuss with coaches are: (1) mental and physical treatment of your child; (2) ways to help your child improve; and (3) concerns about your child's behavior.
- \*Issues that are not appropriate to discuss with coaches are: (1) team strategy; (2) play calling; (3) other student athletes; and (4) playing time.
- \*Following these steps will demonstrate respect for all individuals involved and allow our student athletes to see proper methods and means of conflict resolution.

***Note: Do not attempt to confront a coach before, during or after a practice or contest. These can be emotional times for both the parent and the coach and generally do not promote a resolution. All meetings should be at least 24 hours following a practice, contest or event.***

## HIGH SCHOOL PARTICIPATION

All the following criteria must be satisfied prior to any student-athlete's participation in any High School athletic practices, games, or team function:

- Eligibility status filed and verified by the South Carolina Independent School Association as well as all local requirements as specified by Oakbrook Preparatory School; the SCISA requirements for eligibility are as follows:
  - A student must be a regular student taking 4 core units or 5 one unit courses, per grading period in Grades 9 through 12. **SCISA Allows participation for 8th grade students as long as they meet the general requirements noted herein.** Events with non-SCISA affiliation may not allow 8th graders to participate and must be communicated in advance for proper protocols.
  - All student-athletes must have passed a minimum of 4 core units or any 5 units of classes taken during the previous semester.
  - There are other stipulations concerning eligibility that are set forth by SCISA that are too numerous to mention here. If you have any questions concerning eligibility, please feel free to contact the Athletic Director. Eligibility is taken very seriously by the administration at Oakbrook Preparatory School. Infractions concerning eligibility have been dealt with very seriously by SCISA and infraction penalties may include fines imposed on offending schools and/or the forfeiture of games.
- A complete physical examination form on file with Oakbrook Preparatory School, school Athletic Director and the Head Coach of the sport in which the student-athlete wishes to participate stating that the student-athlete is cleared to participate without restrictions or with specific restrictions noted. The physical form can be obtained either from the School Website, Head Coach, Athletic Director or Athletic Trainer.
- Completed forms for concussion awareness and student-courses dictated by SCISA.
- Emergency Care card on file with the school Athletic Director, trainer, and the Head Coach of the sport in which the student-athlete wishes to participate.
- Documentation of current and active insurance coverage for the student-athlete
- Parents guardians and/or school athletic department; in addition, a statement signed by the parent/guardian of the student-athlete verifying the understanding that the school is not responsible for any financial obligations above and beyond the primary and secondary insurance coverage payments in the event of an accident and/or injury in the normal course of athletic participation by the student-athlete.
- In the event of an injury, a written doctor's medical release must be on file with the school Athletic Director, trainer and the Head Coach of the sport in which the student-athlete wishes to participate that clears the student-athlete to participate without restrictions or with specific restrictions noted on the release.

## ELEMENTARY ATHLETICS

A Junior Knight (Elementary) student is ineligible to participate until the following requirements have been completed:

- Emergency Care card/information/registration and documentation of insurance on file with the school Athletic Director, trainer, and the Head Coach of the sport in which the student-athlete wishes to participate.
- All academic or behavioral eligibility requirements are satisfied.
- A Waiver and Release Form signed by the parent/guardian of the student-athlete verifying the understanding that the school is not liable for injury nor responsible for any financial obligations above and beyond the primary and secondary insurance coverage payments in the event of an accident and/or injury in the normal course of athletic participation by the student-athlete. This form also provides consent to emergency medical treatment if the parent is unable to be contacted.
- *AT ALL LEVELS: In the event of an injury, a written doctor's medical release must be on file with the school Athletic Director, trainer and the Head Coach of the sport in which the student-athlete wishes to participate that clears the student-athlete to participate without restrictions or with specific restrictions noted on the release.*



## ACADEMIC REQUIREMENTS

Oakbrook Preparatory School maintains that academics and athletics are collaborative partners in the overall development of the student-athlete. Based on this principle, the athletic department believes and will require each student-athlete to meet the following academic requirements:

- School generated progress reports (issued every 4 weeks) will be used to track any academic deficiencies of our student-athletes. The Athletic Director and Head Coaches will meet and review the progress reports results to identify those student-athletes with academic deficiencies. If at any of those grade report intervals a student-athlete has a failing grade in any course(s), the student-athlete may be placed on academic /athletic probation and be required to attend either mandatory tutoring sessions for at least 2 hours per week in any and all courses in which they have a failing grade if the academic deficiency is the result of academic problems as determined by the teacher of the course. If it is due to work ethic as determined by the teacher, then the student-athlete may be required to attend mandatory study hall Tuesday, Wednesday, Thursday, and Friday mornings. This process will continue until the next grade report is issued. The student-athlete may continue their participation in athletics if they attend the mandatory tutoring or study hall sessions as required. Failure to attend the required tutoring will result in suspension from the team until the student-athlete meets the tutoring requirements.
- If at the next grading period the student - athlete has made Satisfactory Progress (**as determined by the teacher of the course(s), the School Athletic Director and Deans**) in correcting the earlier grade deficiencies, the student-athlete will be allowed to return to non-probationary status. If the student-athlete has not made satisfactory progress in correcting grade deficiencies they will be prohibited from practice, games, and team functions until the point in time that the grade deficiencies have been corrected to an acceptable level.

## EARLY DISMISSALS

Students need to check with teachers for assignments and tests prior to release. Students are required to make up tests and assignments based on our handbook and teacher syllabus.

## TRYOUTS & TEAM PLACEMENT

Each Varsity athletic team at Oakbrook Preparatory School will have the most objective method possible to select teams for the sports that have tryouts to determine the final roster placement.

**Each Head Coach/Program Director will submit to the Athletic Director a written plan detailing the criteria and procedures used to determine team membership.**

Once approved, this criteria will be clearly communicated in writing to all potential team members prior to the beginning of any tryout sessions and the results of evaluations will be documented and available for review at the conclusion of stated tryout period.

Include the following:

- Dates and lengths of tryout sessions.
- Set measurable standards of evaluation.
- Maintain a digital/written evaluation available to discuss.
- Meet with students face to face; be willing to provide advice and counsel for those who do not make the team.
- Be ready and available to meet with parents.

Oakbrook Prep Elementary athletics program is based on participation. There could be an evaluation period not for membership but to determine a student's level of play. Where available, students will be placed on similar skill-like teams for that season of sport to compete in. Competition may be intramural or extramural depending on sport and season.

*\* The coaching staff and sport directors may progress or regress a student athlete team placement as needed to provide better opportunities to learn a skill or improve understanding of a sport. Some athletic offerings may or may not have multiple teams depending on athletes available or the competitive demands of the athletic activity involved.*

## DUAL ATHLETIC PARTICIPATION

Oakbrook Preparatory School encourages participation in all areas of the athletic department.. However, because of scheduling conflicts, student-athletes are prohibited to participate in multiple (more than one) sports within an independent season. Exceptions to this rule are as follows:

- If a student-athlete requests to participate in two concurrent sports, a meeting must be arranged for the Head coaches of the two sports, the student-athlete and parents, and the school Athletic Director. This group will decide if it is beneficial for the student-athlete, the individual sports, and the total athletic department for dual participation within a season. Parameters will also be set during this meeting before dual athletic participation is approved.

## GENDER EQUITY

Oakbrook Preparatory School is committed to providing equal opportunities and treatment for both sexes. Any concerns regarding such issues should be brought to the attention of and discussed with the school Athletic Director, Principal and Head Coach of the sport in which the concerns exist. Oakbrook Preparatory School reserves the right to make decisions for the best interest of the school and school community.

# PRACTICE & ATTENDANCE

## **Absences**

Oakbrook Preparatory School policy prohibits participation in any extracurricular activity if a student is not present at school for at least one-half of the school day unless there is a clear and justifiable reason for the absence. Any student who is absent for more than one-half of a school day and wishes to participate in an extracurricular activity on that day must receive approval to do so by the Athletic Director

## **Missed Practices, Games, Team Functions**

Student-athletes are encouraged to attend all practices, games, and team functions as a part of developing and displaying dedication and commitment to the activity in which they wish to participate. The student-athlete should contact the Head Coach **prior** to missing or being tardy to practices, games, and team functions for the absence or tardy to be classified as excused. The Head Coach will consider emergency situations where contact may not be possible. Consequences for excused and unexcused absences from practices, games and team functions will be at the discretion of the Head Coach.

## **Practices: In-Season**

Although practice schedules differ from sport to sport it is our philosophy that our student-athletes are **students first and athletes second**. We strongly encourage our coaching staff to take this philosophy into consideration when developing practice and game schedules. There may not be any **mandatory** practices on Sundays. We will endeavor to ensure that all Wednesday practices commence no earlier than 3:15 p.m. and conclude by 5:30 p.m. Our goal is for student-athletes to depart by 5:45 p.m. However, please understand that there may be occasions when adjustments are necessary.

## **Practices: Off-Season**

Practices held during the off-season may not be mandatory nor may they be a prerequisite for participation or membership on a team. This means that a coach cannot require a student-athlete to make up a practice they miss out of season. While rewards and incentives may be used to encourage attendance, participation may not be made mandatory. Please note that SCISA does permit off-season practices to take place in sports with no greater than 4 athletes present at any one time. There is no limit on the number of coaches allowed. Since many of our student-athletes play multiple sports, all coaches must discuss and agree on participation and involvement in off-season training. Please feel free to call the Athletic Director if you have any questions about off-season practices.

## TRANSPORTATION & TRAVEL

Students involved in all extracurricular activities at Oakbrook Preparatory School will be provided transportation to and from all events. The student-athletes at Oakbrook Preparatory School will often have a bus provided by the school and a trained driver to drive this bus. This is the safest way for your son and/or daughter to get to and from events. Student-athletes at Oakbrook Preparatory School will not be released to any individual to ride private transportation following contests except the student-athlete's parent(s) or legal guardian. In this case, which is discouraged except in cases of emergency, the parent(s) or legal guardian will have to provide a written request to the Head Coach of the sport in which the student-athlete is participating 24 hours in advance. Under no circumstances will student-athletes be allowed to be transported by any driver that is not on the "Approved Driver" list that is on file at the school. **It is NEVER appropriate for a student to transport another student, except siblings, to/from an athletic practice or event.** In the event of a late afternoon or evening practice, students that do not have a driver's license, may not leave campus between the end of the school day and the beginning of practice. A study hall or team gathering area will be provided by the head coach. If a student has a driver's license, they may leave campus if and only if the head coach is provided with a signed permission form for the entire season.

**For Junior Programs** (elementary): events on and off-campus on Saturday will require the family to procure travel to the competition site. If for some reason a student needs to leave with his/her parents, a coach must be notified prior to leaving. Students may only leave with their parents unless authorized in writing and approved by the Head Coach and Athletic Director ahead of time.

**Early Dismissals:** Students need to check with teachers for assignments and tests prior to release. Students are required to make up tests and assignments based on our handbook and teacher syllabus

## COMMITMENT TO TEAM

### **Consequences for Quitting a Sport During the Season**

Student - athletes are expected to complete the season of the sport in which they are participating in its entirety. However, we recognize that conflicts do arise and that there may be no other satisfactory solution than for a student-athlete to leave the team. If such a situation occurs, it is requested that the student-athlete and their parent(s) meet with the Head Coach and the school Athletic Director to discuss the reason(s) for quitting the sport. If a resolution cannot be reached that would allow for continued participation, then all parties will agree that this is the best course of action. **If a student - athlete quits one sport, he/she will not be allowed to participate in another sport until the first team's season is over.** A conference with the Athletic Director and the Head Coach of the sport in which the student-athlete wishes to participate will need to take place. The welfare of the school's total athletic program, the teams involved, and the student-athlete will be considerations as to whether the student-athlete will be allowed to participate. Both long-term and short-term effects will be considerations in reaching a final decision.

### **Extracurricular Conflicts**

Oakbrook Preparatory School encourages students to become involved in a variety of extracurricular activities according to their individual interests and skills. The faculty and staff at Oakbrook Preparatory School are committed to working together to allow maximum student involvement. We recognize that this philosophy will result in conflicts between the many extracurricular activities from time to time. Head Coaches and/or Sponsors, the school Athletic Director and/or Fine Arts Director along with the student and parent(s) will meet to work out a satisfactory solution based on the following considerations:

- Best interests of the student
- Best interests of the school
- Best interests of the team/activity

## LETTERING POLICY & NCAA CLEARINGHOUSE

A student-athlete may be awarded a letter by completing the season in a varsity sport only and should be earned through dedication and commitment to that sport and making a significant contribution to the total team effort throughout the entire season. The criteria for lettering will be if a student-athlete completes the varsity season in good standing as determined by the Head Coach of the sport. Lettering criteria may be adjusted and detailed by the Head Coach but must meet with Athletic Director approval. Once approved, clear communication to the players and parents must be made.

AFTER a student-athlete has met the criteria for lettering, they are eligible for a letter jacket. Letter jacket fitting/ordering meetings will be held once per school year. A sport specific pin will be awarded for a first-time letter winner. All successive letters will be awarded in the form of a “bar” for the student-athlete’s jacket.

### **NCAA Clearinghouse**

If you are a prospective student-athlete at a Division I or II college or university, you have certain responsibilities to attend to before you may participate. Information concerning who needs to register with the Clearinghouse and what documents will be submitted can be found in The Guide for College-Bound Student-athletes on the NCAA website, [www.ncaastudent.org](http://www.ncaastudent.org).

## STUDENT-ATHLETE RESPONSIBILITIES

Each student-athlete is a representative of Oakbrook Preparatory School, the community, their family, and themselves. The actions and appearance of the student-athlete will be viewed by others as a direct reflection of each of these entities. It is the responsibility of each student-athlete to conduct himself or herself in such a manner as to not bring shame and ridicule to all these entities. Any actions that violate this principle will not be tolerated and severe or continuous behavior to that effect may result in suspension of playing privileges or permanent removal from the team or activity. In reference to this responsibility:

- **Conduct of a Student-athlete in the classroom and in the total school environment:**  
It is our belief and expectation that a good student-athlete will portray himself or herself as a positive role model. A lack of dedication and commitment to uphold this standard throughout the total school environment will translate into a similar lack of dedication and commitment in athletics. We expect each student-athlete to conduct himself or herself in such a manner as to exemplify the positive qualities of giving maximum effort to attain success in the classroom and in all other school activities. We also expect each student-athlete to conduct himself or herself as a positive role model by adhering to accepted standards of conduct and behavior in the classroom and throughout the school.
- **Conduct of the student-athlete in athletic participation:**  
It is our belief and expectation that each student-athlete should conduct himself or herself as a winner no matter whether they or their team has won or lost an athletic contest. All opponents have worked equally hard to attain success and should be treated with the utmost respect in all situations. Each student-athlete should also conduct himself or herself in practices and games in such a manner as to not be detrimental to the specific athletic team, the entire athletic program of the school, the school as a whole and the community.
- **Grooming and dress policy for student-athletes:**  
As representatives of Oakbrook Preparatory School, the community, their family, and themselves, student-athletes are expected to adhere to all dress code policies as stipulated by the Oakbrook Preparatory School Family Handbook. Individual Head Coaches may require more stringent rules regarding grooming and dress policies for student-athletes on their team; however, those rules must at least meet the minimum requirements as stated in the Oakbrook Preparatory School Family Handbook. Violations will be dealt with both as a school disciplinary issue as well as a violation of school athletic policy and should be addressed by the Head Coach of the sport in which the student-athlete is a current participant.



## PARENT RESPONSIBILITIES & SPORTSMANSHIP

- Support your student athlete's athletic experience by taking an interest in the experience of the whole team.
- Model good sportsmanship for your student athlete by respecting opponents and officials. Cheer for Oakbrook's teams and not against the opponents.
- Let your student athlete know that, win or lose, he/she is loved and his/her efforts are appreciated.
- Respect the coach. Do not coach from the stands. Do not raise concerns with the coach immediately before or after a contest. (This is not a time when issues can nor should be resolved.)

**Team Parent Responsibilities (Junior/Elementary Level):** The team parent will be the main line of communication between the coach and the other parents of team members. Team Parents will be contacted about game changes, as well as other pertinent information; they in turn will pass on these communications to the rest of the parents. The team parent will also be responsible for organizing the team snacks.

### **Sportsmanship:**

**Fans (both students and adults)** are an important and integral part of every athletic contest. They serve to authenticate the positive values learned through athletics and to support the personal efforts and successes of individual players. Occasionally, fan behavior can harm an athletic event. The following is to provide clarity about inappropriate behavior. At all Oakbrook athletic events, it is inappropriate to engage in:

- Any behavior or action detrimental to Good Sportsmanship and Christ-like behavior
- Taunting
- Verbal abuse of officials, coaches, players, or opposing fans
- Any obscene gestures
- Throwing objects
- Signs or posters that degrade teams, officials, or players
- Vandalism
- Violence
- Consumption of drugs or alcohol

# ATHLETIC DISCIPLINE PROCESS & PROCEDURES

Disciplinary actions taken by school administration may be supplemented by additional athletic disciplinary actions as deemed appropriate and noted below. It is not the purpose to utilize physical exercise as a punishment or for corrective action.

## Athletic Discipline Definitions

**Athletic Discipline:** Athletic discipline means all forms of reasonable corrective action or sanction other than athletic probation, athletic suspension or athletic disqualification and may include the exclusion of a student-athlete from an activity by a coach for a specified period of time. *The Head Coach/Program Director must inform the Athletic Director of all such measures within 24 hours.*

**Athletic Probation (Non-Academic):** Athletic probation is a period during which a student-athlete remains a part of the team/squad while he or she is given an opportunity to correct the deficiencies *in a time prescribed by the Head Coach/Program Director and approved by the Athletic Director.* During athletic probation, student-athletes will continue to participate in sport practices but will not be eligible to participate in team activities and competitions/games.

**Athletic Suspension:** Athletic suspension is a period during which a student-athlete is removed entirely from all team/squad activities for a specified number of days. The duration may be extended beyond the current season. A student who is suspended may not practice, compete, sit on the bench or attend any other team events during the period of suspension. *The Head Coach/Program Director will need to get Athletic Director and Head of School approval and authorization.*

**Athletic Disqualification:** Athletic disqualification is the complete removal of the student from all athletic programs offered at Oakbrook Preparatory School. *The Head Coach/Program Director will need to get Athletic Director and Head of School approval and authorization.*

## Athletic Discipline Procedures

**1. Athletic Discipline and Athletic Probation:** When athletic discipline is imposed, the head coach/program director will:

- Meet with the student-athlete to discuss the reason(s) for athletic discipline.
- Document the athletic discipline if it may lead to athletic probation or more severe sanctions. When athletic probation is imposed, the head coach/program director will:
- Meet with the Athletic Director to review the reason(s) for athletic probation and secure approval.
- Meet and inform the student-athlete of the deficiencies, how the student athlete is to correct them and the number of days of athletic discipline/probation.
- Immediately Notify the parent/guardian of the status of athletic discipline/probation. In-person meetings are highly suggested over email communication when possible.

# ATHLETIC DISCIPLINE PROCESS & PROCEDURES

*NOTE: Upon completion of the athletic discipline/probation period defined, and if the deficiency noted is corrected, the student-athlete is removed from athletic discipline/probation. If the deficiency is not corrected, the discipline/probation period may be extended or the student-athlete is recommended for athletic suspension and/or athletic disqualification.*

**2. Athletic Suspension/Athletic Disqualification:** Prior to athletic suspension/disqualification of any student-athlete, a conference will be conducted with the student-athlete as follows:

- The Principal/Administrator will present to the student-athlete an oral and/or written notice of alleged misconduct and violation(s) of school rules; the evidence of the school rules; the evidence in support of the allegations; and the corrective action(s) or sanction(s) to be recommended.
- The student-athlete will be provided the opportunity for explanation. When athletic suspension/disqualification is imposed, the student-athlete will be notified verbally of the action taken by the Head Coach/Program Director in a meeting including the Director of Athletics and Head of School. In the case of athletic disqualification, the Head of School may or may not be present. Promptly thereafter, written notice will be sent by the Head Coach/Program Director to the student-athlete and parent/guardian containing the following information:
  - The action taken
  - The reason for disciplinary action, and,
  - The right to an informal conference with the administrative team (Head of School and Athletic Director) and the Head Coach/Program Director to review the athletic suspension/disqualification.

**3. Athletic Ejections:** Any student-athlete ejected from a SCISA contest will be subject to penalties as outlined under the SCISA constitution and by-laws. In addition, any additional disciplinary action noted above may be added if deemed appropriate. All fines will be reviewed on a case-by-case basis and if deemed appropriate will be added to the student's FACTS account. Additional team penalties may be included.

# ATHLETE BEHAVIORAL STANDARDS

The Athletic Department of Oakbrook Preparatory School believes that behavioral standards are an essential part of achieving the stated objectives for participation in athletics. ***Please be advised that in instances where a school administration deems it necessary to enforce a more significant disciplinary action, the athletic department will adhere to and support such measures.***

## **Tobacco and/or Vaping**

The purchase and use of tobacco are illegal by any student under the age of 18. Therefore, the possession and/or use of tobacco in any form by a student-athlete will not be tolerated by the athletic programs at Oakbrook Preparatory School. This will apply to student-athletes both at and away from school as well as in or out of season. This rule will be inclusive of any student-athlete participating in athletics at Oakbrook Preparatory School regardless of age. The penalties for the violation of this policy will be as follows:

- 1st Offense: School Disciplinary Referral (if at school or at a school – related function); suspension from participation equal to 5% of the of the total number of regular season scheduled contests for the sport for which they are competing at the time of the incident; student-athlete placed on probationary status with the school athletic department.
- 2nd Offense: School Disciplinary Referral (if at school or at a school – related function); removal from the team for the remainder of the current season; the student-athlete will be required to enter into an athletic department contract agreement before the student-athlete is allowed to participate in any further athletics at Oakbrook Preparatory School

## **Alcohol and/or Drugs**

The purchase and use of alcohol are illegal for any student under the age of 21. The possession and use of drugs are illegal. Also, the misuse or distribution of prescription drugs is illegal. Therefore, the possession and/or use of alcohol and/or drugs in any form by a student-athlete will not be tolerated by the athletic programs of Oakbrook Preparatory School. This will apply to student-athletes both at and away from school as well as in or out of season. This rule will be inclusive of any student-athlete participating in athletics at Oakbrook Preparatory School regardless of age. The penalties for violation of this policy will be as follows:

- 1st Offense: School Disciplinary Referral (if at school or at a school function): suspension from participation equal to 10% of the total number of regular seasons scheduled contests for the sport for which they are competing at the time of the incident. The student-athlete will continue to practice during the suspension period; student-athlete placed on probationary status with the school athletic department; the student-athlete and their parent(s) will be required to enter into an athletic department contract agreement before the student-athlete is allowed to participate in any further athletics at Oakbrook Preparatory School.

# ATHLETE BEHAVIORAL STANDARDS

- 2nd Offense: School Disciplinary Referral (if at school or at a school function); removal from ALL athletic participation for one calendar year.

## **Social Media Outlets**

Social media outlets (i.e. Facebook, Twitter, etc.) are a great form of communication for school officials, coaches, parents, and students. However, abuse of these outlets by student-athletes will not be tolerated by the athletic programs of Oakbrook Preparatory School. This includes derogatory comments toward staff, coaches, students, or stakeholders within Oakbrook Preparatory School. As stated above, this policy applies to student-athletes both at and away from school as well as in or out of season. This rule will be inclusive of any student-athlete participating in athletics at Oakbrook Preparatory School regardless of age. The penalties for violation of this policy will be as follows:

- 1st Offense: School Disciplinary Referral (if at school or at a school function): suspension from participation equal to 5% of the total number of regular seasons scheduled contests for the sport for which they are competing at the time of the incident. The student-athlete will continue to practice during the suspension period; student-athlete placed on probationary status with the school athletic department; the student-athlete and their parent(s) will be required to enter into an athletic department contract agreement before the student-athlete is allowed to participate in any further athletics at Oakbrook Preparatory School.
- 2nd Offense: School Disciplinary Referral (if at school or at a school function); removal from ALL athletic participation for one calendar year.

# PARTICIPATION AWARDS

Each student-athlete at Oakbrook Preparatory School that completes their team's season in good standing will be awarded either a:

- certificate of participation for Middle School and/or Junior Knights competition
- a varsity letter for Varsity competition.
- Sr. Cords
  - Those that participated in 8 sports from 9th-12th grade will receive a blue cord.
  - Those that participated in 12 sports from 9th-12th grade will receive a silver cord.

## **Silver Sword:**

Oakbrook's annual Silver Sword is awarded to the athlete who demonstrates sportsmanship and Christ-like attitude on and off the court/field/course, not just during the season but throughout the school year. The award is not based on popularity or playing ability or attitude based on playing and not playing. The athlete is a team leader who demonstrates the attitude and character that we believe is an example of Jesus Christ. This character includes a commitment to one self and to the team, one who encourages others, often sacrificing his or her well-being for the sake of the team and one who has earned the respect of teammates and classmates. Teams and coaches present nominations for the Silver Sword Award to the "Knights of the Round Table" whose membership consists of previous Silver Sword Award winners.

## **Coach's Award:**

Varsity coaches recognize and thank the athlete who consistently demonstrates hard work, commitment, discipline - the key character traits the coaches have worked to instill throughout the team. This person may also be nominated for Silver Sword.

## **Sportsmanship Award:**

Middle School athletic teams and coaches select one athlete from each team who represents their team and Oakbrook's Athletic Philosophy by:

- Consistently demonstrates respect for authority on and off the field (includes coaches, other teams coaches, referees, parents in public, teachers, administration, fellow students, other team athletes)
- Displays attitude to win with humility and lose graciously
- Demonstrates good character and judgment not only at practice and competition but also school and within the community. Each team may also have team banquets at the end of the season and coaches may recognize each player's contributions to the team.

## **Athlete of the Year:**

The Middle School Female and Male that excelled in at least 2 Middle School Sports and earned the respect of their teammates and coaches. The Upper School Female and Male that excelled in at least 2 Varsity Sports and earned the respect of their teammates and coaches. This award will be given at the Annual Oakbrook Honors Day at the end of the school year.

# STUDENT ATHLETE SAFETY

## **Heat and Humidity Policy**

Schools must follow the statewide policy for conducting practices and voluntary conditioning workouts in all sports during times of extremely high heat and/or humidity that will be signed by each head coach at the beginning of each season and distributed to all players and their parents or guardians. The policy shall follow modified guidelines of the American College of Sports Medicine regarding:

- The scheduling of practices at various heat/humidity levels
- The ratio of workout time to time allotted for rest and hydration at various heat/humidity levels
- The heat/humidity level that will result in practice being terminated

## **Concussion Guidelines**

If a Coach observes a Student-Athlete exhibit any sign, symptom, or behavior consistent with a concussion or head injury, the Coach must immediately remove that Student-Athlete from practice, conditioning, or game. The Student-Athlete may not return to practice, conditioning, or game until a Health Care Provider has determined that the Student-Athlete has not suffered a concussion. In the case where a Health Care Provider has determined that the student-athlete has suffered a concussion, the student-athlete may not resume practice, conditioning, or participation in games until medically determined capable of doing so for full or graduated return. In no circumstance may a student-athlete return to practice, conditioning, or a game on the same day that a concussion has been diagnosed by a Health Care Provider or cannot be ruled out.

## **Accident/Injury Reporting**

When a student-athlete has an accident or is injured during practice or competition the coach must complete an accident report form to turn-in to school trainer. The forms can be obtained at the school office. These forms are very important if insurance claims are filed later. The originals of these forms will be kept on file in the Athletic Director's office. When a student-athlete consults with a physician to determine playing status, documentation from the physician's office must be provided to the school. Furthermore, appropriate documentation must also be provided before the student will be allowed to resume participation in athletics.

## **CPR/First Aid/AED**

All full-time faculty and staff coaches must maintain CPR/AED Certification. Additional community coaches will be selected for certification where appropriate to assure that at least one individual is certified at the Varsity, MS and Junior sport level. A course will be provided during summer pre-planning period and during the fall SRI rotation.

# STUDENT ATHLETE SAFETY

## Lightning Policy

The purpose of these guidelines is to provide a default policy to those responsible for making decisions concerning the suspension and restarting of contests based on the presence of lightning. The preferred sources from which to request such a policy for your facility would include your state high school association and the nearest office of the National Weather Service.

During all games, game management staff will make any lightning determinations after meeting with the person responsible for tracking any lightning for that contest.

- When lightning is detected within 15 miles of the venue, a “Heads Up” is given to everyone in the venue. *“We are tracking a storm and if we see a lightning strike within the 7-10-mile range, we will clear the venue”.*
- When lightning is detected within 7-10 miles of the venue, an announcement is made to clear the venue and move all spectators into “safe locations”. 30 minutes after the last tracked lightning strike at least 10 miles from the event site, the “All Clear” can be given and play can resume.
- Until lightning detector gives the all clear signal (3 long blasts)



# OAKBROOK ATHLETE CODE OF CONDUCT

*The mission of Oakbrook Preparatory School is to glorify God and partner with families in educating and inspiring their children to impact the world for Jesus Christ.*

## **Our Speech:**

- 1. Questionable language or “slang” words will not be tolerated.** The athlete will never engage in any language that can be termed "trash talking" or use profanity or questionable slang. Example: In basketball, chants of “air-ball” or screaming while the opponent is on the free-throw line shows poor sportsmanship. In baseball, making noise while an opponent is at bat shows poor sportsmanship.
- 2. The athlete will address the coach and the officials with respect.** The athlete will address the coach as “Coach” or “Mr., Miss or Mrs.” and will take concerns or complaints directly to the coach. Insubordination and divisive speech or behavior will not be tolerated. The athlete should address the officials with “Yes Sir” or “Yes Ma’am”.
- 3. Never criticize the officials or coaches.** These people represent the authority figure, the “supervisor, the parent, the teacher and the “Law”. Obedience to authority is not optional and is not predicated on whether you agree with it. All authority is God-given and disobedience to authority is disobedience to God.

*Colossians 4:6 let your speech always be with grace, seasoned with salt...*

## **Our Relationships:**

- 1. Develop relationships and a good rapport with teammates and coaches.** God has placed you in this situation for a purpose. You have an opportunity to develop life-long friendships. If sports become all about you, you need to not participate.
- 2. Develop relationships and a good rapport with classmates.** Do not attempt to set yourself up on a pedestal. Your classmates will not respect you or support you.
- 3. Develop relationships and a good rapport with students from other schools.** Never miss an opportunity to share Jesus Christ with others.

*John 15:12 this is my commandment, that you love one another as I have loved you.*

## **Our Unity:**

- 1. Develop unity within your team.** “It is amazing what can be accomplished when no one cares who gets the credit.” John Wooden
- 2. Develop unity within our school family.** God has called each one of us to this school. Each of us has different abilities and different roles. Never be jealous or envious of another person’s role. Be busy filling your role.
- 3. Develop unity within the Kingdom.** Our opponents are not our enemy. We will compete to win but will treat the opposition with respect and a positive attitude at all times.

*I Corinthians 12:12,13 For as the body is one and has many members, but all the members of that one body, being many, are one body, so also is Christ. For by one Spirit we were all baptized into one body...*

# OAKBROOK ATHLETE CODE OF CONDUCT

## Our Motives:

1. **Be Motivated by the Love of God.** Live for Him because He died for us.
2. **Strive for victory in order to Glorify God.** Athletics is just a means to an end and not an end unto itself.
3. **Demonstrating Christ in our lives by abiding by the rules of the game in letter and in spirit.** Tactics that promote unfair “gamesmanship” will not be tolerated.
4. **Committed to excellence.** In all areas – Faith, Practice, Academics and Game Preparation; Play and Act like a CHAMPION!

*1 Corinthians 10:31 ...do all to the Glory of God.*

## Our Behavior:

1. **The athlete will maintain a good reputation.** The athlete’s character will be in good standing with the administration, faculty, staff and church.
2. **The athlete will meet all eligibility requirements.**
3. **The athlete will know and understand all requirements.** The athlete will know all the expectations of their team and will follow them both in action and in spirit.
4. **The athlete will show respect for all coaches, trainers and all staff personnel.** This includes the game plans, methods and philosophies.
5. **The athlete will show respect for their teammates.** The athlete will respect the seriousness of their commitment by attending all practices, meetings and games as prescribed at the beginning of the season and by working together to accomplish a common goal. Help to hold your teammates accountable for their actions.
6. **The athlete will maintain a high standard of appearance.** Both in and out of the arena the athlete will adhere to the strictest interpretations of the school dress code and the team dress and uniform code.
7. **The athlete will demonstrate Christ-like character.** Both in and out of the arena, the athlete will show respect in speech and actions for game officials, opponents and all those associated with our opponents.
8. **The athlete will never engage in fighting.** The athlete will always maintain self-control. Un-sportsman-like conduct penalties will not be tolerated and will have consequences. Consequences include, but are not limited to, suspensions or dismissal from the team.
9. **The athlete will know and understand our philosophy.** The athlete will respect the seriousness of the eternal effects of their responsibilities as they represent themselves, their families, their school, their church and ultimately their Lord and Savior, Jesus Christ.

*1 John 2:6 “He who says he abides in Him ought himself also to walk just as He walked.”*

## OAKBROOK'S ATHLETE'S CODE OF CONDUCT SIGNATURE PAGE

I have read and understand the Athlete's Code of Conduct and agree to abide by its principles and guidelines at all Oakbrook sporting events. I fully understand I may not participate without a signed copy of this document on file in the athletic office.

*Note: Please detach, fill in, and return with other Athletic forms.*

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

## Parent-Student Athletics Handbook Acknowledgement Form

I \_\_\_\_\_ have read and understand the rules and guidelines of the Oakbrook Preparatory School Parent-Student Athlete Handbook. This handbook will serve as my guide during my athletic career at Oakbrook Preparatory School. I will follow the rules of the handbook and the School. I will do my best at all times, represent my school with integrity and pursue victory with honor.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

I agree additionally as a parent/guardian to support my student's compliance with the rules, policies, and procedures contained in this handbook.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_