



# Athletics Program Handbook

Updated September 12, 2024

## ***C.S. Lewis Academy Mission Statement***

*C.S. Lewis Academy is committed to providing an education that is challenging and responsive to individual needs; preparing students for life in a safe, nurturing environment that fosters character development and spiritual growth based on Biblical truth.*

## ***Athletics Program Handbook***

*While a substantial amount of this handbook is directed specifically toward our high school sports program, there are many items/policies, especially related to purpose and character, that carry throughout our sports program.*



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*Disclaimer: This handbook should be considered a living document and an attempt to communicate the basic issues involved with the administration of the C.S. Lewis Academy Athletics Program. The Director of Athletics and CSLA Principal reserve the right to update and amend this document as needed.*

# Athletics Program Handbook

## 1) CSLA Athletics - Purpose

- To instill in students an understanding that participation in athletics is leadership training, which is a privilege that also carries responsibilities.
- Involving the student body, parents, faculty and staff and greater CSLA community in developing school spirit and unity.
- To develop Christ-like character among our student-athletes and encourage them to develop their God-given athletic abilities to their maximum potential.

## 2) CSLA Athletics - Philosophy

*"Do you not know that those who run in a race all run, but one receives the prize? Run in such a way that you may obtain it." 1 Corinthians 9:24 (NKJV)*

C.S. Lewis Academy strives to produce positive Christian men and women who honor the Lord on and off the field. CSLA embraces the belief that the athlete's character comes first. To that end, C.S Lewis Academy champions education-based interscholastic athletics. We believe athletics programs are an integral part of the total curriculum of our school. With the overall goal of training the child in a Christ-centered environment, our student-athletes are expected to pursue excellence with character and integrity.

Success, as defined by the scoreboard, does increase in importance at the high school level at CSLA. However, keeping winning in the proper perspective is at the core of our mission in athletics. When this mission is accomplished, our student-athletes are allowed to compete without fear of failure. With an emphasis on participation, CSLA seeks to provide opportunities for anyone desiring to participate in sports, regardless of skill level, while maintaining a competitive balance. Consequently, at the high school level, over three-fourths of our students choose to play at least one sport!

The purpose of the athletics program at C.S Lewis is to provide students a setting to develop and exercise characteristics of sportsmanship, self-discipline, leadership, perseverance, courage, initiative, respect, honesty, cooperation, and athletic ability. Being the best you can be, on and off the field/court, brings glory to God. Every time a student-athlete competes they are called to do so to the best of their abilities. It is the responsibility of every Christian student-athlete to return God's blessing of their talents by utilizing their full abilities at every practice and competition.

In victory or defeat, student-athletes at CSLA are taught to demonstrate both grace and dignity. Character is shaped through athletic competition that will carry over into all other areas of life.

*"And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." Colossians 3:17 (NIV)*

## 3) Goals for CSLA Athletics

- Promote Participation** as it enhances a student's self-concept and teaches many life skills including fitness, team play, responsibility and communication and many more.
- Promote Skill Development** as an important part of the growing process in a sports program. A student-athlete's sports skills are enhanced both directly within the program, and indirectly by encouraging home and off-season practice. The development assists the athlete in demonstrating the fruits of hard work and dedication.
- Build Character Qualities** that glorify God. Honesty, dependability, humility, and encouragement are just some of these qualities. Character development should be a primary focus and outcome of our CSLA athletics program.
- Teach unity** among athletics participants. Corinthians 12:12-27 speaks of members of the body encouraging each other, suffering with each other, and being honored together. Through Athletics participation, team members learn and practice each of these.
- Present an Athletics Program** that is shaped by God and not by society's values and ideas. The program should complement our school and family ideals.
- Encourage Competition** as it also teaches about winning, losing and graciousness. Competition and adversity are important teachers of student-athletes.

#### **4) CSLA Sports**

These sports are offered when interest levels allow.

##### Elementary

- 3rd – 5th grade Coed Soccer – Fall
- 4th – 6th grade Volleyball – Fall
- 4th – 6th grade Girls Basketball – late Fall
- 4th – 6th grade Boys Basketball – late Fall
- 3rd – 4th grade Coed Basketball – Spring

Grade School Sports: The goal of this program is to provide participants with abundant opportunities to engage in sports, ensuring equal or nearly equal playing time whenever possible. We recognize that team rosters may include students with up to a two-year difference in age and skill development. In such cases, coaches will make every effort to distribute playing time fairly and thoughtfully.

The primary focus is on teaching fundamental skills. Participation should be engaging, fun, and appropriately challenging, aiming to inspire and motivate all student-athletes. Through this approach, we strive to equip each child with the foundational skills and confidence needed for a successful transition to middle school athletics.

##### Middle School

- 6th – 8th Girls Volleyball– Fall
- 6th – 8th Boys and Girls Cross Country– Fall
- 6th – 8th Coed Soccer – Fall
- 6th – 8th grade Girls Basketball – Winter
- 6th – 8th grade Boys Basketball – Winter
- 6th – 8th grade Boy's and Girls Track & Field – Spring
- 6th – 8th grade Coed Trap Shooting – Spring

Middle School Sports: The goal of this program is to foster a higher level of competition, enhance knowledge of rules and strategies, strengthen team concepts, and develop more advanced skills. While all participants will receive playing time, decisions will increasingly take into account individual skill levels and performance. An additional objective is to prepare student-athletes for the demands and expectations of the next level of competition.

##### High School

- Varsity Girls Volleyball – Fall
- Varsity Boys and Girls Cross Country – Fall
- Varsity Coed Soccer– Fall
- Varsity Football - Fall
- Varsity Girls Basketball – Winter
- Varsity Boys Basketball – Winter
- Varsity Boys and Girls Track & Field – Spring
- Varsity Coed Trap Shooting - Spring

High School Sports: The goal of this program is to elevate competitiveness and promote advanced skill development, while recognizing success both on the scoreboard and through personal growth resulting from hard work and dedication. Emphasis is placed on the team as a whole and its collective potential. Individual roles are determined by how each athlete's skills can best contribute to the team's overall success.

#### **5) Roles of Athletics Program Stakeholders**

##### **a) CSLA Coaches**

- Coaches at C.S. Lewis are a key component of the athletics program. They are expected to be teachers of both sport skills and life skills. They have the responsibility to model Christ-like behaviors and attitudes at all times. In order to be an effective coach and role model, CSLA coaches must be knowledgeable in their sport, able to effectively motivate athletes, and work successfully under the authority of the Director of Athletics and school administration. Coaches have great responsibilities, but also good opportunities to mold young lives for Christ.

- Provide a positive environment for players in the locker rooms and on/off the playing field.
- Support and cultivate players academically, physically, mentally, and spiritually.
- Emphasize and publicly support the importance of academics and Christianity above athletics.
- Communicate effectively to parents and players the Coach's expectations, team rules, and practice/game times.

**b) CSLA Parents**

- Parents of student-athletes have a responsibility to both their child and to the team. Without strong parental support, the student-athlete will not be able to achieve his/her greatest potential and the team may suffer. It is important that parents provide positive reinforcement and understand their role as being part of the team. Parents, as well as players, should be supportive and encourage coaches and teammates. It is also important that parents honor the Lord when attending athletic events. In order for CSLA's athletics program to be successful, coaches, student-athletes, and parents must make a firm commitment to glorify God at all times.
- Promote responsibility by signing and submitting all required athletic forms to the Athletic Department on time.
- Respect the decisions made by the Coach, Director of Athletics, and Principal.
- Commit to serve the CSLA athletics program by assisting with admissions, game clock at home games, driving, concession stand, fundraisers, or in other areas of need.
- Pledge to uphold the Biblical model (Mathew 18: 15-17) for resolving conflicts as noted in this handbook under Section 6, Communication Guidelines.
- Commit to providing positive support, care, and encouragement to all student-athletes, coaches, visiting teams, officials, and CSLA.
- Refrain from the use of foul language and negative criticism toward any student-athlete, coach, parent, official, or school administrator.
- Refrain from interfering during practices or games.

*Know your role!*

- *Player*
- *Parent/Fan*
- *Coach*
- *Official*

*You can only  
choose one!*

With full recognition of and respect for parental responsibility, it must be kept in mind that for athletics participation, parents have delegated the responsibility and authority for the student-athlete to the Coach. There will be a direct/indirect impact on your student-athlete if behavior such as these examples are demonstrated by a parent:

- (1) Parental coaching "from the stands." This uninvited intervention is detrimental and takes away from the Coach's ability to have the full attention of their student-athletes. During a practice or a game, the player is responsible to the Coach.
- (2) Parents approaching the Coach or the student-athlete on the bench during the game or half-time, except in times of injury. A coach should be able to expect full support from both the player and parent until the student-athlete is released at the end of the contest.

**c) CSLA Student-Athletes**

- CSLA student-athletes should be diligent in preparation, give 100% at all times, demonstrate personal discipline, be respectful in all situations, maintain self-control, and show humility in winning and losing. Athletes are expected to demonstrate a consistent level of respect for all faculty, staff, administration, visiting adults, referees, and other students. He/she will support all CSLA school guidelines, and expectations as written in the Parent/Student Handbook. Our athletes will understand that participation in athletics is a privilege, and not a right. The ultimate and final responsibility rests upon the shoulders of the student-athlete, for it is the student-athlete who is accountable to his/her parents, coach, and to the Lord.
- Exhibit the love of Christ in his/her attitude and actions toward fellow athletes, coaches, officials and spectators.
- Be a positive factor in the classroom – behaviorally and academically (be on time, be courteous, be respectful of teachers and classmates, and be a leader in the classroom).
- Strive to develop himself/herself to his/her potential in academics, athletics, socially, and spiritually.
- Understand the importance of winning with class, and losing with grace.
- Understand that making a commitment to an athletic team will be a sacrifice, and it will require diligence and responsibility.
- Experience and exhibit sportsmanship through fellowship, competition, teamwork, and fair play.
- Participate in team sponsored outreach opportunities, team devotions and prayer.

## 6) Communication Guidelines

We believe that communication is the key between coaches and their student-athletes, and the student-athletes' parents. It is our goal to make sure that our coaches/Director of Athletics communicate effectively. We expect parents to understand our guidelines for communication. As students become involved in the CSLA athletics program, they will experience some of the most memorable and rewarding moments of their lives. It is also important to understand that there may be times when things do not go the way the student or the parent wishes or envisions. When concerns or potential problems arise, we ask that you resolve the conflict using a Biblical model (Mathew 18:15-17).

- a) Student-athlete meets with the Coach – The first step in avoiding potential conflict is for a student-athlete to meet with the Coach to discuss any concern and resolve the issue. Many times concerns are the result of miscommunication or misperceptions that can often be solved through open discussions. They may need to make an appointment with the Coach to attain the appropriate privacy. The Coach will do everything in their power to understand the concern. However, some concerns become philosophical issues where the player may have to understand what the Coach is trying to accomplish. We urge that parents encourage this step even for younger student-athletes. However, if the parent of a grade school student feels the student is just not ready for this step, or the matter is severe, they may jump to the next step.
- b) Parent(s) meet with the Coach – If the student-athlete/coach meeting has not resolved the issue, or the matter needs adult/parent attention, the parent(s) should contact the Coach to set up a time to meet. Please do not approach a coach with a concern prior to or after a game. These can be emotional times for both the parent and the Coach, and do not promote resolution.
- c) Director of Athletics – If the previous meetings between the athlete, coach, and parent(s) do not resolve the issue, contact the Director of Athletics and the next step can be determined from there. The Director of Athletics will not entertain complaints regarding playing time.  
*NOTE: Correspondence regarding a conflict will generally not be accepted in full confidence. The information will generally be discussed with others, including the involved student-athlete, Principal, coach and others who might be involved. This includes all types of correspondence.*
- d) Administrator – Approaching an administrator or board member without making an effort to complete the above steps is NOT the Biblical model that we strive to teach our student-athletes. Please follow the appropriate steps so that we may honor God in all that we do – conflicts included.

Communication parents can expect from a coach:

- Philosophy of the Coach
- Expectations your coach has for your child and the team
- Schedule updates and adjustments
- Specific team requirements: special fees, uniform/equipment needs, etc.
- Procedures and information regarding any injury

Communication expected from the parent:

- Concerns expressed directly to the Coach in a private setting (see communication guidelines above)
- Notification in advance of any schedule conflicts with your student-athlete
- Confirming any sickness or injury information regarding their child
- Timely response to requests from the Coach

Appropriate concerns to discuss with a coach

- The treatment of the student-athlete mentally and physically
- Ways to help improve or motivate your child
- What does my child have to do to better his/her self-esteem?
- What can we do as parents to assist our child fulfill their expectations?
- Concerns about your child's behavior
- Specific concerns in regard to a coach's stated philosophy/expectations

Issues that need to be avoided in discussing concerns with the Coach

- Playing time
- Team strategy
- Other student-athletes (except in the case of a safety concern)

*NOTE: if the topic of conversation with a coach moves to any of these topics, the Coaches are instructed to immediately end the conversation. Any follow-up should be directed to the Director of Athletics.*

## **7) Student-Athlete Expected Commitment**

- a) Commitment to discipleship: Team prayer and devotions
- b) Commitment to outreach: Teams at CSLA may be involved in different outreach programs throughout the year. Students are expected to be a part of these opportunities to exhibit Christ's love for others.
- c) Commitment to academics: It is our firm belief that excellence in academics is very important for our student-athletes. In the phrase, "student-athlete", student comes first. We hold high standards for our students at CSLA, and this is evidenced by a strong academic policy. The athletic administration and coaches will work with our student-athletes to encourage, to motivate, and to work with teachers to help our students do their best in the classroom.
- d) Commitment to athletics: C.S. Lewis Academy is committed to promoting and directing our athletics program in such a manner as to further the aims of the educational goals of the school. We consider every player on our teams to be valuable and their contribution to their team is one of our highest priorities. As a member of the CSLA Sports Program, there are certain expectations and commitments that are expected from each athlete when playing sports for the school.

## **8) Eligibility for Participation**

### **a) Academic Eligibility**

Each player in our program is responsible to make sure that they are maximizing their potential in the classroom. All student-athletes are expected to maintain and hopefully surpass the minimum eligibility requirements as noted in the Athletic Eligibility Requirements noted in this handbook and under the rules and policies of our leagues and the OSAA. Parents and student-athletes should take special note of the CSLA policies regarding Academic Athletics Warning and Probation. The athletics eligibility policy at C.S. Lewis Academy reflects our goal to prepare our students for life. While we see athletics as an extension of the classroom and part of our overall curriculum, athletics is a privilege, not a right. Therefore, this privilege comes with additional performance and behavioral requirements. The policy outlined below encourages students to focus appropriately on their education.

#### i) High School Athletics Eligibility:

- CSLA is a member of the OSAA at the high school level. We will adhere to all OSAA eligibility rules as stated in the OSAA policy handbook (Rule 8). In general, at the start of each semester (September and January) our student-athletes must meet the OSAA criteria. In brief:
- A student must have passed at least five (5) classes the previous semester to be eligible for the current semester; and the athlete must be enrolled in at least 5 classes in the semester of participation.
- A student must be making satisfactory progress toward graduation as defined by the OSAA.
- During each semester, additional CSLA academic performance standards must be met. At the conclusion of each mid-semester grading period and at each mid-grading period progress report, CSLA will perform a grade check on all active student-athletes. Student-athletes not meeting the CSLA mandated standards will be placed on Academic Watch/Academic Probation and an Academic Contract will be executed.
- At these grade checks, any student-athlete who falls below a 1.85 current GPA or has one or more failing grades will be placed on Academic Watch. A student-athlete on Academic Watch will then have until the next mid-grading period progress report or the end of the next grading period (whichever is first) to be passing all classes and bring his/her GPA up to at least 1.85. If the student-athlete does not meet this standard, they will be placed on Academic Probation and be subject to the review as noted above.
- Any student-athlete not currently passing at least 5 classes will be immediately placed on Academic Probation. A student-athlete on Academic Probation will have until the next mid-grading period progress report or next grading period (whichever is first) to be passing all of their classes and demonstrate a 1.85 or higher current GPA. Should a student-athlete not meet this standard, they will remain on Academic Probation.
- At any time a student-athlete is failing one or more classes, the CSLA administration (Principal with input from the Director of Athletics and School Counselor) reserves the right to place the student-athlete on Academic Watch/Academic Probation and an Academic Contract will be executed.

#### ii) Grade School/Middle School Academic Eligibility

- The elementary and middle schools are not part of the OSAA. While there are no specific Academic Eligibility standards at the grade/middle school level, CSLA maintains the right to place a student on Academic Watch or Probation, thus suspending their athletics eligibility, should that step become necessary to assist in enhancing academic performance. A decision of this type will be made at the discretion of the school Principal in consultation with the student's teacher(s) and Director of Athletics.

#### iii) Activity during Academic Watch

- While on Academic Watch, a student is allowed full participation in athletics. However, it is strongly encouraged that the student-athlete give additional care in the area of time management to ensure that academic requirements are being met.

iv) Activity during Academic Probation

- While on Academic Probation for the first time, the student-athlete is not allowed to participate in any athletics contest. However, the student-athlete may participate in a modified practice schedule. This modification is meant to assist the student-athlete in developing better time management skills and allow for additional time to complete work and meet with teachers. After being placed on Academic Probation, the student-athlete will not become eligible for practice until such a plan is in writing (email or hard copy) and accepted by the Director of Athletics. This plan must be agreed to by the student-athlete, his/her parents and the respective coach.
- If a student-athlete already on Academic Probation remains on probation after a subsequent grade check, that student-athlete will not be allowed to practice or compete until they are removed from the probation status.

v) Learning Disabilities/Special Circumstances

- Special situations created by diagnosed learning disabilities, medical or emotional disabilities will be handled on an individual case-by-case basis. Review will be the duty of the Director of Athletics with the final decision resting with the school Principal.

**b) Administrative and Behavior Based Eligibility**

- i) Student-athletes will be subject to all school policy as stated in the CSLA Parent/Student or Athletics Program handbooks. There could also be additional requirements, rules, or policies set by individual teams. As noted, representing CSLA is a privilege and as such all athletes will follow the highest standards of behavior. Any athlete out of compliance with the school's behavior standard will be subject to disciplinary action.
- ii) Administrative disciplinary decisions that may affect eligibility will be handled on a case-by-case basis.
- iii) Any student-athlete placed on Disciplinary Probation forfeits the right to all privileges associated with the team, including participation in practices or contests, free admission to contests, school provided transportation to and from contests, sitting with or otherwise representing the team on the sidelines during a contest and the wearing of any school-owned athletics apparel (i.e. uniform). These sanctions will remain in place until the student-athlete is lifted from Disciplinary Probation.

**c) Additional Eligibility Requirements**

- i) Physical Exam, every two years on the approved form
- ii) Insurance: As part of institutional policy, every student must demonstrate personal medical insurance coverage. Students are mandated to have this information updated at all times and it is required for athletics participation.
- iii) School Attendance: At CSLA, we emphasize the importance of consistent school attendance. To participate in any team activity—including practices—student-athletes must be present for at least half of the school day (in the case of illness, the second half of the day). Exceptions to this requirement include family emergencies, doctor's appointments, school-related activities, or other academically related commitments. Any exception including those resulting in more than a half-day absence must be pre-approved by the Director of Athletics. Additionally, if a student is deemed too ill to participate, the coach and/or Athletics Department reserves the right to withhold the student from team activities for that day.

**9) Behavior/Code of Conduct**

Each player's conduct on and off the field/court should always be such that it brings credit to the individual, their family, their team, their school, and God. This would include behavior on the practice and game field/court, at school, and in the community. Overall, student-athletes are bound to the CSLA Parent/Student Handbook. This includes all away trips, including overnight stays. Student-athletes taking part in a school-sponsored sports road trip are subject to the CSLA Parent/Student Handbook just as if they were still on campus. As a summary some key areas are noted below:

a) **Drugs, Alcohol and Tobacco**

- The use of these substances is strictly prohibited regardless of the circumstances. Failure to adhere to this policy could result in loss of playing time, diminished role on the team and/or suspension or expulsion from the team at the Coach's and Director of Athletics' discretion.

b) **Behavior**

- Players are expected to maintain a positive attitude and body language at all times. This includes, and is not exclusive to, practices, games, traveling with the team and at school. Engaging in negative conversation or displaying a negative attitude toward teammates, coaches, fans, and officials could result in removal from the team. The Coach and Director of Athletics will determine consequences at their discretion. Technical fouls based on conduct are absolutely unacceptable. Any fine associated with a player or parent being requested to leave a contest will be added to that player's CSLA financial account.
- Any CSLA athlete who uses questionable language including swearing, vulgarity, or showing disrespect to an official, coach, fan, or another player will be subject to disciplinary action. Any CSLA athlete who loses self-



control that results in aggressive behavior such as touching, or otherwise showing disrespect for, an official, player, coach, or a fan will be subject to disciplinary action. Violation of this policy at any athletic event may result in suspension or dismissal from the team as determined by the Coach, Director of Athletics and Principal. Any fines levied on the school by the OSAA due to the behavior of a player or parent will be the responsibility of that family.

c) Discipline

- Our philosophy is simple. Discipline is a tool we use to teach character. We believe that no two situations are ever exactly alike and that the punishment should fit the situation. Therefore, we incorporate a variety of discipline strategies from a verbal reprimand to removal from the team, depending upon the circumstances.

d) Effort

- Effort in our program is mandatory at all times. Effort has four categories: physical, mental, emotional, and spiritual. Physical effort is simply working as hard as possible at all times. Emotional effort is putting your heart into your commitment to the team and always putting the team's goals above the individual's. Mental effort means to be mentally tough, apply new information and techniques immediately and to always have your head in the game. Spiritual effort means being a Christ-like example in all you do, participating in team prayer times and a willingness to support teammates through prayer.

## 10) Hazing/Harassment/Bullying

Hazing/Harassment/Bullying: Hazing, harassment, and bullying are not to be a part of the Watchmen Athletics Program. Any behavior directed toward another student-athlete that denigrates or endangers the mental or physical health or safety of the student-athlete is not acceptable behavior. This behavior will be handled according to the Parent/Student handbook and could include dismissal from the team along with other school sanctions.

### OREGON STATE LAW –ORS 163.197- HAZING

- (1) A student organization or a member of a student organization commits the offense of hazing if, as a condition or precondition of attaining membership in the organization or of attaining any office or status in the organization, the organization or member intentionally hazes any member, potential member or person pledged to be a member of the organization.
- (2)
  - (a) A student organization that violates subsection (1) of this section commits a Class A violation.
  - (b) A member of a student organization who personally violates subsection (1) of this section commits a Class B violation.
- (3) Consent of the person who is hazed is not a defense in a prosecution under this section.
- (4) As used in this section:
  - (a) "Haze" means:
    - (A) To subject an individual to whipping, beating, striking, branding or electronic shocking, to place a harmful substance on an individual's body or to subject an individual to other similar forms of physical brutality;
    - (B) To subject an individual to sleep deprivation, exposure to the elements, confinement in a small space or other similar activity that subjects the individual to an unreasonable risk of harm or adversely affects the physical health or safety of the individual;
    - (C) To compel an individual to consume food, liquid, alcohol, cannabis, controlled substances or other substances that subject the individual to an unreasonable risk of harm or adversely affect the physical health or safety of the individual; **or**
    - (D) To induce, cause or require an individual to perform a duty or task that involves the commission of a crime or an act of hazing.
  - (b) "Member" includes volunteers, coaches and faculty advisers of a student organization.
  - (c) "Student organization" means a fraternity, sorority, athletic team or other organization that is organized or operating on a college, university or elementary or secondary school campus for the purpose of providing members an opportunity to participate in student activities of the college, university or elementary or secondary school. [1983 c.202 §2; 1999 c.1051 §152; 2009 c.493 §1; 2017 c.21 §42]

## 11) Required Forms

The parent/guardian and the athlete are required to complete all requested forms prior to student participation in any athletic activity.

**a) Sports Physical Exam Form**

Comprehensive physical exams are required for all first-time participants from the 7th grade forward, and every two years thereafter, for example as 7th graders, 9th graders and as 11th graders. Successful results of the physical examination are required for participation. These physicals are the responsibility of the family and the family physician.

The State Board of Education adopts by reference the form entitled "School Sports Pre-Participation Examination May 2017" that must be used to document the physical examination and sets out the protocol for conducting the physical examination. Medical providers conducting physicals on or after June 30, 2010 must use the form dated May 2017.

If the student-athlete has NOT completed a pre-participation physical, they CANNOT participate in practices or contests until the physical is completed, cleared, and submitted to the Director of Athletics.

**b) Athletics registration through Final Forms**

**c) Parents are responsible to keep their FACTS/RenWeb and Final Forms information, including insurance and emergency contacts, up-to-date.**

**d) All other school-required forms, including the Student Transportation form.**

**12) Participation Fees**

A participation fee is required per-student, per-sport to offset the Athletics Department operational costs. This fee is to be paid prior to the first game. Refunds will only be provided for:

**a) Student who has season-ending illness or injury and is forced to leave team during the first 25% of the competition season.**

**b) Student who leaves the team before the first contest.**

**c) Student who is required to leave the team for reasons the administration feels are justifiable.**

Students do not receive refunds if they quit or are dismissed due to eligibility issues after the first competition.

Fees are set forth yearly in the school's Tuition/Fees & Financial Policy.

Fees will be added to your CSLA incidental account (invoiced if homeschooled). Payment can be made by check sent to the FINANCE OFFICE, or online. Payment by credit card requires a small convenience fee.

**13) Switching Sports after season starts**

Once a student has participated in the first athletic competition in one sport, a move to another sport during that same season is only possible with mutual consent of the Head Coaches involved as well as the Director of Athletics.

**14) Roster Policy**

CSLA believes in a participation-based athletics model and will therefore attempt to allow as many student-athletes as possible to compete in their chosen sport. We try to maintain a "no-cut policy", however, managing a roster size by "cutting" can be utilized at the high school level when a better solution is not available. Such practice will only be done after consultation with the Director of Athletics and all options explored.

**15) Facilities**

CSLA does its best to provide student-athletes with quality and safe venues in which to practice and compete. The gym building is the most widely used building by the athletics program and other groups on campus. The soccer field is a blessing and a facility we are proud to offer. We do everything we can to ensure safety and security as well as maintaining proper care of these frequently-used venues.

**16) Open Gyms/Fields/Track**

From time to time, varsity coaches may hold "open" events. These are typically off-season events. These opportunities are typically aimed at MS and HS students, whether members of a particular team or not.

- All open events must be scheduled with the Director of Athletics' knowledge
- The Coach must allow all attendees a chance to participate
- NO SKILL COACHING is allowed. The Coach may participate, but may not coach or direct, except in matters of safety
- No influence will be placed on a student-athlete to attend an open event
- No record will be kept of attendance at open events
- Students must be supervised by the Coach or Coach's adult designee (approved by the Director of Athletics)

## **17) CSLA Student-Athlete Transportation Policy**

CSLA provides transportation options for school athletic events. Student-athletes are required to use the transportation provided by the school, including carpools, unless other arrangements have been pre-approved by the Director of Athletics, head coach or team transportation coordinator.

Departure & Return Expectations:

- a) Student-athletes must depart from and return to school using the assigned transportation.
- b) If a parent wishes to take their student-athlete home directly from a competition site, they must:
  - Make visual contact with the coach and inform the coach before leaving with the student.

Transporting Other Students:

- Parents not involved in the official school carpool may NOT transport other students unless:
  - The Director of Athletics/Head Coach/Team Transportation Coordinator receives a written request (note, email, or text) from the parent of the student to be transported.

Return to School:

- Upon return, prearranged transportation should be waiting to pick up student-athletes at the school.

Transportation Options:

a) Certified Carpool:

- Teams may use approved parent volunteer drivers.
- Each team will have a designated carpool coordinator.
- Parents must:
  - Communicate in advance with the coordinator.
  - Follow all provided protocols.

b) Non-Certified Carpool:

- In some cases, transportation will be non-certified and not coordinated by CSLA.
- A designated meeting site and time will be shared in advance.
- Families are responsible for arranging transportation to and from the site.
- CSLA staff cannot be involved in assigning or placing student-athletes into vehicles for these carpools.

## **18) Awards for High School Varsity Competition in Athletics**

The awarding of school letters/emblems and any other awards will be the responsibility of the Head Coach of each sport and the Director of Athletics.

a) Varsity Letters - General Requirement

- i) Student-athlete completed season in good standing with the team and in compliance with the CSLA High School Student Contract and the student-athletes Code of Conduct.
- ii) Student-athlete demonstrated strong attendance at all team practices and events.
- iii) Student-athlete returned all equipment/uniforms and/or paid all fines for missing or lost articles.
- iv) Student-athlete completed a minimum of varsity level competition as defined by the individual sport.

b) Varsity letter winners will receive a chenille CSLA for their first-ever earned letter. They will also receive a specific sports emblem the first time they earn a letter in that sport. Student-athletes earning additional letters in the same sport will receive a year bar.

c) Varsity Team Awards – These awards will be determined by a vote of the players. These will include: Most Valuable Player, Most Improved, Watchmen Award. Each winner will receive a medal and will have their name engraved on the school's perpetual award plaques.

d) The Watchmen Award – This award is the highest seasonal, individual award that the Athletic Department bestows upon its athletes. This award is given to the student-athlete who best exemplifies Christian Character, Academic Excellence, and Leadership. The student must excel in all three areas. The Coach and Director of Athletics will confirm the team vote for this award.

e) Senior Night/Recognition

- i) The last regular season home game is traditionally "Senior Night". All senior athletes who participated during their senior year will be recognized. Senior Athletes that participate in multiple sports will be recognized each season.
- ii) At the team end-of-the season celebration, Seniors' parents will be invited to write and read a letter composed to their student-athlete. Traditionally this is a supportive letter describing changes you have seen in them over their four years, inspiring words as they go about their future, or whatever you believe is appropriate for the moment. The letters are to spotlight your child's unique gifts and qualities and God's blessings for them. This tradition is a cherished end to the evening, with parents reading their letters to their student-athletes.

f) Consequences of not Finishing the Entire Season

- i) If the student is suspended from the team for academic or disciplinary action or quits a team, he/she will forfeit

special recognitions for that season (letter and team awards). At the discretion of the Coach and Director of Athletics, the student-athlete may be presented with a Participation Award.

- g) Four-Year Letter Award – A student-athlete will be awarded with the 4-year letter award upon earning varsity sports letters in each of their 4 years of high school. Letters may be in different sports, but at least one per year. Winners of this award will receive a 4-year letter winner pin to be worn on their graduation gown.

#### **19) Awards for Grade School and Middle School Competition in Athletics**

- a) Participation Certificates will be given to all members of a grade school or middle school team.
- b) Individual awards are typically not given at the grade school or middle school levels. An individual coach may elect to hand out some “coach awards” such as best hustler or other motivational or fun awards.

#### **20) End-of-season Celebration**

- a) Grade school and middle school end of season celebrations are scheduled for the evening of the last contest. The default celebration is held on campus. It may involve potluck dinner or dessert. Uniforms will be collected at this time. The school will take the responsibility of laundering.
- b) Should a coach/parent want to move the grade school or middle school celebration date and/or location, that request should be made to the Director of Athletics in advance of the end of the season.
- c) Varsity celebrations typically are scheduled a week or two after the completion of the season. Time is given to account for awards, etc. Uniforms are due at this time to prevent a financial penalty.
- d) Varsity celebrations are schedule to be held on campus and may included a potluck dinner or dessert.
- e) Varsity celebrations may be moved from campus at the request of the Coach/parents with advance confirmation from the Director of Athletics.

#### **21) Make-Up Work for Missed Classes**

When a student misses a class due to a contest, it is the student’s responsibility to make up any missed work. They must make arrangements with the teacher(s) prior to the absence. Any projects, tests, or quizzes due for that day must be made up before leaving unless alternate arrangements have been approved by the teacher. Failure to complete make-up work may result in no credit. The Director of Athletics will support decisions made by teachers.

#### **22) Team-Related Attendance**

- a) Attendance at all team meetings, practices and functions is considered mandatory unless specifically noted as optional or previously cleared with the Coach. Please review team calendars/schedules and look ahead in your planning. Lack of attendance and/or communication with the Coach could result in consequences including removal from the team. Attendance at all team functions will be a factor in playing time and roles on the team. If a conflict arises and the athlete may have to miss a practice, it is the player’s responsibility to communicate this with the Coach immediately. Please see your coach for contact methods. Excused absences are determined at the discretion of your coach.
- b) All players are expected to be on time and prepared for practices, games and team meetings as determined by the Coach.
- c) Please keep in mind that missed practices, even if pre-arranged, are difficult for you and the team, so please try to limit them. Players are expected to communicate intended pre-arranged absences with the Coach as soon as possible.

#### **23) Injuries**

- a) All injuries should be treated with caution and handled with care. All injuries must be reported to your coach so that proper aid may be given.
- b) Concussion Management  
Excerpt OSAA Handbook, Executive Board Policies - Concussion Management (Revised Fall 2015):  
A. “Member Private School’s Responsibilities (Max’s Law, ORS 336.485, OAR 581-022-0421) (Jenna’s Law, ORS 417.875)  
1) Suspected or Diagnosed Concussion: Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion, shall not be permitted to return to that athletic contest or practice, or any other athletic contest or practice on that same day. In schools which have the service of an athletic trainer registered by the Oregon Board of Athletic Trainers, that athletic trainer may determine that an athlete has not exhibited signs, symptoms or behaviors consistent with a concussion, and has not suffered a concussion, and return the athlete to play. Athletic trainers may also work in consultation with an appropriate Health Care Professional (see below) in determining when an athlete is able to return to play following a concussion.

2) Return to Participation: Until an athlete who has suffered a concussion is no longer experiencing signs, symptoms, or behaviors consistent with a concussion, and a medical release form signed by an appropriate Health Care Professional (Physician (MD), Physician's Assistant (PA), Doctor of Osteopathic (DO) licensed by the Oregon State Board of Medicine, nurse practitioner licensed by the Oregon State Board of Nursing, or Psychologist licensed by the Oregon Board of Psychologist Examiners) is obtained, the athlete shall not be permitted to return to athletic activity.

3) Private Schools Only: On an annual basis prior to participation, private schools shall require each student and at least one parent or legal guardian of the student to sign the Concussion -Private School Informed Consent form acknowledging the receipt of information regarding symptoms and warning signs of concussions. Private schools shall maintain a copy of each student's signed form on file for review at any time by the OSAA staff.

*NOTE: This form is part of the yearly Registration packet*

See OSAA Executive Board Policies, "Concussion Management" for additional information, or link to the sites below:

OSAA~ Parent Guide to Concussion

<http://www.osaa.org/docs/health-safety/ParentGuidetoConcussionApril2013.pdf>

OSAA~ Health/Safety- Concussions

<http://www.osaa.org/health-safety/concussion>

## **24) Insurance**

CSLA requires each family to have a current medical/accident insurance policy (see CSLA Parent/Student Handbook). We also require each family to keep CSLA informed of any changes to insurance and emergency contact information. The school's online Facts/RenWeb access should be used for any changes. Homeschool student insurance changes should be forwarded to the Director of Athletics immediately.

It is understood that C.S. Lewis Academy is not liable for any medical, dental, or hospital bills occurring as a result of athletic injuries by a student while participating in a supervised sport, and that such bills, in excess of insurance benefits, shall be the responsibility of the student-athlete's parents/guardians.

Participants in the CSLA Sports Program who are not daily students at CSLA (homeschool) are required to submit a front and back copy of a valid medical insurance card and a completed CSLA emergency contact form.

## **25) Schedules**

The scheduling of all athletic events and practices is determined by the Director of Athletics in cooperation with each coach. While we try to adhere to contest schedules, there will be changes, especially at the younger levels. Practice schedules are flexible, and are often changed throughout a season. Parents and athletes can expect from their coach information on practice times, game changes, and practice location. The master practice and game schedules can be found on the school website. We try to keep that schedule as up-to-date as possible. Please check the website regularly for changes made to schedule.

## **26) Additional Schedule Policies**

- a) Snow Day – In the event of a school cancellation (weather), the Director of Athletics may approve an optional practice for High School teams only. With parent permission, players may attend but any such practices are OPTIONAL! Safety is our first priority.
- b) Vacation Day – There are times during an athletic season when school is out of session. With the interest of the team in hand, games or practices may be scheduled during this time for high school varsity teams. This schedule is available well prior to the season and team members are expected to plan for these events.
- c) At the grade school and middle school level, typically games and practices are avoided on any day there is no school. There are times a contest needs to be rescheduled on a vacation day at the middle school level, but these are only scheduled when absolutely necessary. From time to time, a practice at the grade school or middle school level may be scheduled during a vacation day, but are considered as OPTIONAL and players are not expected to attend if they have any conflict.

## **27) Dress Attire for Games and Practices**

- a) Practice – Practice clothes must be in accordance with the school policy. Coaches may have specific requests.
- b) Games – Players are expected to dress appropriately for home and away games with school-supplied or mandated uniform pieces.
- c) Game Days - On game days, high school teams, at the discretion of the Coach, will determine their school attire, either nice looking casual dress and game jerseys, or dress clothes.

## **28) Issued Equipment/Uniforms**

Equipment and Uniforms issued to a student-athlete are the responsibility of that student-athlete. This includes appropriate laundering. In general, all uniforms should be washed in cold water and hung dry. Student-athletes whose school-owned items are not returned within a week after a season is concluded, will be subject to a \$25 fee in addition to the replacement cost of the item. No student-athlete will be allowed to participate in another athletics activity (including practice) until all school-owned equipment/uniforms has been returned, or proper restitution has been made.

## **29) Departure times to Away Games**

Departure times for away games are determined by the Director of Athletics in consultation with the Coach. Generally, high school teams are scheduled so that they can arrive 45 minutes to 1 hour prior to game time, middle school teams 30-45 minutes prior to game time, and grade school teams 30 minutes prior to game time. Coaches meetings, unpredictable traffic for longer trips, etc. will be factored in. When early dismissal is required for the designated departure time, the Director of Athletics is responsible to notify teachers of the early release. This release is 10-15 minutes prior to departure and student-athletes are expected to gather belongings, change if necessary and be ready for departure in that time frame.

## **30) Participation on Outside Teams**

Students, while participating on a CSLA team, are permitted to on a non-CSLA team, during the same season. Such participation, however, is subject to the following criteria:

- a) Generally, CSLA contests should be given priority over all other activities.
- b) Generally, practice-practice conflicts should be shared and well communicated.
- c) A plan regarding the agreed schedule and expectations of participation will be designed by the Coach and parent.
- d) Failure to follow the agreed upon plan may forfeit the athletic opportunity at CSLA.

## **31) Prospective College Participation**

If a student-athlete has aspirations of moving into collegiate athletics, a conversation with the Director of Athletics no later than early the junior year is highly recommended. Each level of collegiate sports has different rules and it is mandatory that they are followed by the school and prospective student-athlete. In some cases this includes registration with the NCAA Eligibility Center.

## **32) Meetings**

- a) The Director of Athletics will hold a yearly meeting to discuss this handbook and address any other questions from any prospective (3<sup>rd</sup>-12<sup>th</sup> grade) student-athlete or parent. The fall meeting should be attended by any parent and student-athlete intending to participate during that school year.
- b) Each head coach will hold a parents' meeting prior to their season. This meeting is generally held in the first week of practices, immediately following a practice. At this meeting the Coach will outline their individual philosophy and expectations, take questions, and communicate logistics needs (travel, game management, etc.).

## **33) Homeschool Student-Athletes**

We are excited to welcome new high school student-athletes to the C.S. Lewis community by way of our homeschool athlete program. However, it is our duty to protect C.S. Lewis Academy by making sure we are in full compliance with the regulations pertaining to student-athlete eligibility.

A student who is enrolled full time at another OSAA member or associate member school (recent suggestions have been Estacada Charter and Connections Academy), would not qualify as a homeschool student and would not be allowed the athletics eligibility provisions of a homeschool student at a private school. In most of these cases the student may be allowed to participate in athletics at his/her local public school, but not CSLA. The OSAA has emphasized that as a home school parent, you must be diligent in following Oregon state law. You can find the pertinent state laws and statutes linked from on your local ESD site.

Since we are under the governance of the Oregon School Activities Association (OSAA) the requirements are somewhat extensive. Homeschool students must submit all the proper one-time and yearly forms to the Director of Athletics for eligibility:

- a) One time only, you will need to complete the OSAA School Representation Eligibility Certificate.
- b) Initialed and signed copy of the OSAA Checklist.
- c) Letter of confirmation from ESD.
- d) Copy of the test results noted on checklist showing a proficiency which meets OSAA criteria.
- e) Copy of a current Insurance Card submitted to the Director of Athletics.

Please note that our association with the Metro Christian League prevents us from allowing homeschool students to participate at the grade school or middle school levels.

### 34) Admission Fees

- a) Generally, CSLA only charges admission fees to some volleyball and varsity basketball contests. Exceptions are:
  - i) Endowment games for other sports (OSAA regulated)
  - ii) Varsity playoff contests in other sports (OSAA regulated)
  - iii) Some varsity hosted tournaments in other sports
  - iv) Middle school playoff contests
- b) CSLA K-12 students, and all faculty/staff are free to all CSLA home contests, except as regulated by the OSAA.
- c) Each year, all-sport season passes are available for purchase for parents and friends. These are good for all regular season CSLA home events with an admission fee, except as regulated by the OSAA.

### 35) Emergency Action Plan (EAP)

- a) The athletics program has adopted an Emergency Action Plan.
  - i) All high school and middle school teams will be instructed in the basics of the EAP each year.

### 36) School History and Traditions

**School Colors:** Crimson ♦ Gold ♦ Black

**Crimson:** Symbolically, crimson was associated with power, importance, and specific religious meanings. Biblically, crimson symbolizes the blood of martyrs or the presence of God. Crimson is also strongly associated with humility and atonement, and it is the liturgical color most strongly associated with Pentecost. Crimson is used to describe fine materials and sin.

**Gold:** Gold symbolizes divinity, immortality, and God's glory as something of worth or great value. Gold is associated with that which is Holy to God, "Make a plate of pure gold and engrave on it, as on a seal: HOLY TO THE LORD." (Exodus 28:36 NIV) and used to describe the precious nature of His Word and Law: "The fear of the Lord is pure, enduring forever. The decrees of the Lord are firm, and all of them are righteous. They are more precious than gold, than much pure gold; they are sweeter than honey, than honey from the honeycomb." (Psalm 19:9-10 NIV)

**Black:** A triad of colors was created when black was added when C.S. Lewis Academy merged with Open Bible Christian School in 2013-14. The school colors of Open Bible were red and black, so as a reflection of the transition motto of "better together" black was added as an official CSLA school color. Black symbolizes the sinful nature of man. It helps emphasize the significance of the sacrifice of God's Son and the redemption of man through the flow of Christ's blood. "But God demonstrates His own love toward us, in that while we were still sinners, Christ died for us" (Romans 5:8 NKJV).

**School Nickname:** Watchmen

C.S. Lewis High School chose the Watchmen mascot because of his representation of the Christian life. In the Old Testament, the Watchman had a two-fold purpose. First, he was found guarding the fortress. He did so by constantly watching out for any approach of the enemy. *"Then the watchman called out like a lion "O Lord I stand watching from the watch-tower at all times during the day. And I stand there every night."* Isaiah 21:8 NLV

The second function of Watchmen was to watch for the king and his army as they returned from battle. Upon seeing the king returning, he would announce to the kingdom that the King is coming. *"I have set watchmen upon thy walls, O Jerusalem, [which] shall never hold their peace day nor night: ye that make mention of the Lord, keep not silence."* Isaiah 62:6 KJV

As Christians we are like Watchmen, constantly vigilant for the enemy's attack and watchful for the return of our King, Jesus Christ, being in a place of prayer and intercession.

**School Mascot:** Aslan the Lion

Aslan of course has strong ties with author and school namesake Clive Staples Lewis and therefore makes the perfect mascot for our school. Aslan (Turkish for "lion") is the main character in C.S. Lewis's *The Chronicles of Narnia* series. Aslan is depicted as a wise, compassionate, magical authority (both temporal and spiritual); mysterious and benevolent guide to the human children who visit; guardian and savior of Narnia. C.S. Lewis described Aslan as an alternative version of Christ; that is as the form in which Christ might have appeared in a fantasy world. Throughout the series it is stated that Aslan is "not a tame lion" since despite his gentle and loving nature he is powerful and can be dangerous. Symbolically then, Aslan plays the role of a Watchman for all of us.