



HORIZON

CHRISTIAN SCHOOL

**Athletic
Handbook
2023-2024**

Horizon Christian School
700 Pacific Avenue
Hood River, OR 97031

541.387.3200

www.horizonchristianschool.org

Horizon Christian School Athletic/Activity Handbook

Purpose

The mission of Horizon Christian School is to build a solid foundation for life by providing students with an excellent education that integrates Academic achievement, Biblical truth, and Character development. Athletics and Activities are one means of accomplishing that mission and therefore represent an aspect of the Horizon educational program and fall under all Horizon policies and procedures. Horizon Christian School believes that involvement in extracurricular activities allows students to experience challenging opportunities and life skills within a scaffolding where failure can be experienced, processed, and improved upon without major life consequences. In these opportunities students will be challenged and shaped by competitions and personalities in areas regarding the Fruit of the Spirit found in the Apostle Paul's letter to the Galatians (Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness, and Self-Control). Participation in athletics and activities is a privilege that requires additional responsibilities in representing Christ, the school, and student body in positive ways. The following procedures and guidelines must be understood and adhered to by all students, parents, and coaches participating in athletics and activities at Horizon Christian School. (Policy 1.01 & Policy 5.27)

Non-Discriminatory Policy

Horizon admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students. Horizon does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarships and loan programs, athletic, and other school-administered programs. God created all persons, male and female, and they are all precious in his sight.

Programs

Horizon Christian School has authorized athletic and other enrichment programs for male and female students in both Middle School (6th - 8th grades) and Senior High (9th - 12th grades). If there are sufficient numbers for a given sport, a junior varsity program may be offered. The following sports and activities may be offered during a school year depending on resources and demand. Any additional sports or activities must have the approval of the superintendent. 5th grade students may be added at the discretion of the Athletic Director.

Middle School Activities – Coed Soccer, Boys Basketball, Girls Basketball, Track & Field, Robotics, Band and Drama

High School Activities – Varsity Coed Soccer, Boys Basketball, Varsity Girls Basketball, Varsity Coed Track & Field, Varsity Golf, Forensics, Robotics, Band and Drama

Participation Rules

1. Clearance – Prior to a student joining a team or participating in any practice session (except Drama), all of the following requirements must be completed and submitted to the school office:
 - a. Eligibility Form
 - b. Signed Athletic/Activity Handbook Verification & Agreement Form
 - c. Insurance Documentation Form
 - d. Emergency Care Form
 - e. Payment of the participation fee

- f. School Sports Pre-Participation Examination (Must use OSAA Form) (Every 2 years- Only for grades 7th-12th)
 - g. Concussion – Annual Baseline Test & Private School Informed Consent (Jenna’s Law) (Athletics only)
2. Participation Fee: 9 – 12th grade - \$200 per sport, 6th-8th grade - \$150 per sport.
 - a. Students will not be allowed to practice or play until the participation fee is paid.
 - b. If participation fee is a financial hardship for a family, assistance may be available by contacting the Business Manager.
 - c. If an athlete quits or is dismissed from the sport after the first contest the participation fee is forfeited.
 - d. An additional annual registration fee of \$100 is required of all **Non-Horizon program students**.
 - e. There is no fee for Band and Drama students.
 3. Equipment – School issued athletic equipment is to be properly maintained by the athlete during use and returned as directed. Loss, or damage caused by improper use, will result in replacement by student. If equipment is not returned by the designated due date a replacement fee will be charged to the student. No athlete shall be allowed to participate in a sport until all previously issued athletic equipment has been returned or restitution is made. **Coaches are responsible for acquiring all equipment from athletes at the conclusion of the season.**
 4. Eligibility – Athletes and activity participants must meet all eligibility requirements set forth by the OSAA and Horizon Christian School as defined in this Athletic/Activity Handbook.

Coaches will be required to prepare a list of student/participants as well as student support (i.e. statisticians, managers, etc.) to the Athletic Director (AD) at the beginning of the season.

The Athletic Director will work with the Administrative staff to ensure that each player has fulfilled all of the clearance and eligibility requirements necessary in order to begin practice and to compete in any contests. During the school year, the coach will be notified by the Athletic Director of any players who are ineligible, whether for academics or behavior.

Affiliation

- The Board of Trustees has authorized membership at the high school level with the Oregon School Activities Association (OSAA).
- As a member of OSAA, the high school will comply with the rules and regulations of the OSAA.
- The Horizon Christian School Athletic Director will be responsible to the OSAA for all interscholastic events. In addition, the AD will be responsible for ensuring that the school is properly represented at all interscholastic events and league meetings.
- Horizon Christian School will participate in league, district, and state competition designated by the OSAA when eligible.

Appearance

- Participants are expected to represent the school in an acceptable manner, including physical appearance and dress, as specified in the Parent/Student Handbook.
- Head Coaches will establish the standard for “game day” dress, which will be equivalent to dress code or better. We are a Nike sponsored high school and, as such, only Nike-branded athletic apparel may be worn by high school coaches.
- Athletes will be required to wear uniforms approved or issued by the school to participate in athletic contests. During practice, attire shall be no more revealing than the school

approved/issued sports uniform. This includes but is not limited to: length of shorts or tops, and sleeve coverage.

- Athletes may not wear school-issued apparel as “everyday” clothing. Game jerseys may be worn on day of contest.

Attendance

- Each student is required to maintain regular, on time attendance and must be in attendance all day on the day of the game, contest, or practice in order to be able to participate.
 - Exceptions are made for excused absences for the following items: medical/dental appointments, family emergency, or when taking part in a program that is considered official school business.
- Practice is an important aspect of team competition. Absence(s) from practice or tardiness may result in ineligibility to start the next game or to play for the entire game at the coach’s discretion. Excessive absence or tardiness may result in dismissal from the team.

Coach Responsibilities

- All coaches will meet the school employee employment test criteria as outlined in the Horizon Christian School Policy 4.03, Qualifications for Employment, whether working as a paid staff member or as a volunteer coach.
- All coaches will conduct themselves in accordance with the policies and procedures of Horizon Christian School when it pertains to personal conduct, transportation of students, discipline and treatment of students, and adherence to moral and spiritual codes. Coaches can access the most up to date policy manual at www.horizonchristianschool.org.
 - Coaches report directly to the Horizon Christian School Athletic Director, and the Athletic Director is under the authority of the Administration.
 - Coaches are responsible for decisions such as team composition, team strategy, playing time, team deportment, etc.
- Coaches will abide by rules and regulations for coaching by the OSAA and meet the requirements in order to coach High School Athletics as set forth by the OSAA. (Club Coaches may use other training resources than those listed below.)
 - NFHS Coaches Education program (one time requirement)
 - Concussion Management Class (annually)
 - NFHS Guide to Heat Acclimatization and Heat Illness Prevention Course (every 4 years)
 - Steroid Training and Assessment Class (every 4 years)
 - Coaches can access training modules at the OSAA website: <http://www.osaa.org/coaches>.
 - Coaches are to submit completed documents to the Athletic Director.
- Coaches will complete a successful background check prior to coaching. Any coach having a negative contact with law enforcement is required to report that contact to the AD within 24 hours.
- Coaches are encouraged to obtain training in basic first aid, AED, and CPR.
- Coaches are mandatory reporters of suspected sexual or physical abuse. (Policy 4.20)
- Coaches are to report any mental health/instability concerns of students to the AD.
- Coaches are to report any inappropriate advances or comments of any nature to the AD or principal.
- Coaches will abide by the “Rule of Three”:
 - Protection of student/athlete and coaches allows for no one adult and one student/athlete to be together in a secluded environment. If this situation presents

itself, in the case of an emergency, the coach is responsible for notifying the AD as soon as possible.

- Coaches will communicate with student/participants about sport-related issues via electronic mediums only with permission from parents and at the discretion of the AD. Methods include, but are not limited to, social media, text, and email. The AD should be CC'd on all communications.
- Coaches are required to provide direct supervision of their student/participants for the entire time they are required to be on campus (including open gym time), during transportation, after practice and games or when participating in any off-campus events.
- Coaches are responsible for issuance of equipment and uniforms. They are also responsible for collection of issued items at the conclusion of the season.

Discipline

- Participants will conduct themselves in accordance with the Student Code of Conduct and will be under the Horizon Christian School discipline policy.
- Respect for coaches is a must. Participants will not exhibit a negative spirit toward their coach. Such action may result in suspension or dismissal from practice or the team.
- Any type of hazing, intimidation (physical and/or verbal), rite of passage, or otherwise negative behavior from an individual/group of participants towards another individual/group of participants is considered a Major Offense and will be handled according to the HCHS Discipline Policy. The coach will report any such incident to the Athletic Director.
- Participants may be dismissed from a team by coaches with the advice and consent of the AD for sports discipline issues only.
- Participants may be dismissed from a team by administration for a school discipline offense.
- Participants who are dismissed from a sport due to disciplinary action will require the approval of the Athletic Director to participate in any other sport or activity for the remainder of the season.

Coaches are expected to employ the Horizon Christian School discipline policy for activity related conduct under the supervision of the Athletic Director and be able to provide documentation. The coaches and AD will collaborate with leaders of the discipline process for the exchange of information and in pursuit of the best decision for the person(s) involved.

Alcohol, Tobacco, and Other Drugs

Horizon Christian School supports a drug-free environment and recognizes the importance of helping students develop Godly character. Any student who is under the influence, or in possession of tobacco, alcohol, and/or any illegal or controlled substances on or off campus is subject to the Discipline policy under Major Offense.

Coaches will be responsible for reporting all suspicions of student/participant use/abuse of any illegal/legal drugs and/or alcohol to the AD and School Administration.

Academics

Horizon Christian School academic eligibility will be in compliance with OSAA as set forth by OSAA. Horizon student athletes and activity participants will also meet school academic requirements to remain eligible to participate in games and activities. Participation is a student privilege and athletes/participants are responsible for maintaining academic eligibility.

Academic Eligibility Requirements

- Maintaining a Grade Point Average of 2.0 or better at all times
- All classes at C- or better
- Students under an IMP, or those under special circumstances, may receive special consideration in accordance with OSAA standards.

Academic Eligibility Process (Grades 7-12):

- Students are responsible for tracking their academic eligibility.
- The Athletic Director or Activity Coach will provide an accurate and current roster to secondary teachers at the beginning of each season, updating it as needed.
- Students not meeting the Academic Eligibility Requirements at a scheduled Secondary Teacher business meeting will be given an Academic Alert (AA) notice for each class in which they do not meet the requirements.
- Parents and coaches will be notified of the classes in which a student receives an AA notice.
- Students receiving AA notices are required to meet with the teacher of that class to address the low grade.
- Notified students may continue to participate in practices, while working to meet the teacher's requirement to improve the grade. If the student has not met the teacher's requirement the student may be indefinitely suspended from participating in contests/performances but is allowed to continue to practice.
- To immediately reinstate eligibility to participate in contests, once the student meets the teacher's requirement, student must obtain the teacher's signature of release, and turn the signed notice into the front office.
- If time is not of the essence, student may wait until the next scheduled academic eligibility check at a Secondary teacher business meeting, when the release will be processed.

Academic Eligibility Process (Grades 5-6):

- The Athletic Director or athletic secretary will provide a current and accurate roster to the Elementary Teachers.
- Elementary Teachers will determine which students need to have an Academic Alert (AA) notice issued.
- Parents and coaches will be notified of students receiving an AA notice.
- Students will have two weeks to work with their teacher to get a teacher-signed release.
- If a student does not turn in a signed AA notice within two weeks of the notice being issued, they will not be able to participate in contests or activities until the situation is rectified with a signed notice, but the student may practice.

Injuries

- All athletes are covered by school insurance. Please contact the Business Manager to obtain a claim form.
- All injuries must be reported immediately to the coach.
- A player returning to practice and/or games after missing more than 2 practices or games due to an injury and/or illness will provide a doctor's note stating the player has been granted medical clearance.
- Suspected concussions will follow the Horizon Christian School concussion protocol.
- The Athletic Trainer provided by MCMC will be pivotal in injury evaluations, referring to other services, and recommendation for return to play.
- Copies of Emergency Care Release Authorizations will be provided to the head coach of each sport.

Letter Awards

- Criteria for earning a letter for varsity sports differs from sport to sport.
- Criteria will be given by the head coach at the parent meeting prior to the beginning of a sport season.
- Small letters are awarded for Junior High sports.

Locker Room Conduct

- Only Horizon Christian School athletes of the given sport, coaches, and school staff will be allowed to be present in the locker room.
- Cell phones may not be used inside the locker room/changing area at any time unless there is an emergency situation that takes precedence.
- Coaches will instruct athletes on behavior expectations while in the locker room.
- Meetings between players and a coach(es) or other adult in a locker room shall require that a second responsible (preferably gender appropriate) adult is present, following the “Rule of Three.” Before entry into an opposite gender locker room the coach(es) are required to have their locker room entry approved by an appropriately gendered adult.
- Coaches will make every effort possible to enter locker rooms with another adult and avoid one-on-one situations. Refer to “Rule of Three”.
- Coaches are not to leave athletes unattended in the locker room for an extended period of time. Frequent “drop-ins” are required.
- Coaches are to ensure the appropriate unlocking and re-locking of locker rooms when used.

Recruitment

- It is the policy of Horizon Christian School and its personnel never to initiate contact with a potential student and/or the potential student’s family for the purposes of participating as an athlete at Horizon Christian School.
- If a coach and/or assistant coach of a Horizon Christian School athletic program is approached first by a prospective parent or student/athlete with questions or a request for information about the athletic program the coach/assistant coach will refer them to the administrator(s) in charge of student enrollment. Coaches will report all such contacts to the Athletic Director and school administrator by the end of the next business day.
- Horizon Christian School does not offer athletic or activity scholarships.

Sportsman’s Code of Conduct

The Student Participant

- Lives clean and plays hard, while playing for the love of the game
- Wins without boasting, loses without excuses, and never quits
- Respects coaches and officials, accepting their decisions without arguing
- Never forgets that they represent their school and ultimately, Jesus Christ
- Takes responsibility for maintaining eligibility

The Coach

- Supports the policies and ideologies of Horizon Christian School
- Inspires the athlete’s love for the Lord and an appreciation of the game
- Expresses to their players that success is multifaceted and is not defined simply by wins and losses
- Leads players and spectators to respect officials by setting a good example
- Is the type of person they want their athletes to be
- Maintains consistent communication with parents of both positive and negative player situations when appropriate

- Understands that interactions with players, parents, opposing coaches, fans, and the officials, reflect directly on Horizon Christian School and Jesus Christ
- Exemplifies, to the best of their abilities, humility and servant leadership, as a model for behavior of their student athletes

The Parent/Spectator

- Supports Horizon athletes with positivity, understanding that they are young people learning a game
- Respects the coach's strategic choices while in the crowd and at home with their student athlete, even if they are in disagreement
- Respects the opponent and their fans with their words and actions as they would want to be, regardless of how they may be treated
- Understands that their son/daughter is a member of a team and may have to give up some individual benefit for the benefit of the team
- Communicates concerns about their student participant's physical, emotional, and spiritual safety with the coach directly and at a time that is agreeable to both parties
- Reinforces to their student participant that success is multifaceted and is not simply defined by wins and losses
- Discussions with a coach following a game or activity will, if possible, allow a 24 hour "cooling off" period.

Transportation

- Participants are expected to ride with the team to and from an event.
 - Participants must provide permission (preferably a written, signed note) from their parent or guardian to the coach to ride home with their parents or other adults.
- Transportation to and from practices is the parent/guardians responsibility.
- Coaches will not transport individual student/participants without notification and permission from the Athletic Director and parents.

Appeals

The parent/guardian of a student/participant may appeal any decision made as a result of a violation to the HCS Athletic Director in writing within 5 school days after the date of the decision.

Keep this handbook for your records.

Students: Return the signed Athletic Handbook Verification & Agreement Form and other required documents to the Horizon Christian School office.

FORMS

All forms are per school year except physicals which are valid for two years. If you have already filled out the Insurance and Emergency Care forms, you do NOT need to do so again. (**A** = Athletics, **B** = Band **D** = Drama, **R** = Robotics, **S** = Speech and Debate)

- Athletic/Activity Eligibility Form (A,S)
- Athletic/Activity Handbook Verification & Agreement Form (A,B,D,R,S)
- Insurance Documentation Form (A,B,D,R,S)
- Emergency Care For Your Student Form (A,B,D,R,S)
- Concussion – Private School Informed Consent (Jenna’s Law) (A)
- Pre-Participation Examination Form (OSAA-Sports Physical) (A)
- Know Your Concussion ABC’s – (For parents to keep) (A)

**HORIZON CHRISTIAN SCHOOL
ATHLETIC/ACTIVITY ELIGIBILITY FORM**

Office Use Only
Date Paid _____
Check#/Cash _____
Forms Returned
Eligibility _____
Agreement _____
Insurance _____
Emergency _____
Base line test _____
Jenna's Law _____
Physical _____

Name _____ Current Grade _____ Age _____

Home Phone _____ Cell Phone _____

Address _____

Sport _____ E-mail _____

**High School students only - OSAA & ADMINISTRATIVE SCHOOL ELIGIBILITY
REQUIREMENTS: Circle One**

1. Did you begin the 9th grade at Horizon Christian High School? Yes No
2. Are you currently living with your parent(s) or legal guardian(s)? Yes No
3. Are you living within the attendance boundaries of this school? Yes No
4. Did you pass 5 classes in the previous semester? Yes No
5. Have you attended this school continually since the 9th grade without attending a single day in another school? Yes No
6. Have you continually attended high school without ever dropping out for any period of time? Yes No
7. Are you currently enrolled in 5 classes at Horizon Christian High School? Yes No
8. If you answered NO to any of these above questions, please explain: _____

FRESHMAN ONLY

What middle school did you last attend? _____

HIGH SCHOOL NEW STUDENTS ONLY

What school are you transferring from? _____

Date enrolled at last school? _____ Date Withdrawn? _____

Did you participate in sports? _____ Which Sports? _____

HORIZON CHRISTIAN SCHOOL

Parent & Student Certification

ATHLETIC/ACTIVITY HANDBOOK VERIFICATION & AGREEMENT

Please read the Athletic/Activity Handbook BEFORE SIGNING.

This page MUST be signed and returned to the school office.

Student Name _____ Age _____

Activity _____ Graduate Year _____

I have read and understand this Athletic/Activity Handbook and OSAA requirements, and agree fully to abide by all rules and responsibilities. I realize that a violation of these responsibilities may result in forfeiture of athletic/activity privileges.

This contract will be valid for the entire school year, from the beginning of the date of the first fall sports practice and end on the last day of the school year or on the last day of competition, whichever is later.

Student Signature

Date

I hereby give my consent for _____ to compete in, and travel to and from school-sanctioned activities and events for Horizon Christian School and for my sons/daughter's name and or photo to be included on rosters, programs, etc.

I have read, understand, and support the guidelines as set forth in the HCS Athletic/Activity Handbook including the Parent Code of Conduct.

My student has not had major surgery since the last school physical examination. My student does not have any significant disease process, illness or chronic illness at this time. My student is not under a doctor's care now and does not take medication now that would prohibit them from participation.

Parent/Guardian Signature

Date



Concussion – Private School Informed Consent

Excerpt OSAA Handbook, Executive Board Policies, Concussion Management

(Revised Fall 2015)

A. Member School’s Responsibilities (Max’s Law, [ORS 336.485](#), [OAR 581-022-0421](#)) (Jenna’s Law, [ORS 417.875](#))

- 1) **Suspected or Diagnosed Concussion.** Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion, shall not be permitted to return to that athletic contest or practice, or any other athletic contest or practice on that same day. In schools which have the services of an athletic trainer registered by the Oregon Board of Athletic Trainers, that athletic trainer may determine that an athlete has not exhibited signs, symptoms or behaviors consistent with a concussion, and has not suffered a concussion, and return the athlete to play. Athletic trainers may also work in consultation with an appropriate Health Care Professional (see below) in determining when an athlete is able to return to play following a concussion.

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

- 3) **Private Schools Only.**

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

See OSAA Handbook, [Executive Board Policies](#), “[Concussion Management](#)” for additional information.

Jenna’s Law Compliance Statement

I certify that:

1. I have been provided with information on concussions in high school sports in compliance with ORS 417.875.

2. I understand that on an annual basis, the Concussion – Private School Informed Consent form shall be signed and turned into my school’s Athletic Director by myself (or my parent or legal guardian if I am under the age of 18 years old) prior to my participation in a practice or competition.

Student: _____ Signature: _____ Date: _____

(Printed Name)

Parent: _____ Signature: _____ Date: _____

(Printed Name)

“Know Your Concussion ABC’s – Educational material” can be found at:
<http://www.osaa.org/docs/health-safety/ParentGuidetoConcussionApril2013.pdf>

Further concussion resources are available here:

https://www.cdc.gov/headsup/pdfs/schools/tbi_factsheet_nurse-508-a.pdf

https://www.cdc.gov/headsup/pdfs/schools/tbi_classroom_tips_for_teachers-a.pdf

http://www.concussiontreatment.com/images/CDC_Concussion_Fact_Sheet_Teachers_and_School_Personnel.pdf