

**THE**



**Oaks**

*A CLASSICAL CHRISTIAN ACADEMY*

## **Coach's Athletic Handbook**

**Revised: 01/28/2019**

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“...Hear, O Israel: The Lord our God, the Lord is one! You shall love the Lord your God with all your heart, with all your soul, and with all your strength. And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up....”

**Deuteronomy 6:4-9**

# **I. THE OAKS GOALS, PHILOSOPHY, AND ADMINISTRATION**

## STATEMENT OF PURPOSE

The under girding philosophy of The Oaks is a complete belief in and adherence to the Bible as God's Word, applicable to all areas of life.

As a result of this conviction, The Oaks should be considered as an extension of the family unit, under the assumption that the education of young people is the responsibility of parents and the immediate family, rather than the responsibility of the government, or even of the church.

As parents and coaches, we want to provide for our children an education that is both rigorously Christian and vigorously thoughtful.

## OBJECTIVES AND STANDARDS

In the programs and teaching at all levels, as well as through extracurricular activities and examples set by faculty and staff, The Oaks strives to:

1. Provide a clear model of Biblical Christian life through the school staff, coaches, and board. (Matthew 22:37-40) Jesus said unto him, Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first and greatest commandment. And the second is like unto it, Thou shalt love thy neighbor as thyself. On these two commandments hang all the law and the prophets.
2. Encourage every student to begin to develop a personal relationship with God the Father through Jesus Christ. (Matthew 28:18-20) And Jesus came and spoke to them saying, All authority is given unto Me in heaven and on earth. Go therefore and make disciples of all the nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit. Teaching them to observe all that I have commanded you; and lo, I am with you always, even to the end of the age.
3. Teach players to love their neighbor, to value hard work & fierce competition, and to apply Scripture to life experiences. (II Timothy 3:16-17) All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness.
4. Encourage students to develop a love for sports and to give their all in every situation (Colossians 3:23-24) And whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance; for you serve the Lord Christ.
5. Provide an orderly and secure atmosphere conducive to maintaining these standards.

## PHILOSOPHY OF THE OAKS

In conjunction with the biblical emphasis, The Oaks strives to follow a classical and Christian education, as described in the following books and articles. **Within their first year of employment, we would recommend that all coaches read the following sections from these books:**

A. *A Case for Classical Christian Education* by Douglas Wilson (Ch. 13: *The Paideia of God*; Ch. 19: *Classical Athletics*)

B. *Repairing the Ruins* (the following Essays: *In Loco Parentis* by Tom Spencer; *Introduction to Antithesis in Education* by Douglas Wilson; *The Importance of Personal Holiness* by Douglas Wilson; *Godly Discipline and the Christian School* by Tom Spencer) edited by Douglas Wilson

C. *Recovering the Lost Tools of Learning* (Part Two: *An Approach to Distinctively Christian Education*) by Douglas Wilson

Please see the Athletic Director for each article. If you would like to read the entirety of any of these books, ask the Athletic Director for a copy.

**Additionally, each year we would like you to complete the following:**

- 1) Sit in on at least three class periods of normal classroom instruction. This serves to provide not only a reminder of priorities, but also enables you to see teaching techniques, the expected level of discipline, and the student's performance/attitudes in class.
- 2) Attend either The Oaks Senior Assembly or The Oaks Graduation. Both of these events provide the opportunity for you to see the end goal of this institution.

## EDUCATIONAL PHILOSOPHY OF THE OAKS

1. We believe that the Bible clearly instructs *parents*, not the Church or State, to "bring children up in the discipline and instruction of the Lord." Therefore, we seek to teach, coach and discipline in a manner consistent with the Bible and a godly home environment.
2. We believe that God's character is revealed not only in His Word but also in every facet of the creation. Therefore, we teach that all knowledge is interrelated and can instruct us about God Himself.
3. God wants us to love Him with our minds, as well as with our heart, soul, and strength (Mark 12:30). Therefore, we seek to individually challenge children at all levels and teach them *how* to think and act, versus teaching them merely to how to act.
4. We want to help parents teach their children that all they do should be done "heartily, as unto the Lord." Therefore, we seek to encourage quality athletic discipline and maintain high standards of conduct. This includes biblical discipline principles.
5. We are a full K-12 program because we believe that as long as a child is under the parents' authority and undergoing formal education he should be trained biblically (Deut. 6:6,7; Prov. 22:6).

## STATEMENT OF FAITH

The following are the foundation of beliefs on which The Oaks is based. They are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered *primary doctrine* in The Oaks. Secondary or divisive doctrines and issues will not be presented as *primary doctrine*. When these types of doctrine or issues arise, they will be referred to the family and local churches for final authority. As a member of the Association of Classical and Christian schools, The Oaks also subscribes to the A.C.C.S. statement of faith, as stated in Article III.2 Statement of Faith in the Articles of Incorporation.

1. We believe the Bible to be the only inerrant, authoritative Word of God.
2. We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe that salvation is by grace through faith alone.
6. We believe that faith without works is dead.
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
8. We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life, and they that are lost to the resurrection of damnation.
9. We believe in the spiritual unity of all believers in our Lord Jesus Christ.

## THE OAKS VISION STATEMENT

We aim to graduate young men and women who think clearly and listen carefully with discernment and understanding; who reason persuasively and articulate precisely; who are capable of evaluating their entire range of experience in the light of the Scriptures; and who do so with eagerness in joyful submission to God. We desire them to recognize cultural influences as distinct from biblical, and to be unswayed towards evil by the former. We aim to find them well-prepared in all situations, possessing both information and the knowledge of how to use it. We desire they be socially graceful and spiritually gracious; equipped with and understanding the tools of learning; desiring to grow in understanding, yet fully realizing the limitations and foolishness of the wisdom of this world. We desire they have a heart for the lost and the courage to seek to dissuade those who are stumbling towards destruction; that they distinguish real religion from religion in form only; and that they possess the former, knowing and loving the Lord Jesus Christ. And all these we desire them to possess with humility and gratitude to God.

We likewise aim to cultivate these same qualities in our staff and to see them well paid so that they may make a career at The Oaks. We desire them to be professional and diligent in their work, gifted in teaching, loving their students and their subjects. We desire they clearly understand classical education, how it works in their classroom and how their work fits into the whole; that they possess a lifelong hunger to learn and grow; and that they have opportunity to be refreshed and renewed. We desire to see them coach and nurture new staff and to serve as academic mentors to students. We look to see them mature in Christ, growing in the knowledge of God, their own children walking with the Lord.

We aim to cultivate in our parents a sense of responsibility for the school; to see them well informed about the goals of our classical and Christ-centered approach. We desire them to grow with the school, involved in and excited about the journey. We aim to help them to follow biblical principles in addressing concerns, to be inclined to hearing both sides of a story before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir up one another to love and good works.

Finally, in our relationship with our community, we aim to be above reproach in our business dealings and supportive of the local business community. We further seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with the churches, and to bring honor to our Lord in all our endeavors.

## THE OAKS GOALS

### "A Classical and Christ-centered Education"

#### CHRIST-CENTERED

In all its levels, programs, and teaching,  
The Oaks seeks to do the following:

- A. Teach all subjects as parts of an integrated whole with the Scriptures at the center (2 Timothy 3:16-17);
- B. Provide a clear model of the biblical Christian life through our staff and board (Matthew 22:37-40);
- C. Encourage every student to begin and develop his relationship with God the Father through Jesus Christ (Matthew 28:18-20, Matthew 19:13-15).

#### CLASSICAL

In all its levels, programs, and teaching,  
The Oaks seeks to do the following:

- A. Emphasize grammar, logic, and rhetoric in all subjects (see definitions below);
- B. Encourage every student to develop a love for learning and live up to his academic potential;
- C. Provide an orderly atmosphere conducive to the attainment of the above goals.

Definitions:

Grammar: The fundamental rules of each subject.

Logic: The ordered relationship of particulars in each subject.

Rhetoric: The clear expression of the grammar and logic of each subject.

## ANNOTATED SCHOOL GOALS

### CHRIST-CENTERED

In all its levels, programs, and teaching, The Oaks seeks to do the following:

**A. Teach all subjects as parts of an integrated whole with the Scriptures at the center (2 Timothy 3:16-17; Colossians 1:15-20).**

In order to be Christ-centered, Christian education must be more than a baptized secularism. It is not enough to take the curricula of the government schools, add prayer and a Bible class, and claim the result is somehow Christian.

Secular education places man at the center of all things. Christian education places the God/man at the center. What does this mean?

There is no such thing as neutrality in education. Every fact, every truth is understood in the light of a certain world view. This means that sports, history, art, music, mathematics, etc., must all be taught in the light of God's existence and His revelation of His Son, Jesus Christ. Because the Scriptures occupy a crucial role in teaching us about this revelation, they must also occupy a critical role in Christian education.

This is not to say that the Bible was meant to be read as a science or mathematics text. It was not. It does, however, provide a framework for understanding these so-called "secular" subjects and activities. Without such a framework for understanding, all subjects will degenerate into chaotic absurdity. Christian education is teaching our children how to think Biblically.

As R.L. Dabney stated,

**"Every line of true knowledge must find its completeness in its convergency to God, even as every beam of daylight leads the eye to the sun. If religion be excluded from our study, every process of thought will be arrested before it reaches its proper goal. The structure of thought must remain a truncated cone, with its proper apex lacking."**

As Christian educators our goal is not to require the students to spend all their time gazing at the sun. We want them to examine everything else in the light the sun provides. It would be invincible folly to try to blacken the sun in order to be able to study the world around us objectively.

Because all truth comes from God, the universe is coherent. Without God, particulars have no relation to other particulars. The *universe* must, under this understanding, be a multi verse: an infinite array of absurd "facts." In education this position leads to the fragmentation of knowledge. History bears no relation to English and biology no relation to philosophy.

Because we have a Christian worldview, based on the Scriptures, we are able to give the students a unified education. That unity is only possible because of the centrality of the Scriptures in the educational process. Without that centrality, true education will wither and die. With it, all subjects will be understood, and more importantly, they will be understood as parts of an integrated whole.

**B. Provide a clear model of the biblical Christian life through our staff and board (Mt. 5:13-16, 22:37-40).**



Education does not exist for its own sake. It is not an exercise conducted on paper. Education occurs when information is transferred from one individual to another. We have already discussed how that information can be a part of an integrated worldview. But this by itself is not enough.

If the subject matter is in line with the Scriptures but the life of the teachers is not, a conflict is created in the mind of the student. What the inconsistent teacher writes on the whiteboard and what he lives in the classroom are two different things. This same conflict can be created in the minds of the students and teachers if a board member is living in a manner inconsistent with the Bible.

When hypocrisy is tolerated, it leads to greater problems. At best, the integrated Christian worldview becomes a dead orthodoxy -- true words, but only words. At worst, anti-Christian living leads to anti-Christian teaching. The hypocrisy is removed by making the instruction as false as the life. As Christian educators, we recognize that hypocrisy on our part will place a stumbling block in the path of the students. The flow of information from teacher to student will be seriously hindered. Because we are in the business of transmitting a Christian worldview, we must also be in the business of living exemplary Christian lives.

### **C. Encourage every child to begin and develop his relationship with God the Father through Jesus Christ (Matthew 28:18-20; Matthew 19:13-15).**

Without regeneration, a Christian worldview and a Christian lifestyle are nonsensical impossibilities. If a man is dead, it is wasted effort to seek to revive him with a nourishing meal. If the life-principle is absent from the student, no amount of instruction and example on the part of the teacher will give that student life.

We have the responsibility to plant and water. We also have the responsibility to recognize that growth comes from God. God initiates growth in the life of the individual when he is born again. From that time on, the nourishment of instruction results in genuine growth as the Christian puts what he learns into practice.

It is not our role as educators to attempt to make God's work in human lives superfluous. There is no way to perfect human beings by means of instruction -- even if that instruction is Christian in content. The error of thinking that education can perfect man is one that was with the government schools at their inception and which still governs their philosophy. To repeat this error -- even with Christian instruction -- is to create a legalistic atmosphere in the school. This is in contrast to the Good News that God offers us in Christ which will create a moral atmosphere in the school.

Good instruction is conducive to rational Christian minds and godly Christian lives, but only if it presupposes and is built on the Gospel. This Gospel is that Christ died for our sins in accordance with the Scriptures and that He rose again on the third day. If a person's heart is regenerated by this message with repentance and belief, then God will give that person eternal life.

It is a goal to bring every child who does not have a relationship with the Father into such a relationship through Christ. Then, and only then, will the rest of the education we offer be fully understandable. If the child already knows the Lord, it is our goal to encourage him to develop that relationship. As he grows, the education he is receiving will further that growth.

## **CLASSICAL**

As we use it here, the word *classical* refers to the structure and form of the education we provide. It refers also to the content of the studies.

In all its levels, programs, and teaching, The Oaks seeks to do the following:

**A. Emphasize grammar, logic, and rhetoric in all subjects.**

The structure of our curriculum is traditional with a strong emphasis on the “basics.” We understand the “basics” to be subjects such as mathematics, history, and language studies. Not only are these subjects covered, they are covered in a particular way. For example, in history class the students will not only read their text, they will read also from primary sources.

Grammar, logic, and rhetoric will be emphasized in all subjects. By grammar, we mean the facts and rules of each subject (we do not limit grammar to language studies). In English, a singular noun does not take a plural verb. In logic, A does not equal ~A. In history, time is linear not cyclic. Each subject has its own grammar which we require the student to learn. This enables the student to learn the subject from the inside out.

The logic of each subject refers to the ordered relationship of that subject’s particulars. What is the relationship between the Reformation and the colonization of America? What is the relationship between the subject and object of a sentence? As the students learn the underlying rules or principles of a subject (grammar) along with how the particulars of that subject relate to each other (logic), they are learning to *think*. They are not simply memorizing fragmented pieces of knowledge.

The last emphasis is rhetoric. We want our students to be able to express clearly everything they learn. An essay in history must be written as clearly as if it were an English paper. An oral presentation in science should be as coherent as possible. It is not enough that the ‘history’ or ‘science’ is correct. This must also be expressed well.

**B. Encourage every student to develop a love for learning and live up to his academic potential.**

This goal is impossible to realize unless the *teachers have a real love for the subject*. If the teacher is not excited about having this knowledge, then why should the student be excited about acquiring it? Necessity may induce the student to learn the material; it will not induce him to love it. If he does not love it, he will content himself with some minimum standard. The origin of this travesty of education is a teacher who also is content with some minimum standard. (Seven Laws of Learning – Law #1)

A teacher who is excited about the subject he teaches will be extremely sensitive to those students who are seemingly bored.

If this goal is successfully reached, then the student will spend the rest of his life building on the foundation laid during his time at The Oaks. Not only did he receive the tools of learning, he acquired the desire to use them. Unlike most tools, they do not wear out with use.

**C. Provide an orderly atmosphere conducive to the attainment of the above goals.**

There is only one way to maintain an orderly atmosphere in a school, and that is by means of strict, loving discipline. **It is possible for discipline to be strict without ceasing to be fair or loving.** Indeed, when discipline lapses, fairness and love are usually the first casualties. There is no way to love or instruct a child in the midst of chaos.

Our discipline policy includes the use of corporal punishment. This is not done in a way that usurps the authority of parents. When a child is being disciplined, the parents are involved at every step. It is our desire to be a service to parents, not a replacement for them. This is not only true of the entire program at The Oaks, but it is particularly true of our discipline policy.

We understand that many children who are discipline problems have deep-seated difficulties which cannot be solved by means of discipline at school. Nevertheless, our primary obligation is to the majority of students who require an orderly atmosphere in which to learn. We will not tolerate the ongoing presence of a disruptive student. He must either submit to the standards of the school, or he will be subject to expulsion.

### CONCLUSION

Any one of the above goals taken in isolation would be an inadequate basis for education. Taken together, we believe they establish a remarkably firm foundation. We look forward to seeing the minds of many young people educated in a way that, tragically, is very rarely seen today. As God's grace abounds, we hope to see that change.

## **II. ATHLETIC PROGRAM**

## ATHLETICS PHILOSOPHY

The Oaks seeks to provide an extracurricular activities program in order to supplement its academic program. The Oaks recognizes that God has gifted students in a variety of ways, including abilities in athletics, drama, music, academic study, as well as in other areas. We seek to provide an opportunity for these students to develop and use their God-given talents.

We also believe that an extra-curricular activities program enhances the atmosphere of The Oaks student body, providing students and parents with an opportunity to express positive school spirit and develop school community.

Further, we recognize that extra-curricular activities provide an opportunity to make the programs established at The Oaks known to the broader community of the Inland Northwest.

We believe that participation in extracurricular activities provides a good opportunity to encourage Christian students in their relationship with and witness for Jesus Christ. **We expect, and will insist upon, Christ-like character and behavior in all athletes, fans, and coaches. We expect all fans and athletes alike to limit words and actions at sporting events to those that are uplifting, encouraging, and positive. (Ephesians 4:29-32) We expect this to be our behavior toward our children, our opponents, our opposing fans, and game officials, whether “home” or “away”, “ahead” or “behind”.** We expect every Oaks person in attendance to do what Christ would, regardless of what the scoreboard says or how our opponents may conduct themselves.

We desire to teach our children to think, speak and act in the way Christ would at our athletic events. Thank you for your prayers and for leading our young ones by example!

## GENERAL GUIDELINES

- 1) Extracurricular Activities will not take priority over academic activities at The Oaks.
- 2) As with any facet of school life at The Oaks, conflicts or disputes related to Extracurricular Activities shall be resolved in a biblical manner as described in The Oaks’ Comprehensive Grievance Policy found in the Staff Manual, the Student-Parent Handbook, and in the back of this manual.
- 3) The coaches of each extracurricular sport are under the authority of the Athletic Director.
- 4) Extracurricular Activities are a privilege that comes with good academic standing. Eligibility for individual student participation is the decision of administration in consultation with appropriate staff.
- 5) Participation in extracurricular activities is limited only to students currently enrolled at The Oaks.
- 6) Each student must have, on file, prior to the first practice, The Oaks Extracurricular Activities Release Form, Pre-Participation Physical Exam Form, and a Concussion Education Form.

## ATHLETIC OBJECTIVES

The following are the objectives for athletics. These objectives are different for each particular level of competition. The three levels of competition that The Oaks participates in are: (1) Elementary, (2) Junior High, and (3) High School. The objectives are designed to maintain clear performance of the schools' primary goals and objectives.

### Elementary (Cross-Country)

We seek to:

- a. Provide an environment for the students to have fun and grow in their love of the sport.
- b. Relate the student's everyday experience to his/her walk with Christ. Accordingly, special attention will be given to the **student's attitude**.
- c. Develop sportsmanship, humility, and school spirit in the students.
- d. Use Scripture to prepare the players for the event, to coach and train them during it, and to debrief them afterwards.

### Junior High (Cross-Country, Volleyball, and Basketball)

We seek to:

- a. Provide an environment for the students to have fun, to grow in their love of the sport, and develop basic skills required for that sport.
- b. Develop Christian character in the student especially as it pertains to his/her teammates. Accordingly, special attention will be given to the **student's encouragement** of teammates.
- c. Develop sportsmanship, humility, and school spirit in the students.
- d. Use Scripture to prepare the players for the event, to coach and train them during it, and to debrief them afterwards.

### High School (Soccer, Volleyball, and Basketball)

We seek to:

- a. Provide an environment for the students to have fun, grow in their love of the sport, develop basic skills required for that sport, and learn to work hard physically.
- b. Develop Christian character in the student especially as it pertains to spirited competition. Accordingly, special attention will be given to the **student's interactions with teammates, opponents, and referees**. Additionally, lessons in dealing with the wins, losses, preparations and battles of athletic competition will be communicated through the lens of Scripture.
- c. Develop sportsmanship, humility, and school spirit in the students.
- d. Use Scripture to prepare the players for the event, to coach and train them during it, and to debrief them afterwards.

## COACHES

### **Coach's Authority**

The coach's authority to lead his or her team is in keeping with the philosophies and policies of The Oaks. The primary principle that governs and describes the coach's authority is the *In Loco Parentis* principle. In short, this principle says parents have a God-given responsibility to raise their children in the nurture and admonition of the Lord. This principle comes from Deuteronomy 6:4-9:

*"Hear, O Israel: The LORD our God, the LORD is one! You shall love the LORD your God with all your heart, with all your soul, and with all your strength. And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates."*

The authority that coaches have comes from the parents delegating a portion of this responsibility to him/her. As such, the principle of *In Loco Parentis* is to be constantly in the mind of the coach. It is a decision-making filter. In this context, we come to the specific role and authority of a coach at The Oaks.

In addition to receiving delegated authority from the parents to raise kids in the nurture and admonition of the Lord, coaches also serve as representatives of The Oaks to the students, the parents, other schools, and the public at large. Part of the purpose of this manual is to aid you in being a faithful ambassador, accurately representing The Oaks and enforcing its policies. It is also to provide you with the framework within which The Oaks operates. This enables rules to be consistent both from sport to sport and from court to classroom. We do not allow coaches to make up "random rules" that only they enforce and only their team follows. Athletics is to function in support of the program at The Oaks, not to stand apart from it.

### **Coaching Philosophy and Code of Conduct**

Our common goal in the athletic program at The Oaks is to move our children in the direction they should be going: moving them toward the likeness of Christ. "For whom He foreknew, He also predestined to be conformed to the image of His Son." (Romans 8:29) This means instilling each athlete with the Spirit of Christ in everything we say and do, teaching each student and demanding the Fruit of His Spirit: "But the fruit of the Spirit is love, joy, peace, longsuffering, kindness, goodness, faithfulness, gentleness, self-control." (Galatians 5:22, 23a)

We will teach this best by living these fruits out ourselves in every practice, game, and team meeting. This then is your first goal as a coach: be a daily example of the spirit of Jesus Christ.

This spirit, demonstrating the nine fruits above, will be most evident, or evidently absent, in the words we choose. Ephesians defines the way we should choose our words as followers of Jesus:

*"Let no corrupt word proceed out of your mouth, but what is good for necessary edification, that it may impart grace to the hearers. And do not grieve the Holy Spirit of God, by whom you were sealed for the day of redemption. Let all bitterness, wrath, anger, clamor, and evil speaking be*

*put away from you, with all malice. And be kind to one another, tenderhearted, forgiving one another, even as God in Christ forgave you.” (Ephesians 4:29-32)*

This is The Oaks philosophy for coaching. The daily conduct we expect to emanate from this philosophy is as follows:

1. All words and tones of speech will be wholesome, encouraging, edifying, and uplifting. This doesn't mean coaches cannot correct or rebuke. It does mean that criticism must **encourage** correct performance: it must coach (teach) the athlete and lift him or her toward future success. Our words as coaches have power to lift up or to crush a young person, to shame them or inspire them. “Death and life are in the power of the tongue, and those who love it will eat its fruits” (Proverbs 18:21). The way we use our words will be the number one determinant of success for our teams this year.
2. Believe in and value every child. Teach every day in every practice that everyone has value, by including each one in practice and emphasizing the value of each student's individual participation. Teach that value exists in more than game playing time: it is enthusiasm, effort and work ethic, commitment to the team, and everyday selfless sacrifice. Pray with your team daily, from time to time thanking God in collective oral prayer for the value of each one (by name). “A merry heart makes a cheerful countenance, but by sorrow of the heart the spirit is broken.” (Proverbs 15:13)
3. Be prepared everyday with a **plan** for what you want to accomplish. If you don't have a goal, there is nothing to accomplish. If you don't know, be humble enough to say so. Don't try to “bluff” your athletes. Prayerfully plan for every minute you spend with your team. “A man's heart plans his way, but the Lord directs his steps” (Proverbs 16:9).
4. Forgive quickly. Keep short accounts. Never hold grudges and never hold onto mistakes. Professional athletes make many mistakes. Expect young, beginning athletes to make many, many, many mistakes. Forgive seventy times seven. Be a coach of endless “second chances.” “He who covers a transgression seeks love, But he who repeats a matter separates friends” (Proverbs 17:9).
5. Keep your cool. Take setbacks in stride. Your young athletes will watch you, and if you “fall apart”, so will they. If you obsess over an official's poor performance, they will lose focus on their jobs and do the same. “He who is slow to anger is better than the mighty, and he who rules his spirit than he who takes a city” (Proverbs 16:32).
6. Be considerate of parents. Never forget that this child is someone's pride and joy. Always take time for them, with the objective of seeking more to understand than to be understood: listen, reassure, and listen some more. “He who has knowledge spares his words, and a man of understanding is of a calm spirit” (Proverbs 17:27).
7. Take personal interest in your athletes. Every once in a while, take time daily in practice to inquire of each: “How was school today?” “How are you feeling today?” “Are you doing better in math this quarter?” When we communicate interest, we communicate love. Take time to do this especially when “times are tough” for a child or team. “A friend loves at all times, and a brother is born for adversity.” (Proverbs 17:17)
8. Teach athletes how to expect, accept, and deal with adversity, disappointment, and failure. Teach it by showing that **you** expect, accept and can deal with it! “For a righteous man may fall seven times and rise again, but the wicked shall fall by calamity” (Proverbs 24:16).
9. Teach humility by demonstrating humility. Teach sacrifice. Teach placing one's team above oneself. There is no “I” in “team”. Imitate Jesus, and be humble in spirit. Insist that our athletes do the same. “There is *one* who scatters, yet increases more; and there



is *one* who withholds more than is right, but it *leads* to poverty. The generous soul will be made rich, and he who waters will also be watered himself” (Proverbs 11:24-25).

10. Remember that you and your team represent **all** of us! You are either shining a candle in the darkness and glorifying Jesus, bringing honor to The Oaks as a light set on a hill, or you are making people ask, “What does the word ‘Christian’ mean at their school?” “A *good* name is to be chosen rather than great riches” (Proverbs 22:1a).
11. Sing with your team regularly. We will close out each home game with all participants and fans singing the Doxology, but this should not be the only time your team sings. Picture this battle scene:

*“So they rose early in the morning and went out into the wilderness of Tekoa; and as they went out, Jehoshaphat stood and said, ‘Hear me, O Judah and you inhabitants of Jerusalem: Believe in the Lord your God, and you shall be established; believe His prophets, and you shall prosper.’ And when he had consulted with the people, he appointed those who should sing to the Lord, and who should praise the beauty of holiness, as they went out before the army and were saying: ‘Praise the Lord, for His mercy endures forever.’ Now when they began to sing and to praise, the Lord set ambushes against the people of Ammon, Moab, and Mount Seir, who had come against Judah; and they were defeated” (2 Chronicles 20:20-23).*

Singing plays an important role in a Christian’s life and especially in properly aligning our emotions. Songs should be regularly used in conjunction with both practices and games. However, as The Oaks has ~ 40 different local congregations represented in its student body, song selections must be in accord with the music standards at The Oaks. Coaches are encouraged to sing songs from the ‘song book’ used at The Oaks. Should you find another song that you would love for your team to sing, bring it to the Athletic Director who will evaluate the appropriateness of the song. In certain cases, we may even be able to add the song to The Oaks ‘song book’.

It is absolutely in keeping with God’s word to compete to win: “And whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance; for you serve the Lord Christ” (Colossians 3:23-24). We have no desire for coaches who lack a strong desire to coach children to excel, even to win! (Reference the “Athletic Objectives” in this Handbook and the goals for each level of competition.) But coaches, Christian coaches especially, must keep things in perspective, especially in light of these words of Jesus: “It is impossible that no offenses should come, but woe *to him* through whom they do come! It would be better for him if a millstone were hung around his neck, and he were thrown into the sea, than that he should offend one of these little ones. Take heed to yourselves” (Luke 17:1-3).

Yes, coach to win. But, regardless of your win or loss record, you have failed if you fail at the code of conduct outlined in one to eleven above. You have succeeded if you achieve our code of conduct.

### **Head Coach Job Description**

The head coach is accountable to the Athletic Director. The selection of a head coach may include appropriate interview procedures and will require a background check.

Overall Job Goal: Within the framework of the entire athletic program, the coach should be actively shepherding students toward godliness and faithfulness. This includes developing in the students a love for the Lord, a love for their parents, a love for the school, a love for the

sport, a love for their opponents, and a love for those who serve them. It also includes developing thankfulness and appreciation for the facilities and equipment they use and for the participation opportunities they have been given.

Functions:

1. Before the season:
  - i. Read this Handbook.
  - ii. Send out a letter to all potential players informing them of pertinent information regarding the upcoming sports season including:
    1. Introductions of new coaches
    2. Time of Parent Meeting
    3. Dates and times for first week of practices
    4. Required equipment for practices or games (i.e. – shin guards, shoes/cleats, etc. This does not include items issued by The Oaks).
    5. Amount of sports fee (Each student must pay a fee to participate. The fee amount is established by the Athletic Director and is paid directly to the school office.)
    6. Reminder that each student must have 3 forms on file in the school office before they are allowed to practice. All forms can be found on The Oaks website ([www.theoaksga.org](http://www.theoaksga.org)).
      - a. Concussion Education Form
      - b. Extracurricular Activities Release Form
      - c. Physical Exam Form
  - iii. Coordinate with the Athletic Director regarding an Assistant Coach.
2. During the season:
  - a. Implement all policies as outlined in this Coach's Handbook.
  - b. Provide information for transportation, officials and assist with game management.
  - c. Assume responsibility for constant care of equipment and facilities used.
  - d. Run practice sessions on a regular basis with the idea of developing the athlete's greatest potential.
  - e. Apply discipline in a firm and positive manner as outlined in this Handbook.
  - f. See that building regulations are understood and enforced.
  - g. Emphasize safety precautions and be aware of best training and injury procedures.
  - h. Conduct himself or herself and his/her teams in a biblical manner during practice and contests.
  - i. Instruct his/her players concerning rules and rule changes, new knowledge, and innovative ideas and techniques.
  - j. Arrange for scorebook keepers for each game. The coach must also email the AD one week ahead of time informing him of who the volunteers will be. This will allow the AD to notify the Game Manager who to expect in these positions.
3. End of Season:
  - a. Arrange for the systematic return of all school equipment and hold the athlete responsible for all equipment not returned.
  - b. Arrange for the presentation of special awards.
  - c. Arrange for cleaning, sorting, and inventory of all equipment.
  - d. Be concerned with the care and maintenance of the facility by making recommendations concerning additions and improvements.

- e. Recommend any concerns about equipment that needs to be purchased or repaired.

### **Assistant Coach Job Description**

The assistant coach is accountable to the Head Coach directly, and indirectly to the Athletic Director. As such the Assistant Coach will work to co-ordinate his or her precise job description with the Head Coach.

### **Coaches Stipend**

The paid coaching positions at The Oaks are Head Coaching positions and Assistant Coaches who are also responsible for a JV team. At the end of the season a coach's stipend is provided by The Oaks. Coaches will receive this in the form of a check. Coaching positions are for one season at a time and have no guarantee of renewal.

### **Personnel Policies**

The Athletic Director is responsible for providing an evaluation of each coach at the end of each season of competition. This evaluation will be based on observations during practice and games (immediate feedback will be given from these observations), input from athletes and their parents, and a debriefing at the end of the season.

### **Separation Policy**

This policy, also known as the dismissal or firing policy, can be found in Section IV- Miscellaneous School Guidelines and Policies.

### **Volunteer Assistant Coaches**

**When volunteers (non-team-member parents) offer to assist, the head coach is required to attain approval first from the Athletic Director.** Depending on the length of time the coach will be spending with the team, the Athletic Director will see that the volunteer has the proper training. If a volunteer is going to be at most of the practices, they will be treated as an assistant in which case they must (1) read this handbook and agree to adhere to these policies, (2) go through the appropriate interview procedures, and (3) agree to a background check.

### **Parent Coaches/Assistants/Volunteers**

Coaches and volunteers who are also parents of team members are expected to maintain a professional detachment from the parent/child relationship while "on duty". In other words, they are not to act as a "parent" at games or during practices.

### **Obtaining Substitute/Guest Coach Guidelines**

In the event (normally unforeseen) of The Oaks Coach needing a substitute coach or wanting a guest coach to come in for any portion of the practice, the Coach should contact the Athletic Director to inform him of who is coming and why.

### **Dress Code For Coaches**

Coaches serve as models of adult Christians to the students. Therefore, the appearance and dress of coaches is to be always given serious attention.

#### **Games:**

- 1) Jeans of any color, dirty or torn clothing, and similar casual apparel are not to be worn.
- 2) Women may wear dresses or pants; however, no sleeveless garments without a suit jacket or sweater. Make-up should be used sparingly.

- 3) Men are to wear sport or dress slacks and ties/nice polo/vest. Hair, including facial, should be neat and clean.

Maturity and modesty in dress, appearance, and overall behavior is required.

## **LEAGUE MEMBERSHIP AND SPORTS OFFERED**

### **League Membership**

The Oaks is a member of the Mountain Christian League. All sports except cross-country are played through this league. The cross-country team runs in a loose organization of Spokane Parochial schools.

### **MCL- Mountain Christian League**

- 1) Classical Christian Academy- [CCA; Post Falls, ID]
- 2) Christian Center School- [CCS; Post Falls, ID]
- 3) Christian Heritage School- [CHS; Edwall, WA]
- 4) Columbia River Christian Academy- [CRCA; Kettle Falls, WA]
- 5) Genesis Preparatory Academy- [GPA; Post Falls, ID]
- 6) Grace Bible- [GBA; Homeschool Co-op; Coeur d'Alene, ID]
- 7) House of the Lord Christian Academy- [HLCA; Oldtown, ID]
- 8) Kootenai Community Church [KCC; Home School Co-op; Kootenai, ID]
- 9) North Idaho Christian School- [NICS; Hayden, ID]
- 10) Pullman Christian School- [PCS; Pullman, WA]
- 11) The Oaks- [Spokane Valley, WA]

To facilitate scheduling of activities and to encourage competition, The Oaks will strive to maintain membership in the MCL so long as it is deemed beneficial by the school administration.

## **ATHLETE PARTICIPATION POLICIES**

### **Rules and Regulations for Extra-Curricular Activities**

All applicable policies and guidelines established by The Oaks administration apply to students participating in extracurricular programs at The Oaks.

In addition, MCL rules and regulations will also be followed. The Athletic Director and all coaches are expected to become familiar with these rules and regulations.

### **MCL and School Athletic Rules and Regulations**

The Athletic Director shall be responsible for ensuring that all players meet both The Oaks and the Mountain Christian League requirements for participation. The Athletic Director will notify coaches of any ineligible players. Coaches shall submit a roster to the Athletic Director by the end of the first week of practice.

1. Students in 9<sup>th</sup>-12<sup>th</sup> Grade are eligible for High School sports. Students in 7<sup>th</sup> and 8<sup>th</sup> Grade may participate under certain circumstances at the Athletic Director's discretion.
2. Students are required to maintain a 2.3 grade point average (GPA) in order to be eligible. Fall eligibility is determined by the fourth quarter GPA for the preceding school year. Winter sport eligibility is determined by the first quarter GPA.

3. A student with a GPA under 2.3 is placed on academic probation for the following season. Students who are on academic probation are ineligible to participate in extra-curricular activities.
4. According to MCL Rules, no student is eligible if his or her 19<sup>th</sup> birthday comes before August 1<sup>st</sup> of the current school year.
5. Organized practice start dates:
  - a. Fall:
    - i. High School: Tuesday after Labor Day
    - ii. Junior High VB: Practices the week before school is in session, formal practice begins the Monday that school starts.
    - iii. Cross-Country: The first Wednesday school is in session.
  - b. Winter:
    - i. Boys: The 2<sup>nd</sup> Monday after MCL Soccer tournament concludes.
    - ii. Girls: The 2<sup>nd</sup> Monday after MCL Volleyball tournament concludes.

### **Athletic Teams**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
<i>High School</i>	<i>High School</i>	<i>High School</i>
<b>Varsity</b> Soccer: Boys Volleyball: Girls  <b>Junior Varsity</b> Volleyball: Girls	<b>Varsity</b> Basketball: Boys & Girls  <b>Junior Varsity</b> Basketball: Boys & Girls	<i>Drama</i>
<i>Middle School</i>	<i>Middle School</i>	<i>Middle School</i>
Cross-Country: Coed Volleyball: Girls	N/A	Basketball: Boys & Girls
<i>First-Sixth Grade</i>	<i>First-Sixth Grade</i>	<i>First-Sixth Grade</i>
Cross-Country: Coed	N/A	N/A

### **7<sup>th</sup> and 8<sup>th</sup> Grade Students Playing High School Sports**

The Oaks will allow 8<sup>th</sup> graders and possibly 7<sup>th</sup> graders to play on high school teams **only** when the Athletic Director decides that it is in the best interest to the athletic program and to the individual student and their family.

### **Seniors**

Early in the season, coaches are encouraged to meet individually with seniors who may likely receive limited playing time or whose participation will likely be limited to the Junior Varsity level. Coaches should tell these students how much playing time they can expect. Coaches should ask these students to consider whether they are willing to cheerfully accept their role on the team and if they are willing to make a positive contribution to the team. The meeting with seniors in this position is not one of discouragement, or trying to convince them not to

play, but one of open communication, love, and respect.

### **Athletic Fees**

Students are required to pay an athletic fee for each sport they play. Coaches are responsible to ensure that their athletes pay the fee. These fees are paid directly to the school office and are **due by Friday of the first week of practice**. Any player who has not paid by the first game will have to sit out of games until they pay the fee. The fee is set by the Athletic Director.

### **Medical Forms Required**

All students are required to have a current Physical Exam Form (each physical is good for a 2-year period), a signed Extracurricular Activities Release Form (each year), and a Concussion Education Form (each year) on file in the office. Students will not be able to practice until they have these three documents on file. Students must turn their forms into the office, and once all forms are collected, the coach will receive copies of the Release Forms. **The coach is expected to have these Release Forms at all practices and games.** Please remember to travel to away games with a copy of each student's Release Form.

### **Practice Attendance Policy**

Consistent **attendance at scheduled practices will be required** for participation in The Oaks extracurricular activities. In general, students will be considered "excused" from practice **only** for sickness/injury, doctor/dental appointments, and family emergencies. **Students must notify coaches of their need to be absent for any of these circumstances. Planned appointments should be scheduled as much as possible for times not conflicting with school and practices.** An athlete may request to miss a practice due to homework, but the coach is not required to grant this request.

Any athlete who is not properly excused from practice attendance, or who fails to attend a scheduled team meeting is subject to the possibility of not being allowed to suit up for a subsequent game. Repeated absences from team practices or meetings may be cause for removal from the team.

### **Participation and School Attendance**

A student who is absent from school for any part of the day, may not participate in extracurricular activities that day, either **in practice or in games**, unless they obtain appropriate permission from the Athletic Director or school Administrator.

### **Guideline on Games and Practices During Breaks**

Practices scheduled over any two-week break period must be scheduled by the Athletic Director. The Oaks recognizes the priority of family activities during any such break period; scheduled family gatherings, travel plans, and other family activities are acceptable priorities. Attendance to practices during a two-week break **may be strongly encouraged**, but non-attendance may **not** be penalized.

### **Early Release for Athletics**

The Athletic Department will set early release from class times when an early release is called for. Coaches shall inform their players of these times. Coaches may not modify this scheduled release time without asking permission of the Athletic Director. Coaches should **not** ask athletes "What time do you need to get out of class?" Instead, find out your release time from the Athletic Director, announce it, and stick to that time.

### **Missed Academic Time for Athletics**

Student athletes at The Oaks are to discuss early releases for competitions in advance with teachers and are to complete assignments from any such missed class on time.

### **Skills-Based Participation- Roster Cuts**

The Oaks desires to provide an opportunity for participation in its athletic programs to all of those students who have the desire and commitment to fully participate. The Oaks does not have a formal “no-cut” policy. As a general practice, The Oaks athletic programs will not institute a formal skills-based selection or “cut” process for participation in athletics. However, depending upon the number of students desiring to participate in a given sport, the Coach will meet with affected students, and the students’ parents if they wish, with the intent of avoiding any discouragement and seeking open communication, love, and respect.

## **FACILITIES- start here next time – try justifying Athletics section**

### **General Facility Guidelines**

Coaches shall hold students accountable for keeping fields, facilities, and vehicles clean and in outstanding condition. No matter how tired or reluctant they may be, students will “clean up” every day in return for the privilege of their participation. This is to be done on a daily basis.

### **Practice Facility Guidelines**

1. Coaches will see that the facilities are kept neat at all times.
2. Coaches will make a final inspection of the facilities after all of the participants have left. This applies to practices and any time the locker rooms are used.

### **Locker Room Guidelines**

Coaches are responsible for the state of the locker rooms. If a pattern of uncleanness is noticed by the coach and their team is not responsible, let the Athletic Director know immediately. If at any time, you need to enter the changing room of the opposite sex, send in someone, preferably an adult, goes in to make sure it is safe.

### **Game Day Guidelines**

On home game days, home and visiting teams shall use the changing rooms determined by the game monitor. As a general practice, The Oaks teams will use the locker rooms and visiting teams will use designated classrooms determined by the game monitor. If you are in doubt about where to change, consult the game monitor. Further, please direct visiting coaches to the appropriate changing room.

Also, as we desire our students to take responsibility for their own actions and to express thankfulness for the privilege of playing sports, you are responsible to make sure your team picks up after themselves and helps out where they can with either set up or tear down as appropriate.

## ATHLETIC DEPARTMENT COMMUNICATION

In general, questions pertaining to practice and game scheduling (times, locations, departures, returns, etc.) should be directed to the Team Coach and not to the Athletic Director. Schedules will be posted on The Oaks website ([www.theoakssca.org](http://www.theoakssca.org)) under "Student Life." Any last minute changes will be announced via emails.

### Parent/Coach Communication

Any letter to the families must have the prior approval of the Athletic Director before being sent out. Also, the athletic director must be copied on any email sent out the team.

### Resolving Disputes

Regarding disputes between coaches and parents, it is expected that Biblical guidelines be followed for the resolution of all disputes and grievances concerning any aspect of The Oaks. These guidelines are laid out in Mathew 18 and are the adopted policy for all Oaks conflict resolutions. (See "Comprehensive grievance Policy" on page 48)

In the context of Athletics at The Oaks, Mathew 18 fleshes out as follows:

1. All concerns of the offended party must be first presented by the parent or student to the coach. In all cases, a respectful demeanor is required all times.
2. If the problem is not resolved, the parent or student may bring the concerns to the Athletic Director. If the student brings the concern, permission from their parents is required.
3. If the problem is still not resolved, the parents may appeal to the Headmaster.
4. If there is still no resolution, a request in writing for a resolution must be presented to The Oaks School Board.

As always, Christ expects us to be grateful and graceful when concerns are brought to us and we should seek to understand as much as to be understood.

### Game and Score Reporting

Coaches are responsible to report game results to:

1. The Athletic Department ([cedowers@gmail.com](mailto:cedowers@gmail.com)).
2. The MCL website score updater ([mcl@mountainchristianleague.com](mailto:mcl@mountainchristianleague.com)).

Please use this format when posting scores:

1. Home team and their score
2. Visiting team and their score

For example: The Oaks- 48  
PCS- 46

If any situations arose before, during, or after the game that the Athletic Director needs to know about (i.e. technical fouls, Yellow/Red cards, speeding ticket/accident, inappropriate fan behavior, major officiating errors, or major conversations with players or parents), please include these in your game results report to the Athletic Director. **Both reports are due the day after the Athletic Contest.** Feel free to give both game and student highlights as well.



## **PRACTICES**

### **Practice Guidelines**

Practices should be conducted so as to accomplish the particular goals for sports of that age level. (See Athletics Objectives and Guidelines on page 13). As with a teacher in a classroom, so it is important for a coach in a practice to have a specific plan for each practice with definite goals the team will accomplish in that practice. Further, in order to accomplish both The Oaks goals for that age level and the daily practice goals, students should be exhorted and held accountable to focus on giving their all at each drill during each part of practice. Practices at The Oaks should have a healthy level of intensity.

### **Sunday Practice**

Sunday practices are prohibited, including “optional” practices or meetings. We do not allow Sunday practices in order to honor the 4<sup>th</sup> commandment. We want to encourage Sunday worship at church, as well as Sabbath rest and fellowship. Worship is warfare.

### **Non-School Day Practice**

Except as approved by the athletic director, all non-school day practices are optional: attendance is encouraged, and failure to attend may hamper the athletes’ progress in skill and team play; but coaches may not actively penalize non-attendance.

### **Practice Length**

For High School sports, the standard practice length is 2 hours. Practices may be no longer than 2 ¼ hours in length for any one child except with approval of the athletic director. With Junior High and Elementary practices, the practice length ranges from 1 to 1 ½ hours.

### **No Mixing Girls and Boys Practices**

Contact sports may NOT practice boys against girls; this applies to soccer and basketball. Boys may not be used to “help the girls get ready.” Talk to the Athletic Director about exceptions.

## **AWARDS**

### **End of Season Programs**

Special awards programs will be scheduled for the end of each sport season.

Each participant will receive a certificate of participation. Each Coach is allowed to give 3 Special Awards: Most Valuable Player, Most Improved, and Christian Character. Unless prior, special permission is granted by the Athletic Director, these are the only awards that may be given. “All-League” performances are generally recognized at this time as well.

### **Preparation of Awards**

The athletic administrative assistant will prepare participation certificates. Coaches will be asked to sign each certificate. Prior to the event, coaches are to check the number of certificates and spelling of names that have been prepared for each participant.

If additional certificates are needed, coaches should notify the athletic office. This should be completed one week prior to the program.

### **Expectations for Coaches for End of Year Programs**

A good high school program lasts about 45 minutes. (The most important program of the

school year, the high school graduation ceremony, is conducted in two hours.) Coaches should prepare their remarks several days before the awards program. It is not appropriate to make negative comments at this time. Jokes about athletes should be carefully considered for their appropriateness. The audience will most certainly consist of parents, administrators and school board members. If you have any questions about what to say about a particular athlete, check with the Athletic Director.

### **“Senior Night”**

A special recognition of seniors at their last Home game will occur immediately before the start of that game, with the possible exception of Girls BB. If senior night falls on the same night for both girls and boys basketball, the senior night recognition for both the girls and boys will occur between games – after the girls game and before the boys game.

## **UNIFORMS AND EQUIPMENT**

### **Practice Apparel**

The Oaks provides practice jerseys for Boys and Girls Varsity Basketball. All other players provide their own clothing for practice with the single requirement of modesty. This applies especially to Girls Volleyball. A brief list applying the modesty principle would be: no spandex shorts, no Midriff showing, and shirts should not be skin tight. When in doubt either consult the Athletic Director or ask yourself: would this cause a high school boy to stumble?

Appropriate footwear is required. Students may not practice barefoot, in socks or in dress shoes. Shoes worn outside may not be worn inside the gym.

### **Game Apparel**

1. Dispersal: Coaches may not distribute game uniforms until all fees and forms have been collected and approval has been given from the Athletic Department. Uniforms will be dispersed to the students at school before their first game. The Oaks athletic uniforms and warm-ups should be worn for games only; NOT FOR PRACTICES!
2. The goal of the uniform is unity. With that in mind, we expect our athletes to dress in such a way as to promote unity over individuality.
3. Game socks for each team must be: 1. Uniform in color, style, and length. 2. If anything other than white socks are used, (or socks that are issued with the uniform) the socks must be approved by the athletic director.
4. Return: All players are responsible to wash (and, if necessary, mend) their uniforms and turn their clean uniform into the coach at the end of the season. After all the uniforms are collected, the coach will turn them in to the Athletic Director.
5. Jewelry is not permitted in any form in game events. Females need to be careful about when they get their ears pierced: they do not want to do this during the sports season because the earrings will have to come out for games by NFHS rules.

The Oaks game uniforms, practice uniforms, or warm-ups may NOT be worn for P.E., practices, or any non-game occasion. The ONLY time players may wear their uniform outside of a game situation is on the road trip – on the way to the site if there will not be appropriate changing facilities and on the way back from an away game if they are not stopping to eat. They may not wear their uniform or warm-ups out in public after a home game unless they go straight home.

## **Equipment**

Each coach will receive a copy of an inventory sheet at the beginning of each season. They should check the inventory sheet for accuracy when it is received. Coaches will be expected to return all equipment to the Athletic Director within one week of the end of the season.

Student managers should be instructed to collect all balls at the end of the pre-game warm-ups and the end of halftime. Balls should be put away into athletic bags or ball racks at that time. Managers may not allow student spectators to use school balls at the end of the game or at halftime. Balls should be stored away from spectators' access. This is particularly important after games as students want to shoot around. This is not allowed.

Equipment needs should be brought to the attention of the Athletic Director.

## **SAFETY**

### **Safety and Risk Management**

During both practices and competition, coaches are responsible for constantly evaluating facilities and coaching methodology (drills, conditioning, etc.) for indications of safety risk. This includes but is not limited to damaged or altered facilities (hole in the ground, wet gym surface, etc.) and equipment.

Coaches need to monitor the inherent danger in how students are participating in their respective sports. Is the design safe? What is the worst-case scenario? Coaches should always err on the side of safety.

"Safety First" is the rule for continuation versus cancellation decisions at practices or games where weather may present a hazard. When in doubt, act with a view toward safety. If you feel the situation to be unsafe, call the Athletic Director for support to collaborate and discuss a specific situation.

### **Accident Reports**

Coaches are responsible for filling out an athletic accident report for any and all injuries that potentially require a medical examination sustained during practice and games. This form is located in your coaches' packet that was distributed prior to the start of a sports season. If you need another copy, stop by the athletics office.

## **EMERGENCY GUIDELINES:**

Lord willing, major accidents or emergencies will not occur. However, should an emergency occur, the best reaction is one that has already been thought out beforehand.

1. In the event of a major accident on the school grounds, an adult should remain on the scene while the Athletic Director is informed. All staff members should be familiar with basic first aid.
2. Adults not directly needed to assist the injured student(s) should take charge over other students present and direct them back to class or another appropriate area.
3. Students with unknown or severe injuries should only be moved by a professional medical person.
4. Any emergency should be reported to the Athletic Director immediately. Safety of the students is the highest priority at all times.

5. Only qualified staff members in authority (e.g. administrators, the athletic director, game manager) are to direct procedures for assisting the injured student(s). Other staff members are to assist as directed.

## **TRANSPORTATION**

### **Away Games**

Parents of players are responsible for driving to away games. The coach is responsible for arranging parent drivers for each game. Students will only be allowed to drive themselves with written parental permission.

Maps for all away games will be provided by the Athletic Director. Maps will be posted on the Athletics webpage on the Monday before the away game and be available the entire week.

The Athletic director, not the coaches, will establish the time that students will be released from class for participation in games held on school days. Students will be released from class 15min before the departure time listed on the game schedule, exceptions may be made in which case the Athletic Director will communicate them to the coaches. Also, the Athletic Director will communicate the time students are to be dismissed from class to the teachers; the coach will communicate it to the players.

Students will ride home from away games with their original carpool. They may not ride home with friends or family unless prior arrangements have been made. This ensures that no one is left behind.

### **Eating on Trips**

Coaches must make prior arrangements with the Athletic Director if the team wants to stop and eat after an away game. The Athletic Director will consider the intensity of the school schedule, the expected arrival time back home, the intensity of the athletic schedule that week, and the overall stress travel would place on the families.

## **GENERAL INFORMATION**

### **Physicals**

Physicals are required for all players before they can practice. Physicals are good for 2 years before they need to be renewed. For example, a student who gets a physical in August before their freshman year will not need another physical until the August before their Junior year.

### **Insurance**

The Oaks requires that each family check with their insurance provider for adequate coverage in the event of injury, especially for collision sports.

### **Open Gym/Field**

Informal pick-up games with a school coach present - in any sport - are permitted with prior permission from the Athletic Director. The Athletic Director will pay special attention to the load the open gym/open field puts on the families.

### **Summer Practices/Games**

The summer is considered outside of the school year. It is the family's time. That said, practices and summer leagues are not allowed. Coaches may request to hold a day camp the

week after school gets out. They may also notify players of camps available to them. In both cases consult with the Athletic Director first. Players may gather and play on their own, they may attend camps, but the coach is not to be involved either in the organization or supervision.

### **No Team Captains**

The Oaks does not select team captains. We desire that all our students become good leaders. That said, we do need student representatives to the officials. However, they are not called “Team Captains” nor do these representatives to the officials need to be the same each game.

### **Game and Match Scheduling**

All games and practices will be scheduled by the Athletic Director. Except in extreme circumstances, the Athletic Director will not cancel games/matches. If you arrive at a facility and feel the conditions are not safe and the game/practice should be canceled, call the Athletic Director.

### **Team Plan for Before Games or Practice**

For game or practice days, please have a plan for your team, while they wait for practice or departure to occur. Make sure they understand *where* they are to wait after school for practice or for a game. When school is out, the coach is responsible for the players on his/her team. Consult the Athletic Director if you need help locating a room for the players to wait in. This time is an opportune occasion to study, but recognize that they will need supervision and accountability to stay on task. **Do not leave them unsupervised.** If you are not available, please ask your assistant coach or a parent to supervise your team.

Teams are not allowed to wander the school hallways. Please do not use the hallways, or front lobby area to “stage” (gather) your team. This also includes the hallway right outside the gym doors. The teams make too much noise and cause traffic jams in the hallway when gathered in these areas. For safety reasons, please do not have your team meet in the parking lot.

Teams may meet in the following areas with supervision:

1. Teams may sit in the gym in the bleachers or against the wall. If there is a team practicing or a game, you will need approval from the other coach. Do not allow your team on the gym floor at another teams practice time.
2. Teams may wait on the sidewalk in front of the gym.
3. Teams may wait in a classroom. See the Athletic Director for classroom options.

### **Managers**

Coaches are encouraged to have student managers and stats keepers. However, it is the coach’s responsibility to locate and train these volunteers. If a coach chooses to have a student manager, the manager needs to be committed to serve the team, given specific tasks and held to the standard. In short, managers should live out an example of Christ-like service and love and be held to this by the coach. Coaches with managers should also instruct the players on the roles and responsibilities of the manager.

### **Purchases**

Coaches make requests of needs/wants directly to the athletic director who determines the appropriateness of the request based on the overall needs of the athletic program.

DO NOT SPEND your own money on any purchase on the assumption you will be reimbursed. If your purchase was not pre-approved, you will not be reimbursed.

### **Parents and Fans**

Fans are a vital part of the success of The Oaks athletics and we encourage vigorous positive participation by our crowd. Oaks fans are also ambassadors of Christ and of our school and should cheer our teams in an appropriate manner. Our cheering should build up and encourage all who hear. (Ephesians 4:29). Our emphasis on sportsmanship and character amongst our student athletes and student body begins with the example set by our parents. Derogatory cheers, comments, “booing”, taunting, arguing, or disputing directed at any participant (players, coaches, officials, and fellow fans) will not be tolerated and will be considered grounds for removal from Oaks sport events. As the coach, if you or your assistant notice any inappropriate fan behavior, let me know in your post game report.

## **ATHLETE ETIQUETTE EXPECTATIONS**

### **During Pre-Game Warm-ups**

Students are to be appropriately dressed and outfitted: shirttails tucked in, (note: undershirts that “show” must be a solid color without printing and match the color of the jersey top) jewelry and metal hairpins out, and so on.

Pre-Game warm-up time is no time for horseplay. Students should do drills with a serious attitude to prepare their mind and body for competition.

There should be no socializing with fans or family during warm-up time, half time, or any time until the game is over and post game activities are complete.

### **Before the Game**

#### **1. Player Introductions**

Some schools will introduce players through a loudspeaker. Often this will be “starters” only. Coaches will instruct athletes in the protocol for each specific sport, but in general, you will line up on the sideline “at attention” and run to the middle of the court or field when called, then line up there until everyone arrives. Your team will usually huddle at midfield for a team chant, and then return to the bench. We ask coaches to not allow self-promoting actions such as chest thumping or any action that may lack the appearance of genuine humility. This is a great opportunity to shake hands with players from the other team and/or with officials.

#### **2. Pre-game Prayer**

If a prayer is offered, line up at attention with head bowed on the sideline or at mid-court and be in prayer along with the one who leads.

#### **3. National Anthem**

Some schools may play or sing our national anthem. We will line up on the sideline at attention with our eyes toward the flag and respectfully listen or sing along.

#### **4. Just before the game begins**

In some sports or at some schools, starters may have had opportunity to shake hands with the officials and the opposing coaches. Offer a firm handshake or fist pound to the officials and opposing coaches. Oaks athletes and teams will not demonstrate any behavior that suggests “self-promotion” or individual pride.

### **During the game**

Players do not talk to friends or family in the stands or if they come from the stands to talk to you. They are to keep their mind and attention on the game, greet teammates (who are exiting the game) with applause and encouragement, cheer good effort and good plays by teammates. Bench enthusiasm is required. During timeouts, all players must gather around the coach giving full attention to the coach. No players speak during time-outs unless asked to do so by the coach.

Players never argue with or complain to or about game officials, and never demonstrate body language that could be interpreted as disrespectful by an official. Players may never speak unkind or derogatory comments toward opposing players. Christ-like demeanor and conversation is always our standard.

If an injury occurs to a teammate or opponent, Oaks athletes will be expected to respectfully “take a knee” on the soccer field or basketball/ volleyball court and go to the sideline for the injured athlete while they are treated.

Players shall not respond to questionable referee decisions with any kind of verbal or body language indicating displeasure, shock, anger or negative emotion. Oaks players instead will quietly accept referee decisions by politely handing the ball to the referee and moving on with a smile and respectful countenance.

Oaks athletes who “knock someone down” or collide with someone in competition are expected to extend a hand to “pick them up” and demonstrate a spirit of loving competitiveness.

### **At Home Games**

If the other team desires to join us in singing the Doxology (done after the last game of the night on each court/ field), gather each team in front of their bench and have an Oaks Senior start the song. After away games, we will not sing the Doxology out on the court/ field unless invited to by the Home Team. If we are not invited to sing, please sing together as a team once you are together in the locker room. This allows us to show respect to the team hosting us.

After singing the Doxology (Home) or ending the game (Away), players should line up single file to shake hands with the opposing team. This is a great time to build relationships with the other team and further establish Christian fellowship.

After, players should then report to the locker room or the designated area for a meeting with their coach before dismissal.

### **Sportsmanship**

The preeminent goal of the athletics program at The Oaks is to train young ladies and gentlemen to put their talents to work skillfully and graciously in order to extol and enjoy the excellencies of the Creator. In light of that fact, gracious and respectful behavior will be expected at all times toward coaches, players, officials and fans.

## MUSIC GUIDELINES

### Games

If coaches desire to play warm up music before games, they are to preview and approve any music choices, then submit them to the Athletic Director for final approval at least 1 day (24 hours) before the game. No submissions over 7 minutes in length will be considered.

### All other times teams are together

In accordance with The Oaks classroom & travel policies regarding music, only classical music may be played.



### **III. DISCIPLINE**

## GENERAL DISCIPLINE

All policies for student behavior adopted by The Oaks School Board apply to extra-curricular events. The same consequences for disobeying the discipline standard of the school will apply toward misbehavior during extracurricular activities. And the same motivation for disciplining in the classroom applies to the field/court. That motivation is summarized in two Scripture passages:

*"Now no chastening seems to be joyful for the present, but painful; nevertheless, afterward it yields the peaceable fruit of righteousness to those who have been trained by it." Hebrews 12:11*

*"Train up a child in the way he should go, and when he is old he will not depart from it." Proverbs 22:6*

## DISCIPLINE IN ATHLETICS:

### Students Need Discipline

Self-discipline is a worthy and desired goal for all students. Part of our job is to give students the training that some need to develop this character trait. We should hold students accountable for their behavior and provide discipline when necessary. We are in error if we refuse to discipline the students because we expect them to be completely self-controlled and self-disciplined.

### Approach to Discipline

Whenever Coaches discipline a student, **a call must be made to the parents by that coach on that day**. Discipline administered by the coach that would necessitate a phone call home consists of any offense that would be comparable to the "Name On The Board" discipline administered in the classroom (see the official Oaks discipline policy for the classroom in the "Miscellaneous Policies and Guidelines" at the end of this manual for further details of how this policy is implemented in the classroom). Some examples of what this looks like in the practice are: patterns of poor behavior/enthusiasm, negative comments about/to other players, coaches, teachers, etc., inappropriate displays of frustration, et al.). To be clear, this means that most likely you will make several phone calls home through the course of the season as some action needing discipline/correction will occur during the course of the season. These phone calls are not punitive punishment, but a concrete way of both coming alongside the parents in raising their child and to reinforce to the parents the expectations The Oaks has regarding sportsmanship and proper behavior in athletics.

Frequently, when such behavior is manifested and the parents notified, you will find that the parent is dealing with the same behaviors at home and is grateful for your assistance in raising their child in the nurture and admonition of the Lord. The principle here is that you are working with the parents for the good of the child, and to work with the parents, communication is key. This means that phone calls home for good performances and attitudes should be made as well.

In the event that the actions by the player require more severe action than can occur during practice, the following disciplinary actions are available after consultation with the Athletic Director:

1. Suspension from part or all of practice(s).
2. Suspension from one or more events.
3. Suspension from the team.

### **Major Disciplinary Action Procedure**

In the event that one of these major disciplinary actions must occur, follow this procedure:

1. When you become aware of the situation that may require this advanced level of discipline, be sure the situation is under control and the offending student is (if it occurs during a practice) either given a specific place to wait on the edge of the field or in the hallway around the gym. If it occurs during a game, pull the student from the game and sit them on the bench or send to the locker room as necessary.
2. As soon as you are able to, contact the Athletic Director and explain the situation.
3. Parents will be notified beforehand of all major disciplinary actions. Any participation fees charged will not be refunded in the event a player is suspended from the team.

### **Ejections**

**Any ejection from a game or match by an official will result in a minimum of a two (2) game suspension from athletic events.** This applies to coaches, students, and parents.

In review, any time discipline takes place in a practice or game (and it should happen) two things must occur:

1. The parents must be called and an explanation given to them of the situation and discipline received;
2. The Athletic Director should be notified via email whenever a call goes home to a parent for discipline purposes. In the email briefly summarize the situation, the punishment, and the corresponding conversation with the parent.

## **IV. MISCELLANEOUS OAKS SCHOOL GUIDELINES AND POLICIES**

## POLICIES AND GUIDELINES

Throughout this section, please note the use of the term *guideline* and *policy*. *Policy* designates items that have been approved by the The Oaks School Board. *Guidelines* are administrative directives which are designed to help implement policy.

The following policies and guidelines have been chosen specifically for the Coaches Manual to include only those school board policies most relevant to coaches. Some policies and guidelines may not be directly related to a coaching situation, but they will help to make you a better coach by showing you how the teachers and students at The Oaks are required to act. It will also help you be consistent with what the teachers have been saying throughout the day. See the Athletic Director for the remainder of the policies enacted by The Oaks School Board if you so desire or need.

### BASIC SCHOOL RULES

All students should be aware of, and are expected to adhere to, the following list of school rules:

1. Students are expected to cooperate with basic Christian standards of behavior and conversation.
2. There should be no talking back or arguing with teachers, coaches or staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
3. Guns or knives are not allowed on the school grounds.
4. Students are not to bring radios, personal cassette tape players, or personal CD players to school. Students may not use ipods, school tape players, CD players, and/or radios to listen to popular music while at school.
5. Students will be held responsible for damage done to school property, including textbooks. Actual replacement or repair costs will be assessed.
6. Public displays of affection are not permitted at school or school activities.
7. Students may not chew gum at school.
8. Students may not write on the whiteboards without permission of the teacher.

### GUIDELINES

#### Guidelines for Students Who Are Suspended

Students are unable to attend practices or sit on the bench of games while under suspension.

#### Parent Involvement Guidelines

"Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord." Ephesians 6:4

- I. The family unit is of first importance to The Oaks since the family is one of the human institutions ordained by God. No other institution is given the high calling of bringing forth and raising up children.
- II. Therefore, The Oaks is continually seeking ways to constructively involve the parents, grand-parents, and siblings of our students in the school's regular and special programs.
- III. Communications with the school's parents, in terms of critical parental involvement,

are only second to having the parents actually in the classroom.

Other ways parents may be involved are:

- A. Travel Coordinator
- B. Game Stats
- C. Scorebook
- D. Driving to Games
- E. Setup/Tear Down Assistance
- F. Helping at Tournaments
- G. Operating the Money Table

**CLASSROOM DISCIPLINE GUIDELINES** - *These are the guidelines teachers work from in the classroom.*

**Office Visits**

1. Memorize the list of offenses that require an office visit. Be certain that you understand the description of each offense. (For example, disobedience does not equal disrespect.)
2. When an offense occurs, take the student to the Headmaster. Do not discipline in class for an offense that requires an office visit.
3. When you bring a student to the office, be sure that you tell the Headmaster directly what took place before he hears from the student. Once you have given this information, you may return to your class.
4. If you have a question about the handling of discipline, please come and see the Headmaster later.

**How to Keep the Respect of Your Students.**

1. Be faithful to keep your word, even if the students do not know that you have been.
2. Correct and return papers promptly to the students. Include comments that help to explain the grade given.
3. Do not threaten, but act decisively. **Rebuking an entire class is rarely effective or appropriate.**
4. Maintain control of your class. Teachers who discipline students who deserve it earn the respect of their students. Students have a strong sense of justice.
5. Prepare for class. Students recognize excellence in teaching and appreciate well-organized and well-run classes.

**Classroom Management**

1. Pray for love, wisdom, patience, and guidance.
2. When possible, diffuse confrontations with students with humor or a gentle word. Don't escalate the situation. However, if a confrontation develops, it is important that the students understand that they are under your authority.
3. Comply with these biblical principles of discipline.
4. Do not make quick and rash decisions when an offense has occurred. Defuse the situation and then determine prayerfully what is appropriate.

Discipline students with motives of love and delight (Prov. 3:12). (The Lord disciplines those He loves, as a father the son he delights in.)

Be sure you have all the information you need before making a judgment (Prov. 18:17). (The first to present his case seems right until another comes forward and questions him.)

Discipline must be painful (Hebrews 12:11). (No discipline seems pleasant at the time, but

painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.)

### **Students Need Discipline.**

1. Self-discipline is a worthy and desired goal for all students. Part of our job is to give students the training that some need to develop this character trait. We should hold students accountable for their behavior and provide discipline when necessary. We are in error if we refuse to discipline the students because we expect them to be completely self-controlled and self-disciplined.

2. Whenever a name is written on the board for **discipline**, **a call must be made to the parents by that teacher on that day.**

## **CLASSROOM RULES:**

### **Headmaster's Directives: Developing consistency.**

The way you handle discipline will affect, for good or ill, the other teachers who teach these students. We must learn to think about how our decisions affect one another. At the secondary level, we have to work to develop consistent standards for discipline. These guidelines are designed to do just that.

1) **Absences.** Teachers are to keep track of absences. (Elementary teachers in class record books, secondary teachers on charts in classrooms.) These will be recorded on student report cards each quarter.

2) **Tardy.** Discipline students for being tardy. "Tardy" means the student is not seated and ready to start class when the time is right. (The teacher determines the definition of ready.) Record the names of tardy students each period (Elementary teachers in class record books, secondary teachers on charts in classrooms). These will be recorded on student report cards each quarter.

3) **Late Assignments.** Follow attendance guidelines when handling late assignments.

4) **Dismissal.** Don't dismiss class early. You should always have some productive way to fill a few minutes. If the students leave your room early, they will probably be disrupting someone else's class.

5) **Eating/Drinking.** Do not allow the students to eat or drink during class (except during parties and snack times).

6) **Manuscript Form.** Enforce the requirements for manuscript form on all relevant written assignments (see Manuscript Form specific information in the Elementary and Secondary Teacher Handbooks).

7) **Bathroom Requests.** Generally, let the students use the bathroom as requested. If one student or a class begins to abuse this, then adjust the rule for this student.

8) **Room Cleanliness.** Teachers must see that some students, pick up and empty the trash, vacuum, and straighten the classroom each day before the end of the day for elementary grades and by the end of lunch for the secondary grades. Whiteboards should be erased at the end of each period. In secondary classrooms the room is to be picked up at the end of each period. If the teacher in the class before you is neglecting to do this then you must visit with that teacher about this.

### **Controlling student talking**

**Note:** It will not be surprising that we have a problem with uncontrolled talking by the students. We are trying to train students to think critically from a biblical worldview. We are also trying to give the students the tools that they need to express themselves logically and

eloquently. In some sense, this is a good problem. However, it is also a problem that needs to be addressed.

- 1) Plan lessons that develop student interest. Doing so will help eliminate uncontrolled talking in your class.
- 2) Develop and use a seating chart in order to help control classroom discussion. Change assignments as necessary in order to control talking. This has limited effectiveness.
- 3) The most difficult style of teaching to use effectively is the lecture method. If you are going to use the lecture method with class discussion, you must be prepared to control student responses.
- 4) Require students to raise their hand and be recognized by you before speaking and they must stand to speak when required.
- 5) Be **consistent** in your enforcement of your classroom rules. Discipline for all forms of talking without permission. Train the students to practice self-control by controlling their tongue.
- 6) Praise students, and/or the class, when their behavior meets the standards that you have set for your class.
- 7) Different types of lessons allow for different amounts of talking by the students. Use your judgment to decide how much talking to allow.

### **Discipline for controlling student talking**

The sin of disruptive student behavior in class is selfishness. Disrupting the lesson demonstrates a lack of consideration for other students who want to learn.

*First Offense:* **Use name on the board for these offenses.** Rebuke the student publicly. Gain eye contact with the student, identify the inappropriate behavior, and let them know that you do not want them to do that again. If the offense was committed in public, i.e., in view of other students, it is appropriate to rebuke the student in public.

You may choose to move the student to another desk at this time. You may record their name on the board. If a name is put on the board, a phone call to the parents must take place that same day.

*Repeated Offenses:* If the student misbehaves during the same period or if a student regularly misbehaves in the same way, you must address what is now a pattern of misbehavior. Parents are responsible for the behavior of their children during school. Acknowledge their authority and responsibility by contacting them on the phone. A letter may be used in repeated cases. Run this option by the Headmaster first.

If you are addressing a pattern of misbehavior, you must clearly explain what you expect and what will be considered disobedience. If the student then disobeys, you must accompany them to the Headmaster's office for rebellion. This is the second offense during the same period. Your first effort to discipline the student has been ineffective. You may not "warn" the student; you must do more than repeat a rebuke.

If you rebuked the student for the first offense, you must now take one of these actions: isolate the student by moving them to another desk or to the hallway. The student should not be allowed to participate again in class discussion unless you invite them to do so.

If a student is allowed to rejoin the discussion or if the student misbehaves for a third time in one period, you must send the student to the office for rebellion.



## POLICIES

### **IN LOCO PARENTIS POLICY**

Objective: To ensure that parental authority over the education of their children is respected at The Oaks.

Scope: This policy applies to all teachers and staff who exercise authority of any kind over the students.

Definitions: Loco parentis: This phrase means “in place of the parents”.

Guidelines:

Teachers are to remember that they do not function above parental authority, but rather with delegated authority (loco parentis) from the parents.

### **REVERENCE POLICY**

In all areas of instruction, proper respect and consideration of God's character will be given.

Specifically, songs, stories, and discussion that include references to the name and attributes of the Lord must be consistent with biblical principles. The following list is not meant to be all-inclusive, but it is characteristic of the kind of activities to avoid.

1. Silly or trite references to Jesus Christ and His work on the cross.
2. Implying, directly or indirectly, that all the students are Christians.
3. Mockery of angelic powers, demonic or heavenly.
4. Emphasis on good feelings or works instead of humble obedience and grace.

For the sake of the students' spiritual training and the school's work, joyful encouragement and instruction in reverential knowledge of the Lord is necessary.

### **RELEASE OF STUDENTS POLICY**

Teachers are not to release a student to anyone before first checking with the office. The teachers and Headmaster have the responsibility and custody of all the children while they are in school. The office should be made aware of any instance of the legal parent or guardian removing the child during regular school hours. A child is never to be released to a stranger until the office and parent(s) have been contacted.

### **SECONDARY DOCTRINE POLICY**

Discussion of secondary doctrine should not take place, with the possible exception of a one-on-one discussion.

The Secondary doctrines are as follows:

1. Old earth v. young earth creation.
2. The morality of polygamy.

3. The existence of celestial beings which the Bible calls "gods," especially in relation to the gods of Greek mythology.
4. The accuracy of the Greek concept of Hades.
5. Differing views on the Sabbath. Is it a Christian obligation?
6. Calvinism v. Arminianism. Predestination. Man's will v. God's sovereignty.
7. Premillennialism v. Postmillennialism.
8. Is it ever morally acceptable to deceive (e.g. in a war)?
9. Can a Christian lose his salvation?
10. Satan's authority in the present.
11. Roles of men and women.
12. Arranged marriages.
13. Capital punishment.
14. Does the O.T. civil law apply today?
15. Magic

## LEAVING CAMPUS POLICY

### Definitions:

Leaving Campus Early – any student leaving the school campus for any reason before the regular dismissal time of 2:45 p.m.

Arriving Campus Late – any student arriving the school campus for any reason after the regular beginning time of 8:00 a.m.

The following process shall be followed as determined by the Board:

Our desire has always been to allow students to participate in government school sports programs off campus. The Oaks has set up the high school schedule (Grades 9 through 12) to allow students to exercise this option by leaving campus at 2:30 p.m. This policy includes students taking drivers education or having music lessons prior to the 2:45 p.m. dismissal; these students cannot leave prior to 2:30 p.m. either. Class schedules for Grades 1 through 8 are not conducive to early dismissals; therefore, early dismissals on a regular basis in these grades are discouraged.

Students leaving prior to 2:30 p.m. are a disruption to the class, a burden on the teachers and a hindrance to the student's academic endeavors.

We are asking parents to limit taking students from school before 2:30. We do recognize that occasionally it is necessary to leave school earlier than this and we will be flexible during those times. Parents cannot remove other siblings or car-pool students when taking a student out early. Parents must make arrangements for these other students to be picked up at the normal dismissal time of 2:45 p.m.

Following are the procedures students and parents must follow for early dismissals:

1. Each Monday the student will bring two copies of a permission note from their parents with their early dismissal schedule for the week. The note must list the activity, day, and time student will be leaving. A copy is turned into the school office and a copy is given to their 7<sup>th</sup> period teacher.
2. Students must always check out in the school office if they leave before 2:45 p.m. on each

early dismissal day. If you prefer, a parent may come in and sign the student out while the student is getting their things together.

3. Students missing a disproportionate amount of time due to leaving early may be called in for a meeting with their parents and the school administration. The Oaks is called to serve the parents in the education of their children and if early dismissal becomes a hindrance to a particular student or others, the school must protect this primary objective by making appropriate adjustments to the early dismissal privilege.

## OAKS DISCIPLINE POLICY

The kind and amount of discipline (punishment) will be determined by the teachers and, if necessary, the Headmaster. The discipline will be administered in the light of the individual student's problem and attitude. All discipline will be based on biblical principles, e.g. restitution, apologies (public and private), corporeal punishment as defined below, restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems are to be dealt with at the classroom level. In order to maintain consistency, teachers and administrators regularly meet together to discuss biblical standards and school policy concerning discipline.

It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process. As in all other areas of the education at The Oaks, *love and forgiveness* will be an integral part of the discipline of a student.

**I. Office Visits:** There are five basic behaviors that will **automatically** necessitate discipline from the Headmaster (versus the teacher). Those behaviors are the following:

1. **Disrespect** shown to *any* staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. **Dishonesty** in any situation while at school, including lying, cheating, and stealing.
3. **Rebellion**, i.e. outright disobedience in response to instructions.
4. **Fighting**, i.e. striking in anger with the intention to harm another student.
5. **Obscene language**, including taking the name of the Lord in vain.

During the visit with the Headmaster, the Headmaster will determine the nature of the discipline. The Headmaster may require restitution, janitorial work, parent's attendance during the school day with their child, corporeal punishment, or other measures consistent with biblical guidelines which may be appropriate.

If for any of the above, or other reasons, a student receives discipline from the Headmaster, the following accounting will be observed within the school year:

1. The first and every time a student is sent to the Headmaster for discipline, the student's parents will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be sought.
2. The *second* office visit may entail corporeal punishment.
3. The *third* office visit will be followed by a meeting with the student's parents and the Headmaster.
4. Should the student require a *fourth* office visit, a **two-day suspension** will be imposed on the student.
5. If a *fifth* office visit is required, the student will be **expelled** from the school.

**II. Note on expulsion:** The Oaks Board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems before a fifth office visit, the student will be expelled.

**III. Serious Misconduct:** If a student commits an act with such serious consequences that the Headmaster deems it necessary, the office-visit process may be bypassed and **suspension** or **expulsion** imposed immediately. Examples of such serious misconduct could include acts endangering the lives of other students or staff members, gross violence, vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours.

**IV. Readmittance:** Should the expelled student desire to be readmitted to The Oaks at a later date, the The Oaks Board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

### **Corporeal Punishment**

Corporeal punishment will involve using a strap as a means to administer a spanking to the child. The spanking will occur only upon the student's gluteus maximus, not above or below this area. The spanking will be administered by the Headmaster with another staff person present. This punishment will not take place in the presence of other children. No clothing will be removed. It will not take place with the intent to embarrass but to bring attention to the inappropriate attitude of the student. The parent of the child will be notified that a spanking was administered.

## **ACADEMIC PROBATION POLICY**

**Objective:** To provide additional motivation to students whose academic achievements are not up to their capability. This applies only to secondary students.

**Scope:** If implementation of this policy would be counter-productive to the objective, the Headmaster may decide not to place a student on probation. A written record explaining this decision will be signed by the Headmaster and placed in the student's file.

### **Text of Policy:**

1. Secondary students are required to maintain at least a 2.0 grade point average during any two consecutive quarters. Exceptions will be made for students who have a grade point average of less than 2.0 but have not failed any courses during the quarter in question.
2. Grade point averages (G.P.A.) for each secondary student will be calculated at the end of each quarter.
3. If a student's G.P.A. is at or below 2.2 (i.e., a "C" average), that student will be placed on academic probation during the following quarter. A parent/teacher conference will be arranged at this time.
4. If at the end of the next quarter the student's G.P.A. (for the quarter) has not risen to at

least a 2.0, that student will be expelled.

5. Students who are on academic probation are ineligible to participate in extracurricular activities.
6. Grade point equivalents:  
A = 4.0  
B = 3.0  
C = 2.0  
F = 0.0

## **CODE OF ETHICS POLICY**

Objective: To maintain the testimony of The Oaks as a Christian school.

Scope: This policy applies to all individuals who represent The Oaks in any capacity.

Definitions: N/A

Guidelines:

All teachers, staff members, and representatives of The Oaks are expected to conform to biblical standards of behavior at all times.

## **STAFF/STUDENT RELATIONS POLICY**

Objective: To provide overall and specific guidelines facilitating professional, friendly, and biblical relationships between The Oaks staff members and The Oaks students. (To be understood in the light of the "Code of Ethics Policy" – pg. 69).

Scope: This policy applies to all hired members of The Oaks staff.

Definitions: N/A

Guidelines: In order to facilitate proper, professional relationships and inhibit potential sinful, destructive behaviors between staff and students, the following guidelines are to be understood as representative of the practices and philosophies of The Oaks. More specific guidelines conforming to this policy may be issued by the appropriate administrators, as necessary.

1. Staff members are to remember that they serve as professional, adult role-models before the students (Titus 2:7-8). Relationships between staff members and between staff members and students are to be friendly and courteous, not familial or intimate.
2. Staff members are to be careful that any physical contacts and verbal interchanges with each other and with students avoid even the appearance of impropriety (1Peter 2:12).

3. Flirtation, sexual innuendos, casual disrespect toward authority, excessive familiarity, etc., are examples of the kind of unprofessional and inappropriate behavior that will not be tolerated. Necessary and cautionary measures required to limit these kinds of behaviors should be corporately and individually taken.
4. If it is necessary for a male staff member to spend time alone with a female student or staff member, it should be arranged that they are easily visible to the public (ex., an open door, windowed room, etc.)
5. Staff members shall not travel alone in a car with one student.
6. On any school-sponsored trips lasting overnight and involving students of both sexes, spouses of chaperones should accompany their spouses. Single staff members may be included on such trips only with the prior approval of the Headmaster.

## STUDENT TARDY POLICY

A “tardy” is when a student is not sitting at their desk, quiet and waiting for instruction from the teacher when the classroom clock indicates 8:00 A.M. (or for secondary students at the beginning of each class period). There is no differentiation between an excused tardy and an unexcused tardy (this is not the same as someone notifying the school regarding a scheduled doctor or dental appointment). A student will be allowed three tardies per semester before office visits are recorded. The elementary teachers will be required to report tardies each quarter to the office and these records will kept in the student files. Secondary teachers will record tardies at the beginning of each period each school day. Tracking of the tardies will start over at the beginning of each new semester.

The fourth tardy results in a recorded office visit. Do not let the term “recorded office visit” mislead you – A recorded office visit does not require the student to bodily come to the office. Three office visits for any reason results in a meeting with the student, student’s parents, and the Headmaster. A fourth office visit results in a two-day suspension, and a fifth office visit results in expulsion from school (page 20, Discipline Policy).

This policy will help teachers to better utilize their class time by having the students prepared to start on time. A student record of tardies for secondary students will be kept for each class period in the school office. Parents may check in the school office for tardy information on their students. Tardies will be designated as follows:

<u>Tardy</u>	<u>Penalty</u>
#1	No penalty – grace
#2	No penalty – grace
#3	No penalty – grace -warning notice goes home
#4	Office Visit #1 – note home
#5	No penalty – grace
#6	Office Visit - #2 – note home
#7	No penalty – grace
#8	Office Visit #3 - meeting with parents-please call for appt.
#9	Office Visit #4 - two-day suspension
#10	Office Visit#5 - expulsion

The parents will receive notification each time an office visit is recorded for a tardy. Please be aware of how the policy works regarding office visits leading up to suspension and expulsion. See page 20 of the Student Parent Handbook regarding Discipline.

## **COMPREHENSIVE GRIEVANCE POLICY**

**Objective:** To establish biblical guidelines for the resolution of disputes and grievances in the operation of The Oaks.

**Scope:** These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of The Oak's operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and Board.

### **Definitions:**

**Dispute:** Any disagreement that results in broken fellowship or trust between the parties, or that disrupts the lines of authority in the school, or which (in the judgment of either disputant) threatens the successful implementation of The Oaks objectives and goals.

**Grievances:** Any concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level.

**Concerns:** The substance and details of the dispute and/or grievance.

### **Guidelines:**

#### **General:**

1. It is understood that if any disputes arise which are not covered by this policy, the board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.
2. It is also understood that, especially during the attempted resolution of concerns, the principles of Matthew 18 and James 3 will be followed.  
Students/parents to teachers:
  1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
  2. If the problem is not resolved, the parents or student may bring the concern to the appropriate administrator. If the student brings the concern, he must have permission from his parents to do so.
  3. If the problem is still not resolved, the parents should appeal the decision to the Headmaster.
  4. If there is still no resolution, they should request a hearing from The Oaks School Board.

Parents/patrons to administrator:

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Headmaster.
2. If the situation is not resolved, they should request a hearing from The Oaks School Board.

## USE OF SECULAR MATERIALS POLICY

Guidelines: When secular materials have been adopted for student use, the following guidelines must be adhered to:

1. The secular material must be rigorously examined and countered in philosophy with biblical/true perspectives (e.g. presenting the elements of the Theory of Evolution is desirable, but it must be subjugated in time and emphasis to the elements of the Creation account), in keeping with the scope of the course.
2. Falsehoods and unbiblical philosophies must be always identified as such.
3. Biblical principles within and/or related to the course objectives must also be presented to the students (e.g. while using a secular United States history text, the teacher must identify and emphasize the biblical foundations of our country).

## CELLPHONE/ELECTRONICS POLICY

**Date:** October 5, 2007

**Objective:** To clarify the regulation of cell phone and other electronic device usage on school grounds during school hours.

**Scope:** The following policies and guidelines will be followed by all students in the school.

**Definitions:**

School Grounds – school buildings, parking lots, play fields

School Hours – 7:45 a.m. to 2:45 p.m., Monday through Friday

Electronic Devices – any electronic device other than cell phones (i.e., computer, ipod, MP3, etc.)

**Guidelines:**

The following process shall be followed as determined by the Board:

1. Cell Phones are allowed on the school grounds but cannot be turned on during school hours from 8:30 am to 3:15 pm. If students are expecting messages or phone calls during the day, they can go to the school office during their lunch period and get permission from the secretaries to check their messages while they are in the office. Their cell phone will be turned off before they leave the office and return to class. This will eliminate the interruption of text messages and phone calls during the school day. We want our students interacting with real people in real time and concentrating on their school work.



2. Students will not be allowed to have any electronic devices on the school grounds during school hours or during school events. Exceptions: Digital Cameras are allowed at sporting events. Laptop computers are allowed in the classroom only with the permission of the teacher.
3. Students must receive permission from each teacher to use their laptop computers in the classroom. If computers are used without permission from a teacher or anywhere on the school grounds besides for the permitted use, they will lose the privilege of having their computer at school.
4. Any electronic device used apart from the above listed circumstances, will be taken and placed in the school office where it must be retrieved by a parent.

## Team Management Check List

When requested, please check off the items below, as they apply to your team. Then make a copy of this form and give the original to the Athletic Director. Comments may be written at the end or on the back of this form.

**KEY: Y = Yes, N = No, N/A = Not applicable to my class**

### Game/Practice Maintenance

- Do the students know what their responsibilities are for keeping the Gym/Field/Locker Room neat and functioning? \_\_\_\_\_
- Do you check lockers or storage areas regularly for neatness and care of materials? \_\_\_\_\_
- Are there penalties for messes and rewards for good care? \_\_\_\_\_
- Are daily time schedules followed well? \_\_\_\_\_

### Planning

- Have you laid out broad, 'mile-marker' season goals? \_\_\_\_\_
- Do your daily plans include specific objectives and times for each segment of practice? \_\_\_\_\_

### Parent Involvement

- Do you assist your students in a system of getting information home? \_\_\_\_\_
- Do the parents know the system? \_\_\_\_\_
- Are the parents informed quickly when there is a significant success or discipline problem? \_\_\_\_\_
- Do you know all your students' parents? \_\_\_\_\_
- Do they know a fair bit about you? \_\_\_\_\_

### Discipline

- Do you consistently enforce team rules? \_\_\_\_\_
- Do you use the "name-on the board" system? \_\_\_\_\_
- Do your students know the consequences of misbehavior? \_\_\_\_\_
- Do you use encouragement and rebuke to build a disciplined atmosphere? \_\_\_\_\_
- Do your students know you love them? \_\_\_\_\_
- Do you know your students well enough to see problems as they start? \_\_\_\_\_
- Do you know how to diffuse these problems? \_\_\_\_\_

### Summary Comments

If desired, please use the back of the form to comment or expand on any of the above answers. Refer to the appropriate section and letter.

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Coach's Signature

Date Turned in to Athletic Director

## FORMS

### Coaches Checklist

- \_\_\_ 1. Read handbook in its entirety. Return reading verification form to the athletic director.
- \_\_\_ 2. Roster for grade checks (eligibility) to be submitted to the athletic director one day after turnouts.
- \_\_\_ 3. Forms required to be filled out and filed with the coach. Forms to be submitted to the athletic director at the end of the season.
- \_\_\_ 4. Official team roster with all pertinent information submitted to the athletic director one week prior to the first game played.
- \_\_\_ 5. Hold athletes accountable for cleanliness of changing rooms; gym/field and school vans.
- \_\_\_ 6. Email game results to the Athletic Director ([scottwelch995@gmail.com](mailto:scottwelch995@gmail.com)) and the MCL ([mcl@mountainchristianleague.com](mailto:mcl@mountainchristianleague.com)) the day after each contest. Cross country and Junior High volleyball only need to email the AD (not the MCL). Further, Cross Country need only report runners who place in the top 5.
- \_\_\_ 7. Discuss with each player their role on the team, projected playing time, and ways to improve.

## **OAKS HEAD COACH EVALUATION FORM**

Coach: \_\_\_\_\_ Sport: \_\_\_\_\_ Date: \_\_\_\_\_

(These numbers represent the times that I personally observed these attributes or good attributes were relayed to me. So, each category could end with "All of the times...that I observed you.")

### **Key to the Ratings:**

4 - **Exceeds Expectations** = The coach consistently exceeded expectations in this area of responsibility.

3 - **Meets Expectations** = The coach met the expectations in this area of responsibility.

2 - **Mostly Meets Expectations** = The coach usually meets expectations in this area of responsibility, but has areas of growth.

1 - **Needs Improvement** = The coach struggles in this area and we will create an action plan to remedy it.

N/O - **Not Observed** = I did not see enough examples of this to give a rating.

### **SPIRITUAL LEADERSHIP AND RELATIONSHIPS:**

- \_\_\_\_\_ Models appropriate sportsmanship by exercising self-control on the sidelines before, during, and after games.
- \_\_\_\_\_ Is receptive and cooperative when circumstances or decisions are outside his/her control.
- \_\_\_\_\_ Deals with wins and losses in a mature and self-controlled way.
- \_\_\_\_\_ Helps players manage their expectations about wins and losses.
- \_\_\_\_\_ Demonstrates loyalty to the sports program and to The Oaks.
- \_\_\_\_\_ Demonstrates enthusiasm for working with high school athletes.
- \_\_\_\_\_ Keeps commitments and is punctual.
- \_\_\_\_\_ Shows an interest in the athletes' academic experiences.
- \_\_\_\_\_ Is appropriately fair, understanding, sympathetic, and patient with players.
- \_\_\_\_\_ Shows interest in other levels of the program to help create enthusiasm and show support.
- \_\_\_\_\_ Prays with the team and uses the Bible to disciple the athletes on a regular basis.

### **ORGANIZATION AND COMMUNICATION**

- \_\_\_\_\_ Responds to AD and administrator emails, calls, and requests in a timely manner.
- \_\_\_\_\_ Submits end-of-season list of award winners at least one week prior to the team banquet.
- \_\_\_\_\_ Demonstrates care of school facilities and equipment. (Makes sure that the locker room, field/court, and ball lockers are maintained, cleaned, organized, and locked.)
- \_\_\_\_\_ Maintains a safe environment and follows safety protocols.
- \_\_\_\_\_ Communicates effectively with athletes and parents.
- \_\_\_\_\_ Makes sure that volunteers are assigned for games (scorebook, line judges, drivers, etc.)

### **COACHING PERFORMANCE:**

- \_\_\_\_\_ Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
- \_\_\_\_\_ Develops a well-organized practice schedule with specific objectives for each practice. (ASK)
- \_\_\_\_\_ Uses player substitutions and play strategies effectively in games.
- \_\_\_\_\_ Praises athletes for positive performances.
- \_\_\_\_\_ Remains self-controlled and offers constructive criticism for poor player performance.
- \_\_\_\_\_ Maintains effective individual and team discipline at practice and in games.
- \_\_\_\_\_ Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad.
- \_\_\_\_\_ Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.



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Oaks Coaches:

I have read and agree to abide by the guidelines set forth in the Coaches Handbook.

\_\_\_\_\_

Date

\_\_\_\_\_

Please Print Name

Please sign and remit to the Athletic Director: \_\_\_\_\_

Coaches Signature

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