

PICS Athletics Department

Parent Handbook

2024-2025



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SCHOOL PURPOSE



Mandate and Mission

(The school's motto is LIFE – Learning In Faith Everyday)

Mandate

Parents are primarily responsible for the education of their children. In order for education to be most effective, there should be uniformity of purpose and direction between home, school, and church. To achieve this, parents belonging to Canadian Reformed Churches of Edmonton have established a school society and elected a parental board to operate and maintain Parkland Immanuel Christian School. It is the mandate of this board to hire suitable staff to carry out the daily instruction in the school in accordance with the directives of the society and subject to Holy Scriptures, as summarized in the Belgic Confession, Heidelberg Catechism, and Canons of Dort.

Mission: To Glorify God through Reformed Christian Education.

Parkland Immanuel Christian School (PICS) aims to meet the following 5 outcomes:

1. Provide biblical instruction that is faithful to the Word of God as summarized in the Reformed confessions.
2. Develop student growth academically, socially, and spiritually as responsible stewards of their God-given gifts and talents.
3. Ensure a joyful, safe, and engaging environment for students and staff to flourish.
4. Engage the Reformed church community to support Christian education.
5. Promote unity between home, church, and school.

Hallmarks of Reformed Education

Canadian Reformed Schools were established by a generation of parents who were convinced that their children had to be educated in schools that were distinct in character and purpose not only from the public schools, but also from other Christian schools. The Reformed School assists parents in providing education that is:

- Confessional in character
- Covenantal in character
- Antithetical in character
- Characterized by a unity of purpose that is shared by the Home, School and Church

The task of the school can be distinguished from that of the home and the church, but it shares in a common purpose with them to tell the next generation about the deeds of the Lord so that they, too, may set their hope in God (Psalm 78). When home, school, and church are united in this aim, the work of the one institution has life-giving consequences for the spiritual well-being of the others. The task of the school, therefore, is closely bound to the church's confession about the communion of saints (Lord's Day 21, Q&A 55, Heidelberg Catechism).

Educational staff must be in agreement with our school's mission, Hallmarks of Reformed Education, and Statement of Faith.

Vision Statement for PICS Athletics

The Athletics Department is a visible part of the covenant community at Parkland Immanuel Christian School, and as such, will enjoy harmony and support from the parents, staff, students, and alumni, so that it forms a powerful voice glorifying God and demonstrating Christian character in a world which glorifies athletic achievement, often without recognizing our Lord and Saviour, Jesus Christ. The PICS Athletic Department will provide opportunities for physical, intellectual, social, emotional, and spiritual development, through the pursuit of athletic excellence.

Enthusiastic Learning

The Athletics Department will seek to create an environment where academic success is a priority for the staff and students, who are then inspired and challenged to use their God-given athletic and team-related talents as they joyfully teach and learn about achievement from a Reformed, Christian perspective. They will engage in competitions that foster a love for learning and developing skills and character.

Caring People

The Athletics Department will attract, develop and retain coaches whose words and actions glorify God and model Christ's love and purpose in their own spiritual development. They will strive for excellence in leadership, and communication with student-athletes, parents, and the community.

Nurturing Community

The Athletics Department will be prayerfully supported by a community that is actively involved through volunteering, supporting, and participating in competitions. It will seek to build strong partnerships with all members of the Reformed community and promote a sense of belonging, ownership, and pride.

The school will build such an enthusiasm amongst the student-athletes that they will desire to remain active in sports after leaving PICS.

What can parents expect from the school?

1. Decisions regarding athletics that are in line with the school vision
2. A continued focus on academic success and excellence for PICS' student-athletes
3. Age-appropriate coaching that is in-line with the "Long Term Athlete Development Information for Parents" handbook put out by the National Coaching Certification Program
4. Dedicated teaching of the skills of the sport
5. The school will endeavor to develop in our student-athletes an understanding of why we train and how we train, with the focus being on development of skills and character
6. Coaches will run game systems and apply team strategies that they feel are best for their team's success
7. An inclusive atmosphere that invites all interested students to join
8. Some teams at PICS may require try-outs, in which case only a select number of students are chosen to be on a team. The school will make every effort to provide Junior Varsity teams, but those may not be feasible due to available coaches or gym time.
9. Sports teams in a formalized league. We offer:

Senior High golf runs from May-September. Golfers must have a handicap of 18 or better to compete for PICS, which is in-line with Edmonton Zone policy. The zone tournament is in mid-September, with provincials on the last weekend of September.

Cross-Country begins in June with team practices beginning in September. There is generally one meet per week throughout September. City Championships are held in the first full week of October and Senior High Provincials are held on the 3rd Saturday of October.

Junior High soccer begins the first week of school with tryouts. League play begins the second week of school with two games and one practice per week. The season runs through the month of September, and playoffs are in early October.

Junior High volleyball begins in mid-September with tryouts. In October and November there is one practice a week, and three games every two weeks. The league finals are the last week in November or first week in December. There may also be one or two weekend tournaments, one of which is hosted by PICS.

*For the above three sports, as well as senior volleyball, students may only choose one. For a student to participate in more than one of these, all affected coaches must support it, and then a meeting will be held with the Principal and the AD to decide if the case should be an exception.

Junior High basketball begins in December with tryouts. The regular season begins in early January with one practice a week, and three games every two weeks until the beginning of March. Playoffs can run until the end of March. There may also be one or two weekend tournaments.

Senior high volleyball begins in the first week of school with tryouts (if necessary). Once the team is selected, they will commence practicing twice a week. The season goes until the end of November. Teams are registered in the Metro league which provides them with approximately ten games starting in September. There are up to three weekend tournaments, one of which is out of town and the team will stay in a hotel. Our teams are in the Edmonton Zone, which is one of eight zones in Alberta; each zone receives at least one provincial berth. The provincial tournament is usually on the second-last weekend of November and may be held anywhere in Alberta. If provincials are more than an hour out of town, the team will stay in a hotel.

Senior high basketball begins November 1 with tryouts (if necessary). Once volleyball season is finished, the regular season will begin with at least one practice a week continuing until the middle of March. Teams are registered in the Metro league which provides them with approximately ten games. There are up to five weekend tournaments, one of which is out of town and the team will stay in a hotel. Our teams are in the Edmonton Zone, which is one of eight zones in Alberta; each zone receives at least one provincial berth. The provincial tournament is usually on the third weekend of March and may be held anywhere in Alberta. If provincials is more than an hour out of town, the team will stay in a hotel.

Senior high soccer begins after Spring Break with two practices per week. League games start in early May and the season goes until early June.

Track & Field begins after Spring Break (or once the snow is gone, whichever comes first) with at least one practice per week and ends in early June with City Championships for Junior High, and Provincials for Senior High. Event schedules will be communicated as soon as possible via the coaches.

League website for Junior High sports: edmontonschoolathletics.com

Senior High sports: www.metroathletics.ca

Start-up procedures for teams:

1. The Athletic Director is responsible for enlisting volunteer head coaches.
2. Once the coaches are in place, they will plan the first practice or tryout. All efforts are made to advertise the time of the first practice or try-outs in the weekly newsletter; however, sometimes, due to time constrictions, announcements are only able to be made verbally via the PA system or via classroom teachers. Please advise your child to also do their part to check for details by checking the website, asking at the office, or talking to the Athletic Director. Parents should feel free to do this as well.
3. When your child attends the first practice the coach will collect a list of the players and begin the process of creating a team roster.

4. If try-outs are required, the coaches will make the final decision on which players make the roster after a reasonable, but practical amount of time. Rosters will be chosen based on the following criteria: attendance, effort, ability, and conduct. If there is a Junior Varsity team available for that specific sport, as many players as reasonable who didn't make the roster will be placed on the Junior Varsity team. Note: grade 9s and 12s are not eligible for JV teams.

Uniforms:

The school provides uniforms. They are machine-washable but should be hung to dry. Please ensure that all items are returned to the office promptly after the last event to avoid hassles.

Clothing:

The school will make all decisions about the purchasing of additional clothing for teams, which may include t-shirts, track suits, sweaters, etc. Team merchandise initiatives should not be proposed directly to teams by students or parents.

School Closure:

If classes are canceled, practices will also be canceled. Games/events may be postponed or canceled as well if weather conditions are deemed unsafe for travel. Decisions to cancel or postpone games/events will be made by the athletic director after consultation with administration and the other affected parties (other schools etc.).

Out of town events:

At least two adults must accompany the team (usually the coach and at least one parent). If the coach is a different gender than the team, then a parent of the same gender as the team will need to accompany the team. The school will arrange the accommodations for any team participating in an out-of-town event, including one hotel room per team for drivers (how that hotel room is allocated is the responsibility of the parents, as per point #4 on page 8).

Parents who are overnight chaperones (regular contact volunteer) with students must complete a criminal record check. In order to avoid having to pay a fee for it, the parent may get a volunteer letter from the office that will ensure that the criminal record check is free. Please submit a copy of the criminal record check with the office. Parents must also have completed the volunteer application form (see policy 305).

Guidelines for student conduct (see student code of conduct – Appendix 1):

Each athlete, and one of the athlete's parents or guardians, must sign the "PICS Athlete & Parent/Guardian Contract" which outlines our school's vision in the Christian context of sports, the standard of academics which the athlete must maintain to remain on a

team, the conduct that is expected on and off the court, and the need to show commitment to practices and game schedules.

Parkland Immanuel Christian School offers an athletic program that seeks to create an environment where athletes are inspired and challenged to use their God given talents. Participation in this extra-curricular athletics program is a privilege. Students wishing to take advantage of the opportunities presented them by Parkland Immanuel Christian School must show a commitment to the athletic program by regular attendance at practices and contests, as well as conformity to the rules of the school and the coach. Student-athlete conduct is a reflection on our school. All athletes will strive to ensure their words and actions glorify God and model Christ's love and purpose in their conduct on and off the court or field. In the academic area, an athlete must strive to become a successful student who is productive and responsible in the class.

As such the school does monitor student behaviour in school. When student behaviour is becoming a concern due to the frequency of inappropriate actions and behaviours, the athletic director will speak with both the student-athlete and his/her parent(s) to let them know that there have been repeated concerns about the student-athlete's behaviour. This will allow the athlete time to improve his/her behaviour without consequences to their participation in the extracurricular sport.

However, if further behaviour issues continue, either major behaviour or a series of minor behaviours, the student-athlete and parent will be informed by the principal and athletic director that their child is now on athletic probation due to repeated misbehaviors which does not uphold the student-athlete contract signed by the student-athlete. Probation last for two weeks. If no behaviour issues occur in that time, the student-athlete is removed from probation.

However, if either major behaviour or a series of minor behaviours do occur during the probationary period the student-athlete and parent(s) will be informed that the student-athlete is suspended from the next two practices and next two games/meets, with a discussion about what behaviour(s) lead to this decision. If further behaviour was to occur after being suspended from practices and games/meets, the athletic director and principal will discuss further consequences with the parent(s) and student-athlete which could include further suspensions or no longer participating in the sport.

Guidelines for coaches:

Each coach must sign a "Coaches' Code of Conduct" which outlines the 7 core values of a good coach: Trustworthiness, Respect, Responsibility, Fairness, Citizenship, Leadership and Caring. Coaches must also take a free, online concussion course and submit a criminal record check to the office. The Athletic Director will attend at least one practice and one game per season for teams which have a coach who is not a staff member.

Provincials:

The athletics department will pay for the provincial tournament fees and banquet tickets of the volleyball and basketball teams who qualify, along with the hotel rooms of coaches and teacher representatives. The cost of hotels and travel will be estimated before each provincial tournament, and fees will be charged to the student-athletes based on quotes received.

Staff Representation:

The school will appoint a staff representative for each senior high team. See appendix 2 for detailed information on the roles and responsibilities of the staff representative.

Playing time for team members:

Seasons of play for all team sports at PICS will be broken down into three phases:

- 1) Preparation Phase (including preseason and exhibition games)
- 2) Regular Competition Phase
- 3) Major Competition Phase (including tournaments and playoffs)

During the preparation and regular competition phases, coaches will do their utmost to ensure that all student-athletes (deemed academically eligible to play) will be granted meaningful playing time, unless the coach decides to sit a player for disciplinary or conduct-related reasons.

It is up to the coach to decide what role each athlete will play, and how much playing time the student will have, within the guidelines above. Coaches are encouraged to communicate clearly their expectations and methods of determining playing time at the beginning of the season, so that parents and athletes are all aware.

Playing time is dependent on many factors, such as:

- Attendance at practices
- Effort put forward at each practice and game
- Ability
- Conduct

*Also, be aware that the homework room policy is as follows: If a student is assigned to the homework room four times within two weeks, they are off the team immediately for two weeks.

What does the school expect from parents?

1. Parents will help the school fulfill its Vision for the Athletics Program.
2. Be aware that there are four roles at any athletic contest: 1. Spectator. 2. Coach. 3. Official. 4. Participant. Your role is a spectator. Don't coach. Don't officiate.
3. The Rule of Matthew 18
 - To prevent the undermining of coaches, when parents disagree with a coach's conduct, athlete development methods, team strategies, or for any other reason, the parent will contact the coach directly before speaking about it with student-athletes, parents, staff members or anyone else. If the parent is not happy with the discussion and/or result, the parent will contact the Athletic Director, who will then deal with the matter by involving both the parent and the coach and will be responsible for making a final decision on how to resolve the matter.
4. The rule of 24/72:
If you have an issue with something that a coach has done, the coach will not be confronted about it by the parent for at least 24 hours; this allows your response to the coach's action to be a thought-out one, rather than an emotional reaction. Any issue that a parent has with a coach should be brought to the coach within 72 hours, or else it will not be considered an issue.
5. It is the parents' responsibility to arrange rides for the players.
 - It is helpful when a parent compiles a list of players and arranges and activates a carpool; this is not the coaches' responsibility. Please note: no students are permitted to drive any other students to/from/during sporting events. The only exception to this rule is when a student drives him/herself, as well as any immediate family members, with parental consent.
6. Parents will arrange for transportation for all coaches for out of town events.
7. When PICS hosts a tournament (Junior High volleyball and Senior High basketball) parents of the players on those teams will be asked to donate food for the coaches & officials room. One of the parents will be asked to co-ordinate this and take care of maintaining the room during the event.
8. Parents and players are responsible for paying player fees (all fees are to be paid before the first event):
 - Golfers will pay their own tournament fees
 - Cross Country: \$40
 - Junior High soccer: \$50
 - Junior High volleyball or basketball: \$100
 - Senior High volleyball or basketball: \$200*
 - Senior High soccer: \$75
 - Track & Field: \$20

* does not include potential provincial tournament costs (see page 5)

Please make all cheques payable to Parkland Immanuel Christian School and put "player fees" in the memo

9. Parents must sign the PICS Athlete & Parent/Guardian Contract. Parents of Senior High athletes must also sign the ASAA/Metro Student/Guardian Acknowledgement and Agreement.
10. Parents are strongly encouraged to read through the "Long Term Athlete Development Information for Parents" handbook put out by the National Coaching Certification Program (NCCP) which can be found on the PICS Athletics webpage.
11. Parents are expected to support the coach by:
 - always letting them know if their child(ren) cannot make a practice/game
 - letting them know if their child is injured, and providing specifics
 - respecting decisions
 - practicing the role of polite and respectful spectator
 - encouraging them
 - thanking them for their efforts
 - teaching children that it is a privilege to be able to participate
 - teaching children that it is the good of the team that is important
 - modeling good sportsmanship
 - talking to children about the need to put forth their best team effort, to be the best that they can be, to God's glory

Something to think about that can be seen in some gymnasiums and hockey rinks:

Your child's success or lack of
success in sports does not indicate
what kind of parent you are.

But having an athlete that is
coachable, respectful, a great teammate,
mentally tough, resilient and tries their best
IS a direct reflection of your parenting.

Athletic competitions are expensive and the cost of running the athletics program at PICS continues to rise. Fundraising is therefore necessary to continue to give students at PICS the opportunity to compete. Parents will be asked to set up a fundraising committee with an end goal of raising at least \$5000. This committee will be solely responsible for choosing and organizing the fundraiser(s) and all monies raised will be directed towards the general athletics fund. Students who are registered in at least one sport are required to attend the fundraiser. If a second fundraiser is necessary, students who are in more than one sport will be required to attend the second one.

Please check the PICS website frequently and watch the weekly newsletters for updates as well as notes home from coaches or the Athletic Director. Feel free to contact the school with any further questions or concerns. We are looking forward to another school year in which we seek to create an environment where athletes are inspired and challenged to use their God-given talents (as reflected in the PICS Vision). May it be a time of fun and learning, with all praise and honour to our Heavenly Father, who blesses us with these opportunities!

Brittany Larson
Athletic Director

Ken Leffers
Principal

Appendix 1

STUDENT CODE OF CONDUCT

1.0 INTRODUCTION & PURPOSE

In keeping with its mission/vision, current Alberta legislation, and its Safe and Caring Policy, Parkland Immanuel Christian School is committed to a safe, inclusive, equitable, and welcoming learning and teaching environment for all students and staff. Parkland Immanuel Christian School recognizes that all people are created in the image and likeness of God (Genesis 1:26-28, Genesis 5:1-2), and because of this, God requires that all people must be treated with dignity, respect and fairness (1 Corinthians 13:4-7). Furthermore, our Lord Jesus Christ commands us to love our neighbor as ourselves (Matthew 22:39), following His perfect example (John 15:12, 13). Therefore, Parkland Immanuel Christian School will not tolerate harassment, violence, bullying, prejudice or intimidation of students or staff under any circumstances.

2.0 EXPECTED CONDUCT

Students of Parkland Immanuel Christian School are expected to present themselves in speech and conduct in a Christ-like fashion (Philippians 4:8; Galatians 5:22-23). Students are to demonstrate respect for and obedience towards the Word of God, including a willingness to be corrected by the Word of God (2 Timothy 3:16, 17). Each student is responsible for acting positively in support of a loving Christian environment by:

- 2.1 Demonstrating respect and obedience towards the Word of God and the Reformed Confessions;
- 2.2 Showing love and respect for oneself and one's neighbor (1 Peter 2:17);
- 2.3 Acting at all times in keeping with the vision and mission underlying the school;
- 2.4 Cooperating with school staff to help make the school a positive learning environment for all;
- 2.5 Knowing and following the rules of the school, including remaining in approved areas of the school or its property during school hours;
- 2.6 Demonstrating care and respect for school property and God's creation, including buildings, structures, landscape features, plants and animals;
- 2.7 Resolving conflicts and difficulties with others in a Christian manner (Matthew 18: 15-20; Galatians 6:1, 2);
- 2.8 Refraining from and refusing to tolerate bullying whether in or outside of the school or school hours or electronically (Philippians 2:3-11; Romans 15:7);
- 2.9 Informing a responsible, trusted and caring adult in a timely manner of incidents of bullying, harassment, intimidation or other unwelcoming or uncaring acts; and
- 2.10 Diligently and actively being prepared to learn, and actively pursuing learning (Colossians 3: 23, 24).

3.0 UNACCEPTABLE CONDUCT

When asked what the most important commandment is, Jesus said: "Love the LORD your God with all your heart and with all your soul and with all your mind

and with all your strength. The second is this: 'Love your neighbor as yourself'" (Mark 12:30-31). Therefore, students are to avoid unacceptable behaviours that may negatively-affect a member of the Parkland Immanuel Christian School community or the school's learning environment, whether in or outside of the school or school hours or electronically. Unacceptable behaviours include, but are not limited to:

- 3.1 Physical Violence (Lord's Day 40, Heidelberg Catechism);
- 3.2 Acts of bullying, abuse, harassment or intimidation (Lord's Day 40, Heidelberg Catechism);
- 3.3 Acts of retribution against an individual who has intervened to prevent bullying or informed about bullying or other unacceptable behaviour (Luke 6:36; Proverbs 19:20);
- 3.4 Illegal activities, including those involving illegal or restricted substances, possession or use or threat of use of weapons, and theft or damage to property;
- 3.5 Smoking or using tobacco products, as well as using, possessing, or being under the influence of alcohol or illicit drugs, at school or on school related activities (Ephesians 5:18);
- 3.6 Inappropriate use of Internet services, either by accessing, uploading, downloading, or distributing material that the school has determined to be objectionable.
- 3.7 Inappropriate dancing, music, or other conduct that does not encourage holiness, purity and respect for one another;
- 3.8 Inappropriate physical contact, including contact of a sexual nature (Ephesians 5:3);
- 3.9 Blasphemy or coarse language (Exodus 20:7; Ephesians 5:4).

4.0 CONSEQUENCES

Students are expected to conduct themselves in a Christ-like manner in keeping with their responsibilities as students. The school will investigate each instance of unacceptable conduct and pursue disciplinary action in a manner consistent with the school's student discipline policy. In grave circumstances, when an individual is found to have engaged in unacceptable or illegal conduct may be subject to suspension or expulsion and/or contact with public authorities. Parents will be notified of the incident and work with the school to prevent such behaviour in the future.

5.0 REMEDIATION AND SUPPORT

In order to foster a positive Christian learning environment, Parkland Immanuel Christian School will engage in reasonable and caring efforts to achieve reconciliation and unity, in the spirit of Matthew 18: 15-19. Students and staff will be encouraged to seek reconciliation with one another, and if required, seek mediation through a third party.

Supportive actions may include, but are not limited to:

- 5.1 Mentoring of individual students by staff members and/or older students;

- 5.2 Regular meetings involving parents, teachers, and individual students;
- 5.3 Facilitation of student peer support groups (as described in the school's Safe and Caring Policy document);
- 5.4 Professional Services (e.g. Christian Counselling);
- 5.5 Pastoral services through a Canadian Reformed or United Reformed Church;
- 5.6 Restorative justice processes.

Board Adopted:

March 22, 2016

Board Revision:

December 8, 2016

Combined with old policy 501.2, which was removed.

Appendix 2

Staff Representative Roles & Responsibilities

The teacher representative is the school-assigned supervisor of the team and thereby takes responsibility for all supervision before, during, and after team events. Staff representatives must have complete first aid and are responsible for ensure any athlete that is injured during a game has received first aid care. At each even, the staff representative is responsible for ensuring there is an environment of sportsmanship and Christian conduct amongst the team and spectators and that all gymnasium rules are being upheld.

1. **Game Presence:** The staff representative needs to be present at every game and tournament. In the event that the teacher representative cannot make it to a game, it is his/her responsibility to find a replacement.
2. **Reimbursement:** When you are travelling for a tournament you will be covered for \$40 a day in food allowance. Please use your good judgment: (i.e. don't submit receipts from The Keg, and obviously no alcohol whatsoever). To get reimbursed you need to keep the receipts, fill in the expense sheet and have it signed by the principal. The principal will submit it all to the administrative assistants.
3. **Communication:** When issues happen with parents or athletes, ensure that you make the Athletic Director aware of the situation immediately. The chain of communication is vital to maintain a healthy program. Also, if there is an issue with the league or incident at a league game or event please go through the Athletic Director and do not email the league directly.
4. **Payments:** Bring along a cheque for the host school for all tournaments (the Athletic Director will ensure that a cheque has been written). Take along the school credit card for any hotel payments. Connect with the hotel reception to take care of payments and maintain a good relationship with the staff.
5. **Out of town events:** The Athletic Director and the office will book hotel rooms for players, coaches, necessary drivers and yourself. Work out a plan with the Athletic Director if there is bad weather. Make sure you also have a plan for dealing with serious injury to one of the players. Connect with the coaches about any issues and support them by giving reminders if necessary. Interact with coaches and drivers to make plans together for meeting times in the morning, schedule for the day, where to eat, time to leave hotel etc. Connect with host school to find out where team room is and maintain good relationships with all schools at the tournament. Be aware that the expectation is that the team will arrive back in Edmonton on Saturday night (or earlier if possible); however, special considerations can be made in the case of poor driving conditions or other exceptional circumstances.
6. **Provincials:** These events require the staff representative to be a teacher. Remember all things above. Make yourself very familiar with the tournament website and information package. Talk with the head coach at least one day before leaving to ensure you both are aware of your responsibilities throughout the weekend. The Athletic Director will book a practice time prior to the tournament. Ensure the team is at the right place for identification tags and team photos. Go to the morning coaches' meeting to get all information about the tournament. Locate

banquet hall. Collect and distribute banquet tickets. Ensure entertainment at banquet is appropriate. You may be asked to do opening prayer at the banquet

Appendix 3

Volunteer Driver Declaration For Vehicles Owned by Volunteer

I wish to assist the education of children in Parkland Immanuel Christian School and therefore apply to become a volunteer driver.

In return for the school granting me permission to be a volunteer driver, I make the following promises and commitments:

- a. I agree to abide by the requirements of all applicable laws at all times while I am engaged in volunteer driving.
- b. I will report to school administration all accidents (whether or not occurring while I am volunteer driving) and any suspensions of my license or change in my insurance status which may occur after the date of this declaration.
- c. I undertake to at all times maintain insurance in an amount of not less than \$1,000,000 in respect of liability or injury or death of any students who are passengers in my vehicle while I am volunteer driving and I have consulted my own insurance company before undertaking to transport students.
- d. I understand that:
 - i. In case of an insurance claim, the vehicle owner's automobile liability insurance applies before Parkland Immanuel Christian School's insurance.
 - ii. Excess automobile liability insurance protection is provided under Parkland Immanuel Christian School's comprehensive general liability insurance policy for authorized volunteer drivers transporting students in privately-owned vehicles on an approved school activity or function. This insurance is only for an amount in excess of the limit of liability provided by the vehicle owner's automobile liability insurance policy.
 - iii. Damage to the owner's vehicle is not insured by Parkland Immanuel Christian School.
- e. I will accept the decisions made by the event organizer (teacher/coach) etc. If I disagree with a decision made, I will discuss this matter with the event organizer in private.
- f. I make these promises and commitments in good faith and with the intention that they be legally binding and enforceable against me.

DRIVER'S NAME _____	AGE (if under 18) _____
DRIVER'S ADDRESS _____	TELEPHONE _____
DRIVER'S LICENCE NUMBER _____ CLASS _____	EXPIRY DATE _____
NAME OF INSURANCE COMPANY _____	POLICY NUMBER _____
AGENT _____	LIABILITY LIMIT _____
DRIVER'S SIGNATURE _____	DATE _____
VEHICLE OWNER'S SIGNATURE _____	DATE _____
(if driver is not vehicle owner)	
PARENT/GUARDIAN'S SIGNATURE _____	DATE _____
(IF DRIVER IS UNDER 18 YEARS OF AGE)	

I accept the above-named individual as a volunteer driver for the _____ school year.
Administration Signature: _____ Date: _____

Send the completed form by email to infor@parklandimmanuel.ca.
The school will retain one copy of this form for their files.

Appendix 4**Athlete & Parent/Guardian Contract**

Parkland Immanuel Christian School offers an athletic program that seeks to create an environment where athletes are inspired and challenged to use their God given talents. Participation in this extra-curricular athletics program is a privilege. Students wishing to take advantage of the opportunities presented them by Parkland Immanuel Christian School must show a commitment to the athletic program by regular attendance at practices and contests, as well as conformity to the rules of the school and the coach. Failure to comply with school rules, and/or this contract will result in disciplinary action and/or dismissal from the team.

Academics

It is recognized that the primary function of the school is to provide each student with an education. Therefore, the principal reserves the right to remove a student from a team if that student is not performing academically as expected. This will only occur after consultation with the student, Athletic Director, coach, teachers, and parents. Signing this form also means that you understand fully the homework room policy as outlined in the Parent Handbook.

Conduct

Student/Athlete conduct is a reflection on our school. All athletes will strive to ensure their words and actions glorify God and model Christ's love and purpose in their conduct on and off the court or field.

In the academic area, an athlete must strive to become a successful student who is productive and responsible in the class. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies to ensure acceptable grades. In addition to maintaining good scholarship, an athlete should have a good attendance record, never cutting class or school.

In athletic competition, an athlete is always courteous, makes no excuses, and is respectful to teammates, opponents, officials, coaches and spectators.

The athlete will be held to the student code of conduct (from board handbook) when representing the school, even if the event is outside of school hours.

It is the responsibility of the Head Coach to decide what role each athlete will play, and the amount of playing time that the student will have. If athletes or parents have a question regarding this, they will be addressed directly to the Head Coach in a mutually acceptable timeframe and in an appropriate, professional manner. If this does not lead to a resolution, the parent can contact the Athletic Director to discuss the matter further.

Attendance

If a student is required to miss classes to attend a competition, it is his/her responsibility to contact the teachers of the classes being missed in advance.

If an athlete is absent from school s/he may not participate in any practice, or game on that day.

If an athlete cannot make it to a game or practice, it is their responsibility to contact the Head Coach well in advance of the practice or game.

If a student is suspended, he/she is not permitted to be involved or in any team activities throughout the duration of the suspension (i.e. not in attendance at practice, or with the team during games, events, tournaments).

Equipment

All team uniforms will be supplied by the school. The uniform must be submitted promptly after the season ends, cleaned and in good condition.

Volunteering

All student-athletes at PICS are required to participate in at least one fund-raising activity which will take up one day of their time, and all Senior High team members are required to help with officiating Junior High athletic events when possible. It is the athlete's job to find a replacement if they are unable to officiate/score keep on a date they have been assigned. Senior High athletes will also at times be required to score keep for Senior High games that PICS hosts when there are no scheduling conflicts.

Assumption of Risk

Injury, including paralysis or death, is a risk that must be assumed when engaging in sports; accordingly, it is acknowledged that the athlete assumes the risk of such injury or death and in consideration of the school permitting participation in extra-curricular athletics, the student-athlete and his/her parents/guardian agree not to hold Parkland Immanuel Christian School liable for any such injury, including death.

Injuries

If your child suffers a concussion or a serious injury (broken bones, serious sprains, etc.) at any time while playing for the PICS penguins, the school requires that the athlete can only return to sports practices, games, and tournaments with the written approval of their health care provider. This includes any injuries that happen either at home or off campus, during practices, games, tournaments, or other activities. The player must inform their coach, who will inform the athletic director. The written approval from their health care provider must be given to the athletic director for our records.

I have read, fully understand and agree to fully abide by the terms of the Athlete/Parent Contract:

Date

Student Signature

Print Student Name

In addition to the above:

I fully understand that injuries can occur during an athletic participation. If I cannot be reached in the event of an emergency, I also give consent and authorize the school to obtain through a physician or hospital of its choice, such medical care as is reasonably necessary for the welfare of the student, if he/she is injured during school athletic activities. I agree that if illness or injury necessitates the expenditure of money for special travel arrangements or any other reason deemed necessary by the supervisors, I will be responsible for all those costs.

Signing this document also implies that you have read the PICS Athletics Parent Handbook.

Date

Parent/Guardian Signature

Print Parent/Guardian Name

Appendix 5: Noon Hour Learning Room Policy

1.0 INTRODUCTION

In an effort to assist students in achieving the School's Vision statement of creating "an environment where staff and students are inspired and challenged to use their God given talents" the School has instituted a 'noon hour learning room', or 'NHL'. The intent of this room is to improve student learning and to hold students more accountable for their work. As teachers we need to assess the degree to which students understand the curriculum. In order to do this well, we need to see all of a student's work. As well, in order for students to expand their understanding they need to regularly interact with the course material both in and outside of class. Finally the hope is that this process will motivate students to live up to the expectations that God clearly puts forward in Colossians 3:23: "Whatever you do, work at it with all your heart, as working for the Lord, not for men".

2.0 Guidelines

The NHL room will generally function as follows:

- 2.1 Students who don't complete their homework in any of the blocks prior to lunch are assigned to the NHL room for that day's lunch hour. Students may also be required to write assessments in the NHL room as a result of being absent from school.
- 2.2 Students who don't complete their homework for any of the blocks after lunch have until before the next school day to show their completed work to the teacher to avoid being assigned to the NHL room.
- 2.3 Each time a student is assigned to the NHL room their parents will be contacted via email.
- 2.4 Student NHL room appearances will be tracked by staff. Students who frequently appear in the NHL room may lose privileges (e.g. club activities, extra-curriculars, free time, etc.). Appropriate consequences ensure that students understand the emphasis on academic responsibility at PICS, and to ensure they have the necessary time to focus on their schoolwork.
- 2.5 Administration will communicate to parents the specifics of the NHL room (division, threshold, tracking procedure).

Appendix 6

Sports Injury Policies

Athletic Injury

Any injury sustained while playing a PICS sanctioned sport MUST be reported to the school as soon as possible. The coach, teacher, supervisor, or parent who witnessed the injury must fill out an **incident report** file which can be found in the school's office. The incident report lists date and time of accident, nature of injuries, a brief description of the circumstances of the accident and procedures followed by staff. Minor injuries are not recorded, and individual teachers/coaches use their own discretion. Relevant medical information on all student-athletes is obtained at time of school enrollment. Parents are asked to list allergies and other medical conditions their child may have. It is the responsibility of parents to inform the school if this information changes during the course of their child's time in the school.

If an injury occurs while at an away game, Student-Athletes may be initially evaluated by the coach who will be expected to call the parents as soon as possible and the coach must inform the school and fill in an **incident report** within 24-72 hours of the incident occurring.

If a Student-Athlete is injured outside of a PICS sanctioned sport (ex: travel, leisure activities, etc.), he/she must inform the school of any serious injury. Serious injuries include head impact, concussions, broken bones, major sprains, serious wounds, etc.

If a Student-Athlete will miss school because of an injury, he/she must inform the school, who will pass the information on to the team's coach.

Physician Visits

Any student-athlete that is seen by a physician for a serious injury must submit a clearance note to the school and athletic director. This note must include a return to play/clearance date and be signed by the physician. The note must also include an injury diagnosis and therapeutic recommendations if he/she is undergoing rehab.

Acceptable physician notes for injuries include: the "physician referral form" provided by the school, **OR** a note on the physician's letterhead or prescription pad with the previously listed information.

In cases where the injury is a concussion, the **ONLY** acceptable physician note will be the "physician referral form" provided by the school. The school also reserves the right to refer the student-athlete to get medical clearance from a concussion specialist. Please find a more detailed Return to Play procedure in the section "What happens if a Student-Athlete receives a concussion?"

If a Student-Athlete sees a physician for a serious injury, he/she **WILL NOT** be allowed to return to practices or games until a clearance note is received, **NO EXCEPTIONS**. This clearance note will be added to the student's file and shared with the school's athletic director.

Emergency Transport/ Emergency Room Treatment

Any Student-Athlete with an injury or illness that requires transport to or treatment in an emergency department must make follow-up appointments with their family doctor or appropriate specialist, and be cleared, in writing, by that physician. Student-Athletes WILL NOT be allowed to return to practice or games until a clearance note is received, **NO EXCEPTIONS. Emergency Department discharge papers will NOT be accepted for return to play.** This clearance note will be added to the student's file and shared with the school's athletic director.

Return to Play

Return to play is an individualized decision as each person will heal at different rates. Depending upon injury severity, student-athletes may be restricted in return to play by the school.

Student-Athletes who were seen by a physician as a result of a serious injury must have appropriate clearance, in writing, from that physician before they will be allowed to return to play. The school will keep a record of serious injuries and related documentation of official clearance from physicians.

What happens if a Student Athlete receives a concussion?

- If a concussion is suspected, the Student Athlete will be removed from play and will not be permitted to return that day.
- A symptom checklist will be conducted daily (see below).
- The Student Athlete will be required to follow up with a doctor.

Any high school or junior high school student who receives a concussion must be cleared by a medical professional.

Return to Play

A concussion is a serious event, but you can recover fully from such an injury if the brain is given enough time to rest and recuperate. Returning to normal activities, including sport participation, is a stepwise process that requires patience, attention, and caution.

Step 1: No activity, only complete rest.

Limit school, work and tasks requiring concentration. Refrain from physical activity until the symptoms are gone. Once symptoms are gone, a physician must be consulted before beginning a step wise return to play process.

Step 2: Light aerobic exercise.

Activities such as walking or stationary cycling. The player should be supervised by someone who can help monitor for symptoms and signs. No resistance training or weightlifting. The duration and intensity of the aerobic exercise can be gradually increased over time if no symptoms or signs return during the exercise or the next day.

Symptoms? Return to rest until symptoms have resolved. If symptoms persist, consult a physician.

Symptoms of Concussion:

- Headache
- Hearing problems/tinnitus
- Nausea and vomiting
- Memory problems
- Disorientation
- Visual problems
- Problems with balance and dizziness
- Fatigue and drowsiness
- Sensitivity to light and noise
- Numbness or tingling sensation
- Feeling slowed down or mentally foggy
- Slow to follow instructions/answer questions
- Impaired balance & poor hand-eye coordination
- Vacant stare
- Unsteady and shaky mobility
- Loss of sight
- Loss of consciousness
- Seizures or convulsions
- Sleeping difficulties
- Problems with waking up
- Appearing confused and disorientated
- Weakness or numbness in a part of the body
- Inappropriate emotions, such as irritability or crying

No symptoms? Proceed to **Step 3** the next day.

Step 3: Sport specific activities.

Activities such as skating, or throwing can begin at step 3. There should be no body contact or other jarring motions such as high-speed stops or hitting a baseball with a bat.

Symptoms? Return to rest until symptoms have resolved. If symptoms persist, consult a physician.

No symptoms? Proceed to **Step 4** the next day.

Step 4: BEGIN Drills without body contact.

Symptoms? Return to rest until symptoms have resolved. If symptoms persist, consult a physician.

No symptoms? The time needed to progress from non-contact exercise will vary with the severity of the concussion and with the player. Proceed to **Step 5** only after medical clearance.

Step 5: Begin drills with body contact.

Symptoms? Return to rest until symptoms have resolved. If symptoms persist, consult a physician.

No symptoms? Proceed to **Step 6** the next day.

Step 6: Game play