



2024-2025

ATHLETIC HANDBOOK

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St. Francis Catholic School

45 Beach City Rd

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FACULTY AND ADMINISTRATION

ADMINISTRATION

Pastor St. Francis by the Sea: Rev. Michael J. Oenbrink
Principal: Andrea Smith
Assistant Principal: Lisa Kessinger

STAFF

Administrative Assistant/Campus Health Assistant/Safe Environment..... Megan Drescher
Administrative Assistant/Admissions..... Jennifer Kelly
Athletic Director..... Kendra Metzger
After Care Director:..... Betty Fick
After Care Assistant: Barbara Gloven
After Care Assistant 4/5 year olds Jillian Gloven
Maintenance Supervisor:..... Dave Klub

FACULTY

Pre-Kindergarten (PK-4):Kelley Burke
PK-4 Teacher Assistant:Jillian Gloven
Kindergarten:..... Tara Anderson
Kindergarten Teacher Assistant:..... Ashley Byrd
1st Grade:.....Diane Wolfkiel
1st Grade Teacher Assistant:..... Lesley Witkowski
2nd Grade:..... Karlya Gaherty
2nd Grade Teacher Assistant:..... Natalie Schoeppe
3rd Grade:..... Lee Nickles
4th Grade:.....Kris Watson
5th Grade:..... Lesley Brewster
3rd/4th/5th Grade Teacher Assistant:..... Laura Wolf
Middle School English:..... Lisa Kessinger
Middle School Math:..... Susan Hudgins
Middle School Religion:.....Amanda Keefer
Middle School Science:..... Marilyn Gagliardo
Middle School Social Studies:..... Michael Adair
Art and Music:..... Lisa Sweeney
Media Science:.....Amanda Keefer
PE..... Erica Kristan
Spanish:..... Adriana Curry
Learning Center Coordinator:..... Carol Ryan

SFCS does not hire provisional or temporary employees that are not fully background screened through the Diocese of Charleston.

The Administration reserves the right to amend, suspend, or add new rules or guidelines to this handbook. Furthermore, the Administration reserves the right to enforce standards of conduct and behavior not mentioned in this document. Violations of the standard of conduct and/or behavior outlined in this handbook could affect athletic participation.

Enrollment at St. Francis Catholic School does not guarantee participation in athletics or any other extracurricular activity. Students will play on an athletic team that is consistent with the gender identified on his/her Birth Certificate at the time of his/her birth.

The St. Francis athletics program provides healthy competition for students in grades Kindergarten through 8th grade. The program focuses on the fundamentals of a sport in a Christ-filled experience. Athletic teams include:

- Cross Country
- Girls Volleyball
- Boys Basketball
- Girls Basketball
- Equestrian
- Cheerleading
- Baseball
- Golf
- Boys Soccer
- Girls Soccer

The St. Francis Wolves athletics program encourages broad participation, heightens school spirit, and nurtures student body camaraderie. Coaches strive for 100% effort, which supports a competitive spirit. SFCS has a no cuts but not equal play policy. Ultimately, St. Francis Catholic School prepares student athletes who give their best in the classroom and on the field/court.

The SFCS athletic program will:

1. Provide an environment that is safe for all participants
2. Contribute to the physical fitness and development of athletic skills of participants through teaching and presenting a sound program of conditioning and practice.
3. Teach the values of sportsmanship in order that participants may learn to be humble in victory and gracious in defeat.
4. Teach self-discipline by requiring participants to adhere to a lifestyle that will contribute in a positive way to team effectiveness.
5. Teach the compatibility of self-reliance and cooperation through activities designed to give recognition to contributions of individual athletes and showing that success of the program depends on team effort.
6. Unify the school by providing common goals, involving all students, and creating a common purpose, thereby generating school spirit, and building alumni loyalty.

7. Provide a wholesome environment for athletic participation and values through teaching positive attitudes and the recreational value of participation.
8. Provide opportunities to achieve educational and personal goals for students/athletes, counseling them to establish goals consistent with their interest, abilities, and needs.
9. Provide an environment that is safe for all participants

We believe that athletics serve as a means of growing in virtues. Each practice, contest, and extracurricular activity aims to build **courage** in the face of adversity, **prudence**, and **temperance** through the exercise of patience and self-control, and a sense of justice that shows itself in fair play and good sportsmanship.

We hold our student-athletes accountable to high academic and disciplinary standards, as we expect them to serve as role models and school representatives. Sports can form lifelong habits of teamwork and loyalty that will guide a young person to personal and professional success. While our teams have won many awards, it is our Catholic sportsmanship of which we are most proud.

Athletic Rules & Conduct: Students, Coaches, Staff, Parents, Spectators

It can be difficult to define the expectations for such subjective terms as “proper conduct” and “good sportsmanship.” It is important to set standards which are fair, honorable, and consistent with God’s expectations for us. When *anyone* is involved with SFCS Athletics, the following list acts as a guideline for our school’s standard of excellence:

- Always be conscious of your words and actions; they reflect you, your family, your school, and most of all - God.
 - Treat ALL athletes, coaches, officials, fans, etc. with respect.
 - Regard the rules of your game as an agreement, the spirit and letter of which you should not evade or break.
 - Accept absolutely, and without quarreling, the final decision of any official or authority.
 - Honor visiting teams and spectators as your own guests and treat them as such. Likewise, behave as an honored guest when visiting another school.
 - Be gracious in victory AND defeat.
 - Be as cooperative as you are competitive.
 - Remember that a student-athlete is a student first - what is done in the classroom influences what is done on the field or on the court.

Guidelines for Coaches

- Coaches must remember that athletics is a part of a student’s education and overall development - academics is always a priority for athletics.
- Coaches should help each child reach his/her full potential as an athlete and student.
- Coaches should remember that their team will reflect and model the coach’s own attitude, manner, temper, conduct and behavior in words and actions. They must conduct themselves in a way that brings honor to God, the school, the team(s), and themselves.
- Coaches will treat the student-athletes with proper respect. Instruction and correction should be overwhelmingly positive. Coaches should never intentionally demean, embarrass, or shame a student-athlete.
- Coaches are expected to hold themselves to the same high standard of sportsmanship, respect, preparation, organization, dedication, hard work, self-discipline, sacrifice, and Godly behavior they expect of their student-athletes and the school expects of parents and spectators.

- Coaches are expected to follow the policies, procedures, and guidelines of the SFCS Faculty/Staff Handbook.

Specific Guidelines for Student-Athletes

- Student-athletes should represent God, their family, their school, and themselves with honor, proper conduct, good sportsmanship, and a Christian spirit.
- Student-athletes must remember that representing SFCS is both an honor and a responsibility and should always exhibit exacting standards.
- Student-athletes must demonstrate respect for all athletes, coaches, staff, officials, and spectators.
- Student athletes must comply fully with the ruling of any official. In no way should a student-athlete demonstrate by words, actions, or gestures, his or her dissatisfaction with an official's decision.
- Student-athletes are expected to exhibit positive behavior in the classroom and in other non-athletic activities.
- Student-athletes must maintain a balance between athletics and academics, remembering that academics is the top priority.
- All academic work is the responsibility of the student-athlete. A student must get time-sensitive assignments and materials from their teacher BEFORE the student leaves school for an athletic competition. Teachers are not required to supply assignments and work "after the fact."
- Student-athletes are expected to demonstrate a commitment to the team by **attending all required team practices, games, and meetings.**
- Late games are not an excuse to arrive late for school the next day. Exceptions may be made on a case-by-case basis if unforeseen circumstances force a team to arrive home unusually late. A student may be subject to possible athletic suspension if repeated late arrivals to school occur after athletic competitions.
- Student-athletes must understand that competitive rivalries are encouraged, but that disrespect for opponents is unacceptable.
- A current SFCS athlete may not play, practice or actively participate in another school's athletic program or team, even if SFCS does not offer that sport.
- A SFCS student may only play one school sport per athletic season.
- If a student athlete is dismissed from a team or voluntarily leaves a team before the end of a season, he/she may not compete or practice with another team during that season. The athletes will not be allowed to practice with an upcoming season's team before the current season has ended unless the coaches and AD agree to allow the athlete to participate.
- Students who are dismissed or voluntarily leave a team will not be eligible for post-season recognition at any awards presentations.
- Students must be present for at least half of the school day (11:30 a.m.) to be eligible to participate in that day's practice or competition.
- If an athlete plays for a club/travel team outside of school, the athlete may not miss an in-season SFCS team activity for a club activity, unless the athlete has PRIOR permission from the AD and the team's coach.
- Any student who leaves school due to illness may not return for athletic activities that same day. Illness protocol should be followed as outlined in the Student-Parent Handbook.
- Student athletes may be excused from a practice, arrive late, or leave early for the following reasons:
 - A SFCS field trip, retreat, or school function
 - Tutoring or academic assistance to improve grades
 - Illness or doctor's appointment

- A family trip booked in advance
- Religious obligation
- Family emergency
- Any athlete that accrues three (3) or more “unexcused” absences from team activities will be removed from the team.

Specific Guidelines for Parents/Spectators

- Spectators - whether students, staff, family, friends, or visitors - bear an important responsibility to facilitate an atmosphere at games which is conducive to good sportsmanship and honoring to God.
- Spectators must observe games from the designated spectators’ areas.
- Any action that distracts the coaches, players, or officials from doing their best is not acceptable.
- Any spectator representing St. Francis Catholic School, who violates this standard of behavior, may not be allowed to attend SFCS Athletic events. Parents who violate this standard of behavior may forfeit the privilege of their child’s participation in SFCS athletics.
- Parents are asked to observe and respect the “24-hour Rule”. Parents may not contact the team’s coach by phone, text, or email immediately following a game to discuss a concern. However, in an emergency, please contact the Athletic Director or Principal as soon as possible.
- Parents are asked to volunteer for at least five (5) shifts during the season. If any family has not fulfilled their volunteering commitments during the regular season and have not been excused from volunteering commitments due to personal reason from the AD, then their athlete will not be eligible for any postseason playoffs or tournaments.
- If a student-athlete needs to be excused from a scheduled team activity, the parent (not the student-athlete) is responsible for contacting both the team’s coach and AD by noon of the day of the team activity. Failure to comply with this guideline will result in an unexcused absence.

Physical Evaluations

Physical Evaluations are required to be signed by a doctor as well as the student and a parent or guardian, before the first day of practice for any sport. Students may not practice or compete without the completed Physical Evaluation Form on file in the school office.

SFCS Concussion Policy

1. Each student-athlete must complete a Concussion Awareness Form with his/her parents or guardians. Any questions regarding this information should contact the AD or School Nurse.
2. Concussion prevention: While there is an inherent risk of concussions, SFCS coaches will do their best to instruct students on proper athletic techniques to prevent concussions.
3. Player Injury Evaluation: If a player is suspected of a concussion, the student will report to the athletic director followed by designated medical personnel for evaluation. If a concussion is suspected, the athlete will be removed from the practice or game.
4. If a player is diagnosed with a concussion by a medical professional, the medical professional will be asked to complete the SFCS Concussion Return to Play Form before the student may return to athletic participation.
5. While SFCS coaches are trained in how to identify signs of concussions, players are responsible for reporting head injuries immediately to a coach or the athletic director.



The South Carolina Independent School Association Concussion Return to Play Form

This form is adapted from the Acute Concussion Evaluation (ACE) care plan on the CDC website (www.cdc.gov/injury). All medical providers are encouraged to review this site if they have questions regarding the latest information on the evaluation and care of the scholastic athlete following a concussion injury. **Please initial any recommendations that you select.**

Student-Athlete's Name _____ School _____
Date of Birth _____ Date of Injury _____

This Return To Play Plan Is Based On Today's Evaluation

Date of Evaluation _____ Care Plan Completed By _____
Return to this office (Date/Time) _____ Return to School on (date) _____

Return To Sports



1. Athletes **should not** return to practice or play the same day that their head injury occurred.
2. Athletes **should never** return to play or practice if they still have **Any Symptoms**.
3. Athletes, be sure that your coach and/or athletic trainer are aware of your injury, symptoms, and has the contact information for the treating physician.

The following are the return to sports recommendations at the present time:

School: Physical Education Do **NOT** return to PE class at this time. May return to PE Class at this time.

Sports Participation

- Do Not** return to sports practice or competition at this time.
- May gradually return to sports practice under the supervision of the healthcare provider for your school or team.
- May be advanced back to competition after phone conversation with attending physician.
- Must return to Physician for final clearance to return to competition.
- CLEARED** for **FULL Participation** in all activities **without restriction**.
-

Medical Office Information (Please Print/Stamp)

Physician's Name _____ Physician's Office Phone _____
Physician's Signature _____ Office Address _____

Return to Play (RTP) Procedures After a Concussion

Return to activity and play is a medical decision. The athlete must meet all of the following criteria in order to progress to activity: Asymptomatic at rest and with exertion (including mental exertion in school) AND have written clearance from their primary care provider or concussion specialist (athlete must be cleared for progression to activity by a physician other than an Emergency Room physician, if diagnosed with a concussion). Once the above criteria are met, the athlete will be progressed back to full activity following the step-wise process. (This progression must be closely supervised by a Certified Athletic Trainer. If your school does not have an athletic trainer, then the coach must have a very specific plan to follow as directed by the athlete's physician). Progression is individualized, and will be determined on a case by case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the athlete participates. An athlete with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly. Stepwise progression as described below:

- Step 1: Complete cognitive rest. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.
- Step 2: Return to school full-time.
- Step 3: Light exercise. This step cannot begin until the athlete is no longer having concussion symptoms and is cleared by a physician for further activity. At this point the athlete may begin walking or riding an exercise bike. No weight-lifting.
- Step 4: Running in the gym or on the field. No helmet or other equipment.
- Step 5: Non-contact training drills in full equipment. Weight-training can begin.
- Step 6: Full contact practice or training.
- Step 7: Play in game. Must be cleared by physician before returning to play.

If post-concussion symptoms occur at any step, the athlete must stop the activity and the treating physician must be contacted. Depending upon the specific type and severity of the symptoms, the athlete may be told to rest for 24 hours and then resume activity at a level one step below where he or she was at when the symptoms occurred.

Communication

- The Athletic Director and coaches must clearly communicate with parents and teachers about practice and game times.
- Coaches must communicate with a student if they have diminished play time due to poor attitude, attendance, or participation. If a problem persists with a student, the coach will contact the parents to inform them of the problem.
- Students and/or parents must clearly communicate with the coach about any absences or illnesses. Student athletes may be excused from a practice, be late, or leave early for the following reasons:
 - A SFCS filed trip or function
 - Tutoring or academic assistance to improve grades
 - Illness or doctor's appointment
 - Family emergency
 - A family trip booked in advance
 - Religious obligation
- Parent concerns should be brought to the coach first. If necessary, the Athletic Director may also become involved. If a resolution is not met, the principal may become involved.

Booster Club/Parent Participation

The Booster Club meets with the athletic director in consultation with the principal.

Each sport team is heavily dependent upon parent volunteers. Parents have many opportunities to be involved with their student-athletes sport team. These may include but are not limited to:

- **Gate Workers**
Parents from SFCS athletic teams are encouraged to rotate taking in paid admissions to the home games. Workers will man tables located at each entry way in the gym. Money collected from gate receipts will be handed over to the Athletic Director.
- **Concession Workers**
Workers will oversee setting up the concession stand, selling items, and closing the concession stand. Money collected from concessions will be handed over to the Athletic Director.
- **Drivers**
Team members are responsible for their own transportation to away games and meets. Parents driving students other than their own must be cleared through the Safe Environment Coordinator in the School Office. Please contact the School Office for more information.
- **Snacks/Drinks**
Each parent will be responsible for making sure their student has snacks and drinks.
- **Clean-up Crew**
After each home game, we will need help cleaning up the gym area so that the facility is ready for the next school day. This could include sweeping, picking up trash, etc.
- **Scoreboard**
During Volleyball and Basketball home games, each team (Varsity and JV) will need trained volunteers to run the scoreboard and clock.

ACKNOWLEDGMENT AND RECEIPT OF THE ATHLETIC HANDBOOK

The registration of a student in a seasonal sport is considered an acceptance, on his/her part and on the part of his/her parents or guardians, of all rules and regulations of our St. Francis Catholic School, including the judgment of SFCS authorities on academic and disciplinary sanctions, suspension, or expulsion of a student. The rules and regulations contained in this Athletics Handbook are not meant to be all comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which he/she may find himself/herself. Parents/guardians should familiarize themselves with this handbook to ensure their child understands all the information contained in the Athletics Handbook. All Parents/guardians and students must sign the form below and return to the Athletic Director.

We have read and understood all statements and provisions set forth in the SFCS Athletics Handbook and agree to comply with these terms. We understand and agree that a photocopy or an electronically signed version of this Acknowledgement is an acceptable substitute for the original and holds the same force and effect as wet ink signature.

_____ Student Printed Name	_____ Grade Level, 2024.25
_____ Student Signature	_____ Date
_____ Parent Name	_____ Date
_____ Parent Signature	_____ Date
_____ Athletic Director's Signature	_____ Date
_____ Principal's Signature	_____ Date