



ATHLETIC HANDBOOK

SJE Athletic Program Handbook

Goals of the SJE Athletic Program

- To provide a learning environment in the sport and develop a sense of responsibility and self-discipline.
- To develop a positive attitude and put forth effort to fully use abilities given by God.
- To learn to practice good sportsmanship, whether winning or losing, and a willingness to improve one's self and the team.

Purpose

Student athletes must remember that the primary importance is academics. The purpose of SJE is to provide a Christian education, so a level of academic excellence must be maintained in order to participate.

The school hopes that many lessons learned in athletics will carry over in the lives of the student-athletes: accepting both victory and defeat, always trying to improve one's self, and never giving up. It is desirable that all students with an interest have an opportunity to participate.

The junior varsity athletic teams are designed to introduce the students to the sport, reinforce basic skills, and allow students to discover their abilities in various sports. Teams are comprised of students in grades 4-6. Competition and participation are important. Coaches stress teaching skills and learning the game. Players and parents must realize that attitude, cooperation, and attendance at practices, along with any failure to follow team and school policies, will affect playing time. As the number of participants on a particular team increases, separate games for fourth graders will be sought to ensure participation by all. When teams participate in tournaments, teams will be playing with a goal to win and be successful. Junior varsity teams may have no more than three events (a combination of practices and games) per week. A tournament that is held on a Saturday or Sunday counts as one event regardless if more than one game is played. Junior varsity teams may enter three tournaments and play no more than twelve regular season games.

Varsity teams are comprised of students in grades 7-8. If numbers are short, sixth graders can be asked to play varsity. They may have no more than four events (a combination of practices and games) per week. A tournament that is held on a Saturday or Sunday counts as one meeting regardless if more than one game is played. Varsity teams may enter no more than two regular season tournaments and play no more than eighteen games in the regular season. At the varsity level, the teams compete in the Fort Wayne Lutheran Schools Athletic Association (LSAA), which is highly competitive. At this level, competition is vital to the development of athletes. Student-athletes will all play according to their God-given abilities. Depending upon class size, two varsity teams may be offered, with both teams combining for tournament play.

It is the policy of St. John-Emmanuel Lutheran School that, when appropriate, students from sister parochial schools may participate in school-sponsored extracurricular activities, with prior approval of the principal.

To maintain a proper safety environment for our school teams, St. John-Emmanuel Lutheran School will engage parents or responsible adults (21 years of age) to serve as head coaches for

our teams. Assistant coaches may be high school students or older. All coaches are required to have a background check, concussion training, and sign the form to accept the purpose of the school.

Student athletes are required to report to a designated area after school on game days. They will be expected to remain in this area until the coach, athletic director, or other responsible adult/parent arrives to take them to the locker rooms to dress for the game. Students will then be supervised by the coach or athletic director.

Academic Eligibility

All students participating in the SJE athletic program must maintain a minimum 75% combined grade average in all classes/subjects with the exception of music, choir, band, and art. An “F” in any core/honor roll subject would put the student on probation, regardless of the grade average.

SJE will perform grade average checks at mid-quarter and end of the quarter on all students. Students who are below 75% average will be placed on a two-week probation. Students will still be able to participate in games and practices and will have two weeks to improve their grades. At the end of two weeks, SJE will perform a second grade check. If the student does not raise the grade after the probationary period has ended, the student’s status will be “suspended” until mid-quarter or end of term.

Suspended students will not participate in practices or play in games. At the start of each grading period, all suspended students operate under a two-week probationary period. If the student’s grades improve to the 75% threshold (with no F’s) he/she is reinstated. If the student is unable to meet the eligibility standard their status then will be suspended until the next midterm/quarter.

A student who receives special education services must meet the educational standards as written in their Individualized Service Plan (ISP) or 504 Plan.

Parents and students are encouraged to perform regular grade checks in all subjects.

Athletic Eligibility

All students participating in the SJE athletic program must comply with the following to be eligible to participate in SJE practices or games:

1. Have a completed SJE Sports Permission and Consent form submitted to the SJE office for the current school year. The SJE Sports Permission and Consent form will include language that assures both parents and students fully understand the current SJE Athletic Program Guidelines and SJE Athletic Eligibility Policy
2. Have a physical on file in the SJE office for the current school year before practices begin.
3. Have attended at least the last half of the school day, marked by the end of recess.
4. If a student is absent the day before a weekend event due to illness, he/she is ineligible to participate in the event.

5. Student athletes and their families are strongly encouraged to attend Sunday or Thursday in-person worship services if they are participating in SJE sports activities on Sundays.

Parents may suspend students from participation in SJE sports at any time for behavior, discipline, or academic reasons. Parents are to notify the principal, athletic director, and appropriate coaches of their decision to suspend their child from sports, the reason for suspension, as well as the length of the suspension.

Physicals

All students involved in sports on school teams must have annual physicals. IHSA forms for the physicals are available from the school office or health care professionals. The physicals may be obtained through a doctor's office, a clinic, or East Allen County Schools. Physicals must be completed and forms turned in before the first practice.

Weather-related Cancellations

Activities scheduled at St. John-Emmanuel Lutheran School on days that school is closed due to bad weather will be canceled. This pertains to practices also.

Procedure for Conflicts

When a parent contacts the athletic director or coach in an antagonistic, abusive, or confrontational manner, the following steps are suggested:

1. The athletic director should document the parent contact in writing, providing as much detail as possible including time and date.
2. The athletic director should inform the principal, sharing the written documentation of the confrontation.
3. The principal will schedule a meeting as soon as possible. Participants will include the principal, the parent, and the athletic director. Statements and results of this meeting will be documented. One purpose of this meeting will be to make clear to the parent that communicating with the athletic director to obtain clarifications of athletics situations is welcomed and proper. However, the parent must be made aware of the inappropriateness of their methods and the actions they employed. Their appropriate actions do not foster the team approach that is necessary between the parent and the athletic director. Expectations and proper procedure/attitudes will be shared with the parent.
4. Should a second occurrence take place involving the same parent, another meeting will be convened with the principal, parent, athletic director, and a member or two of the School Board. The purpose of this meeting will be the same as that described in step three (3) above.
5. Should a third occurrence take place involving the same parent, a meeting will be convened with the full School Board. The purpose of this meeting will be to discuss the matter of the lack of proper parental cooperation and support, and how this calls into question the continued enrollment of this family in St. John-Emmanuel Lutheran School.

Responsibilities and Expectations

Each person involved in athletics at SJE should agree with the purpose of the school and the athletic program. Expectations are defined below.

Athletic Director

- *Accountable to the principal and maintain a good relationship with other school and church personnel.
- *Serve as an example of Christian sportsmanship and require the same from all coaches and athletes.
- *Oversee the school athletic program and ensure the policies and philosophies are followed.
- *Communicate to all coaches the goals and plan for the development of skills and character in the athletes.
- *Meet with coaches two weeks before the sports season and arrange the parent meeting.
- *Communicate regularly with parents; publish schedules.
- *Collect and turn in physical forms and permission and consent forms.
- *Be responsible for all school athletic events.
- *Attend LSAA meetings.
- *Coordinate the concession stand workers and clean up of the gym; maintain uniforms.
- *Other duties are defined in the athletic director job description.

Coaches

- *Complete a background check through the school office.
- *Complete concussion training and understand basic first aid.
- *Agree in writing with the purpose of the school and positively represent SJE.
- *Promptly submit any student athlete forms that are received.
- *Coordinate your practice and game schedule with the athletic director.
- *Communicate regularly with parents.
- *Hold a parent meeting before the start of the season.
- *Maintain proper care and storage of all equipment and uniforms.
- *Be a positive role model to the student athletes. Communicate expectations.
- *Communicate with the athletic director.
- *Explain to parents how the tournaments work and what to expect.

Parents

- *Ensure that your student athlete has returned the required forms - physical form and sports permission and consent form; pay the athletic fee.
- *Attend the pre-season parent meeting.
- *Bring your child to practices and games on time; communicate with coaches if your child will be absent.
- *Sign up to help with concessions and after-game cleanup 2-3 times per season, or more.
- *Volunteer to help the coaches by being a line judge, working the scoreboard, keeping the books, etc.
- *Show good sportsmanship and positively represent SJE.

- *Communicate any issues with the coach first, followed by the athletic director.
- *Maintain proper care of uniforms.
- *Understand the way that tournaments work and what is expected of you and your child.
- *Remain positive and encourage your student athlete to do his/her best.

Student Athletes

- *Turn in the completed physical form before the first practice.
- *Turn in your completed sports permission and consent form.
- *Maintain eligibility for participation by keeping up on homework and grades.
- *Show respect to your coaches, parents, teammates, officials, and opposing team players.
- *Represent SJE in a positive, Christian manner; show good sportsmanship.
- *Always do your best and encourage your teammates.
- *Arrive at practices and games on time.
- *Commit to your team by being at all practices and games unless you are sick.

Kenny Bleeke Award

Given at the annual end-of-year athletic banquet, the recipient(s) are people who best represented their school in the basic beliefs of a Christian school. Kenny Bleeke's name is on the award. Mr. Bleeke coached for many years at SJE, volunteering countless hours with two goals in mind: 1) Improve each team member's ability and knowledge of the game, and 2) center on competing in a Christian manner.

Please consider the following guidelines for this award:

- One 8th grade male and one 8th grade female (if deserved)
- Team above self
- Love of sport, care for teammates, and compassion for opposition
- Positive representative of school and faith
- Actions serve as a witness
- In good academic standing with the school
- Consider an athlete's entire JV and varsity career

Playing more than one sport is not a requirement for this award. When considering a nomination, a simple adage to keep in mind is: "Who best could be identified as a Christian, only by their actions on the court, mat, or field?"

The following people may vote for the top eighth grade boys and girls athletes:

- Boys varsity coach(es)
- Girls varsity coach(es)
- Boys JV coach(es) if enough visibility, otherwise abstain
- Girls JV coach(es) if enough visibility, otherwise abstain
- Middle school teachers
- Athletic Director

The principal does not vote but is involved in the determination only in conjunction with AD to determine final winners.

Voting:

- Ballots with all eighth grade student athlete names will be distributed (by paper or electronically via Google Forms) to varsity coaches, junior varsity coaches, and middle school teachers as soon as the last sports season ends.
- Coaches and teachers will mark their ballot for the top boy and girl athlete, and turn into the school principal.
- Once all ballots are in, the principal and AD will review the ballots. If there are any questions or concerns, they will be resolved before announcing the candidates to the coaches and teachers. A simple majority wins unless there are concerns expressed by someone.
- Once the winners have been chosen, the results will be announced to the coaches and teachers.

ACCEPTANCE OF THE PURPOSE OF THE SCHOOL

Mission Statement: St. John-Emmanuel Lutheran School exists to provide students with a Christ-centered, academically challenging education in a caring and nurturing environment for a life of service and discipleship.

Objectives

To accomplish this mission, we set forth these objectives:

- To treat each child as God's own
- To teach Christian ideals and ethics by which to live
- To provide quality leadership by example
- To instill self-pride and self-respect while striving to be Christ-like
- To bring the fundamental principles of reasoning and creative thinking to each child
- To provide quality education in all areas (academic, spiritual, social, physical, and emotional)
- To provide a testing program to ensure academic objectives are being met
- To provide extra-curricular activities for the students

The vision of St. John-Emmanuel Lutheran School is to equip our students to be life-long learners, problem solvers, faithful disciples, and reflectors of God's love in their communities.

St. John-Emmanuel Lutheran School is recognized as a service organization (RSO) of the Lutheran Church-Missouri Synod and therefore shares the same confession of faith.

St. John-Emmanuel Lutheran School, a ministry of St. John Lutheran Church and Emmanuel Lutheran Church, is affiliated with over 2,000 other schools in the Lutheran Church-Missouri Synod. The school is under the supervision of the school board, which in turn is responsible to the congregations.

I understand the mission and objectives of St. John-Emmanuel Lutheran School and I agree to uphold them. I understand that I am expected to set a Christ-like example to my student athletes, their parents, the school and church community, game officials, and the opposing teams.

Coach Signature _____ Date _____

SJE SPORTS PERMISSION AND CONSENT FORM

We have received a copy, read, and understand the Athletic Program Handbook as well as the Athletic Eligibility Policy of St. John – Emmanuel Lutheran School. We agree to comply with the rules and requirements of the SJE Athletic Policy.

Parent or Guardian signature _____ Date _____

Student signature _____ Date _____