

# Sycamore Junior High School

**Student Athletic**

**Handbook**

**2022-2023**



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**SECTION 1: Programs and Equipment**

FALL	WINTER	SPRING
Cheerleading	Boys' Basketball	Track
Cross Country	Girls' Basketball	Boys' Lacrosse
Football	Cheerleading	Girls' Lacrosse
Boy's Golf	Swimming and Diving	Fast Pitch Softball
Girls' Golf	Wrestling	Boys' Tennis
Boys' Soccer		
Girls' Soccer		
Girls' Tennis		
Girls' Volleyball		

**100. FALL SPORTS SEASON: August thru October**

**CHEERLEADING:** Cheerleading tryouts for the fall season will be held May 16, 18, and 19 from 3:30-5:30 pm. Ten 7<sup>th</sup> graders and ten 8<sup>th</sup> graders will be selected. The girls will cheer at all home and away football games for their grades.

**CROSS COUNTRY:** The cross country team is made up of 7<sup>th</sup> and 8<sup>th</sup> grade boys and girls. Conditioning and practices begins Monday Aug 1st from 8-9:30 am. The team will practice together but compete in separate grade and gender categories. Athletes will be required to run two miles in order to participate in meets. When school begins practices will be held from 3:15 p.m. – 5:00 p.m. Most meets take place during the week but there are a few on Saturdays.

**FOOTBALL:** There is one 7<sup>th</sup> and one 8<sup>th</sup> grade football team. Practices start Monday Aug 1 from 8:30-11:30. Once school begins both teams practice every day from 3:15 p.m. – 5:30 p.m. Games are held during the week. There are no cuts.

**BOY'S GOLF:** There are approximately 8-10 boys selected to participate on the golf team. Selections are made based on criteria determined by the coach. All three days of qualifying rounds, the week of Aug 8th, are mandatory. For players making the team, practice rounds will be held before the season starts. Golfers are responsible for having their own clubs and paying preseason qualifying rounds and/or clinics.

**GIRL'S GOLF:** Our girl's golf team is designed for all girls of various levels of expertise. Emphasis is on learning swing fundamentals and short game skills. Golfers are responsible for having their own clubs and paying qualifying rounds and/or clinics as well as pre-season practice rounds. A pre-season parent meeting will be held at 7 pm on Thursday July 28th. The team's first practice is 6:30-8 pm Monday, August 1st at the Tri-County Golf Ranch. For more girls golf information and updates please email Coach Paul Alexander at spalex100@hotmail.com.

**BOY'S SOCCER:** Tryouts will start on Aug 3rd at Grooms Field from 8-10 am. Once school begins practices will be held each day from 3:15 p.m. - 5:00 p.m.. Approximately 20 boys are selected to be on the team made up of 7<sup>th</sup> and 8<sup>th</sup> graders.

**GIRL'S SOCCER:** Tryouts will take place on Aug 3rd at Grooms Field from 8-10 am. Once school begins practices will be held from 3:15 p.m. - 5:00 p.m. Approximately 20 girls are selected to be on the team made up of 7<sup>th</sup> and 8<sup>th</sup> graders.

**GIRL'S TENNIS:** Tryouts will begin on Monday Aug 8 from 9-11 am at Weller Park tennis courts. Once school begins practices will be held from 3:15 p.m. – 5:00 p.m. About 10 girls will be selected to be on the Gold team. The Green tennis team is non-cut and will play non-conference matches. 7 players will participate in an "official"

match with opportunities for exhibition matches. There will be a max of 14 matches per season. The season runs until the first week of October.

**GIRL'S VOLLEYBALL:** Tryouts will begin on Monday Aug 1st in the SJH gyms. The 8th grade team will practice from 8-10 am and 7th grade 10-12 noon. When school begins both teams will practice from 3:15-5:00. Each Grade will have an A and B Team. The A teams will play the GMC Schedule and the B non conference schools.

**Check the Junior High Athletic Website for**

- Summer sports camp information
- Summer physical information – dates, times and locations
- Register on Final Forms
- Meet the Coaches Night on Thursday Aug 6th starting at 6:30 pm.

**101. WINTER SPORTS SEASON: October thru February**

**BOY'S BASKETBALL:** There is one A and one B seventh grade and one A and one B eighth grade teams, carrying 10 players. Tryouts and practice begin in early November. The season ends in mid-February. Games are usually played twice a week. Practices are held each day after school. Evening, early morning, or Saturday practice times will also be scheduled.

**GIRL'S BASKETBALL:** There is one A and one B seventh grade and one A and one B eighth grade teams, carrying 10 players. Tryouts and practice will begin during the last week of October. The season ends in mid-February. Games are usually played twice a week. Practices are held each day after school. Evening and Saturday practice times will also be scheduled.

**CHEERLEADING:** Tryouts for winter cheerleading will be held sometime in the fall. Eight 7<sup>th</sup> graders and Eight 8<sup>th</sup> graders will be selected to cheer for home basketball games. Practices and games take place after school.

**SWIMMING AND DIVING:** Team tryouts will take place at the beginning of November. Swimmers must swim a qualifying time in order to make the team. The coach will determine diving participation. Practices are held at Sycamore High School. Meets begin the first of December and run through the end of January. Team members must purchase their own team swimsuit.

**WRESTLING:** The wrestling team is made up of 7<sup>th</sup> and 8<sup>th</sup> graders. Athletes will be divided into "A" and "B" teams in order to compete in different matches according to ability. Practice begins in early November and the season runs through the first of February. There are no cuts. The team practices each day after school. Matches are held during the week and on weekends.

**INTRAMURAL BASKETBALL:** Looking for a less competitive, non-cut option, intramural basketball is a great way to get some exercise and play with friends. Sign-ups usually occur in late November with the season typically starting mid-December, and running for 6 weeks. The games are played on Saturdays from 12-2. The junior high basketball players will help officiate the games with adult supervision. The season ends in February with a basketball inter-squad tournament.

## **102. SPRING SPORTS SEASON: February thru May**

**BOYS' LACROSSE:** Approximately 40 boys will be selected to participate on two lacrosse teams. Practices and home games will be held after school at Sycamore Stadium. The season begins with practices in mid-February and runs through mid-May. Games are played during the week and on weekends. The teams play approximately 15 games each.

**GIRLS' LACROSSE:** Approximately 40 girls will be selected to participate on two lacrosse teams. Practices and home games will be held at Sycamore Stadium. The season begins with practices in mid-February and runs through mid-May. Games are played during the week and on weekends. The teams will play approximately 15 games each.

**FAST PITCH SOFTBALL:** Approximately 13 girls are selected to be on the softball team. Practice begins in early March (pitchers and catchers in February) and the season runs through mid-May. The team will play approximately 14 games. Practices and games are held after school during the week.

**BOYS' TENNIS:** About 10 boys will be selected to participate on the Gold tennis team. The Green tennis team is non-cut and will play non-conference matches. 7 players will participate in an "official" match with opportunities for exhibition matches. There will be a max of 14 matches per season. The season runs from mid-March through early May. The team practices each day after school until 5 and the matches are held during the week.

**TRACK:** Any girl or boy may participate on the track team. The team practices and attends meets together, but compete separately according to gender. Practice begins early March and runs through mid-May. The team practices each day after school and will attend about 10 meets.

**INTRAMURAL GOLF:** Looking for a less competitive, non-cut option, intramural golf is a great way to learn the game and play with friends. Sign-ups occur in March with practice sessions beginning after spring break during weekdays. Members of the golf teams are not eligible to participate.

## **103. EQUIPMENT PROVIDED BY SCHOOL VERSUS ATHLETE**

<b><u>SPORT</u></b>	<b><u>SCHOOL PROVIDES</u></b>	<b><u>ATHLETE PROVIDES</u></b>
Basketball	Uniform	Basketball shoes, warm-up shirt
Cheerleading	Uniform, pompoms	Shoes, turtleneck, greenies, bow
Cross Country	Uniform	Running shoes
Football	Uniform, practice jersey, helmet, all pads	Cleats, mouth piece, girdle, practice pants
Golf	Green fees for match and clinic only	Golf shoes, clubs, bag, balls, team shirt, clinic, tryout, and practice fees
Boys' Lacrosse	Uniform, pads if needed, helmet	Stick, cleats, mouth guard, gloves
Girls' Lacrosse	Jersey, kilt	Stick, cleats, mouth guard, protective eyewear, gloves (optional)
Soccer	Uniform	Cleats, game socks, shin guards, t-shirt (optional)
Softball	Uniform, helmet, bats	Cleats, glove, visor, game socks
Swimming/Diving	Warm-up, cap	Swimsuit, goggles

Tennis	1 uniform top for boys and girls	1 can of balls, racquet, white shorts or skirt <i>with pockets</i>
Track	Uniform top and short	Running shoes, t-shirt
Volleyball	Uniform top only	Volleyball shoes, knee pads
Wrestling	Uniform, headgear	Wrestling shoes, t-shirt, Shorts, sweatshirt (optional)

**\*\*\*Athletes must supply their own practice clothes for all sports.**

## **SECTION 2: Required Paperwork**

### **200. PHYSICAL FORM**

1. Each athlete must submit pages 3 and 4 of the student participation form and pass a physical examination by a physician. This completed form must be given to the coach before he/she will be allowed to tryout.
2. Physicals are valid for one calendar year. The athletic department recommends that physicals be conducted in the summer months so that the physical is valid for all three seasons during the school year. The OHSAA physical form must be used. Valid physicals will be kept on file for one calendar year.

### **201. EMERGENCY MEDICAL AUTHORIZATION FORM**

1. An EMA form must be completed by the athlete's parents on Final Forms.
2. If athletes are participating in more than one sport during the year, an EMA form must be completed at the start of each new season.

### **201.-A CONCUSSION INFORMATION FORM**

1. The Concussion Information Form needs to be completed on Final Forms each season before tryouts/practice begins.

### **202. STUDENT PARTICIPATION FORM (last page of the Athletic Handbook)**

1. All three parts must be signed by the athlete and parent on Final Forms before he/she will be allowed to compete.
  - **ACKNOWLEDGEMENT OF INJURY**  
Each athlete and parent/guardian must sign this acknowledgment that indicates that there is a risk of serious injury inherent in all athletic activities.
  - **OHSAA ATHLETIC ELIGIBILITY FORM**  
Each athlete and parent/guardian must sign this acknowledgement that indicates that you have had the opportunity to review its content.

- **HANDBOOK ACKNOWLEDGEMENT**

Each athlete and parent/guardian must sign this acknowledgement that indicates that you have received a handbook and understand its contents(**All forms, except the Emergency Medical Authorization and Concussion Form, need to be completed once per school year.**)

### **203. Performing Arts and Athletic Program Fee form**

1. Upon making the team, each athlete must submit payment of the Athletic Program Fee. This may be accomplished on Final Forms.

## **SECTION 3: COACH < ATHLETE & PARENT RESPONSIBILITIES**

### **300. THE COACH'S RESPONSIBILITY**

1. Coaches will provide a safe, positive, instructional environment in which students can develop skills, sportsmanship, and team spirit.
2. Coaches shall conduct a parent meeting at the beginning of the season to explain expectations, scheduling, and team rules.
3. Coaches will provide proper supervision during all practices, games, and transportation.
4. Coaches shall keep rosters and/or email lists updated and accurate.
5. Coaches will provide uniforms, locks, and various equipment to all athletes. Refer to page 4 for specific equipment the athlete will need to supply.
6. Coaches shall have emergency medical information and a first aid kit with them at all practices and contests.
7. Coaches shall insist that all physical forms and other required paperwork have been completed before the athlete will be allowed to tryout and compete.
8. Coaches will conduct fair and impartial tryouts when cuts are necessary, and students should be informed of team selection in a timely manner.
9. Coaches shall be certified in CPR and have a first aid certificate on file with the Athletic Director as required by the OHSAA, and have a certificate on file with the Athletic Director (Pupil Activity Validation form).
10. Coaches shall know where to locate the nearest emergency phone.
11. Coaches shall complete an accident report for any athlete injured that requires first aid/medical attention during a practice or a game within 24 hours.

### **301. THE ATHLETE'S RESPONSIBILITY**

1. Athletes must follow all OHSAA rules set forth in their constitution, by laws, and regulations.
2. Athletes must abide by the school rules, Sycamore Code of Conduct, and this handbook.
3. Athletes must exhibit sportsmanship at all times.
4. Athletes must respect teammates, opponents, coaches, and officials.
5. Athletes must abstain from the use, sale, or possession of tobacco, alcohol or other drugs.
6. Athletes must follow team rules and should communicate with their coach in regards to questions, conflicts, or playing time. Athletes must understand that school sponsored sports come first over games and practices of outside teams.



7. Athletes may not use vulgarity, profanity, or other abusive language.
8. Athletes must respect the property of this and other schools.
9. Athletes must accept the responsibility of representing Sycamore Junior High School. That responsibility exists at all times. The decisions made at practice, in the classroom, on the bus, at contests, and in the community will be observed by others and that behavior should reflect positively on the team, the athletic department and the entire school.
10. Athletes are responsible for the uniform and equipment issued to him/her. It is important to periodically check equipment for damage and immediately report any unsafe conditions to the coach. Do not loan equipment or uniforms to others, and be sure that all items are locked or secured at all times.
11. Equipment and uniforms may only be worn during games, practices, or pep rallies unless approved by the assistant principal or director in charge of athletics.
12. Locks, uniforms and equipment, as provided, must be returned to the coach prior to that season's award program. If all items are not returned, the student may not participate in the awards program or participate in any other sport until the items are returned or restitution has been made. The Assistant Principal or Athletic Director in charge of athletics shall dictate replacement cost.

**NOTE:** *If an athlete is suspended from school, the student may not participate in any school activity during the suspension and in some instances, may be asked to leave the team.*

### **302. THE PARENT'S RESPONSIBILITY**

In order for Sycamore athletics to be successful, rewarding, and a safe experience for our students, parents must show their support in the following manner:

1. Complete and return on time all required forms.
2. Have an updated practice schedule, game schedule, and directions to contests.
3. Pick up and drop off athletes promptly to and from practices and games. See Pick-up Policy 303.
4. Show support by attending as many contests as possible.
5. Insist that your child gets the proper rest and nutrition needed.
6. Insist on high academic performance.
7. Demonstrate good sportsmanship in dealing with officials, opposing fans, athletes, and coaches.
8. Be supportive of the coaching staff and encourage your child to have an "open" line of communication with their coach.
9. Understand that school sports should take priority over community sports if an athlete is participating in two activities at the same time. For example, if an athlete is on the school volleyball team and playing soccer for the community, the volleyball team's practices and games should come first. Also keep in mind it is against OHSAA rules to compete in the same sport outside of school that is in season. See Eligibility Bulletin for further information.
10. It is not permissible for a parent to videotape or film regular season or tournament contests of other school teams.

### **303. SPORTS DROP OFF BOX**

Student athletes need to be responsible to bring all clothing/equipment to practices and games. If you forget something, your parent can drop any item in the sports drop off box located near the front doors. Please be sure to put item(s) in a bag with your child's name/sport on it. It is the athlete's responsibility to check for the item. Notes or deliveries will not be made by school personnel.

### **304. LATE PICK-UP POLICY**

Please respect the fact that a Coach must supervise all players after the conclusion of a contest, practice, or away event until a parent or guardian has arrived. Due to the increased number of occurrences, a policy was put into place in August, 2007. After the first occurrence of a late pick-up (20 minutes or longer), the coach will document the incident and talk to both the parent and athlete. Second occurrence, the player cannot attend the next practice and must go home on the bus that day. Third occurrence will result in a missed game or match. Fourth occurrence will result in removal from the team. We certainly hope this final step can and will be avoided.

### **305. HOLIDAY POLICY**

There are times of the year that games and practices conflict with religious holidays. Many of our schedules are set by the GMC league. Unfortunately, we do not have the ability to avoid many observances nor do we have the ability to change those that conflict. Absences that result from any religious observances will be excused without penalty. Please be sure to communicate these in advance to our coaches. We apologize for any inconveniences this may bring.

### **306. THE ROLE OF PARENTS IN INTERSCHOLASTIC ATHLETICS**

1. Make sure your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
2. Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship, and actual skill level.
3. Be helpful, but don't coach them. It's tough not to, but it is a lot tougher for the athlete to be flooded with advice and critical instruction.
4. Teach them to enjoy the thrill of competition, to be "out there trying" to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
5. Try not to relive your athletic life through your child in a way that creates pressure. Don't pressure your child because of your pride. Athletic children need their parents, so you must not withdraw. Remember there is a person who is thinking, feeling, sensitive, free spirit out there in that uniform that needs a lot of understanding, especially when their world turns bad. If they are comfortable with you win or lose, then they are on their way to maximum achievement and enjoyment.
6. Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he/she will likely become disenchanted. Criticism of the coach to your child puts the athlete in a terrible "No Win" situation.
7. Don't compare the skill, courage, or attitude of your child with other members of the team.
8. Get to know the coach(es). Then you can be assured that his/her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his/her leadership.
9. Always remember that children tend to exaggerate both when praised and when criticized. Temper your reaction and investigate before overreacting. Many items and athletes will define all coach criticism as being "yelled at".

10. Make a point of understanding courage and the fact that it is relative. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear and discomfort.

### **Communicating with the Coach**

Communication you should expect from your child's coach:

- Philosophy of the coach
- Expectations the coach has for your child as well as all players on the squad
- Locations and times of all practices and contests
- Team requirements (fees, special equipment, off-season conditioning, etc.)
- Procedure should your child be injured
- Discipline that results in the denial of your child's participation (eligibility, substance abuse, etc.)

Communication coaches expect from parents:

- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance
- Specific concerns in regard to a coach's philosophy and/or expectations

Appropriate concerns to discuss with coaches:

- The treatment of your child, mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

Issues not appropriate to discuss with coaches:

- Playing time
- Team strategy
- Play calling
- Other student athletes

Appropriate Procedure for discussing concerns with coaches:

- The very first step in discussing a coaching concern is to meet with the coach.
- Call to set up an appointment with the coach (Contact the athletic director in charge of athletics to set up the meeting if unable to reach the coach.)
- Do not confront a coach before or after a contest or practice. These are emotional times for all parties involved and do not promote resolution.

What if the meeting with the coach did not provide a satisfactory resolution?

- Call to set up an appointment with the assistant principal in charge of athletics.
- Determine the next step at this meeting.

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## **SECTION 4: GENERAL RULES AND GUIDELINES**

### **400. CONDUCT**

The conduct of students involved in sports shall be governed by the *Sycamore Student Code of Conduct* and this handbook. An athlete may be disciplined, including game suspension and even dismissal from the team, for not following the *Code of Conduct* or this handbook. This decision shall be made by the coach, athletic director, and principal.

### **401. ELIGIBILITY**

An Athletic Eligibility Information Bulletin published by the Ohio Athletic Association is located in this handbook. This bulletin lists the standards that each athlete must meet in order to be eligible. This must be signed by the athlete and parent and returned with the completed physical form.

Some of the most common standards for junior high students are listed below.

1. All students enrolling in 7<sup>th</sup> grade for the first time will be academically eligible. Thereafter, you must have received passing grades in five or more enrolled courses from the previous quarter. Students enrolled below the 7<sup>th</sup> grade are ineligible for participation in interscholastic athletics. Fall eligibility for 8<sup>th</sup> grade students is determined by their 4<sup>th</sup> quarter final grade as a 7<sup>th</sup> grader.
2. For eligibility purposes, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year.
3. If you are 15 years of age prior to August 1 you are ineligible to participate in 7<sup>th</sup> & 8<sup>th</sup> grade athletics. Students with a disability may qualify for an exception to this bylaw.
4. All athletes must submit a completed participation form and pass a physical examination before they may practice for a school sport. Physical examinations are good for one calendar year.
5. Participation by an athlete in an inter-scholastic program (tryouts, practice or contest) while a member of a school squad in the same sport is prohibited. For example, an athlete may not play community soccer if he/she is on the school soccer team. This begins when the athlete participates in the school's first contest or scrimmage.
6. An athlete will be ineligible if he/she is recruited by a person or group of persons to change schools. Any type of recruiting should be reported to the athletic director immediately.

### **402. TRANSPORTATION**

1. Athletes will be transported in school buses and/or district-owned vehicles as arranged by the athletic director.
2. Athletes are required to take school provided transportation to any event. If a student wants to ride home from an away event, it must be only with the parent/legal guardian, and a written request must be signed.
3. Students shall follow all bus rules and regulations.
4. Athletes must remain seated at all times.
5. State law dictates that no one may eat, drink, or chew gum on the bus.

6. The bus should be left in the same condition as when athletes boarded.
7. Nothing may be put out the window at any time. If windows are down, athlete's appendages must remain inside the bus.

#### **403. ATTENDANCE**

1. In order to participate in any extra-curricular activity, including practice and games, a student must be in attendance a minimum of four entire bells. The principal will have the right to grant exceptions due to special circumstances such as funerals, family emergencies, court, etc.
2. For events that occur on weekends or holiday breaks, the last day's attendance before that game day shall be utilized. The principal or athletic director has authority to grant exceptions to this rule.
3. Individual coaches shall establish his/her own rules for missing practices and games.
4. Coaches and sponsors of other school activities will make efforts to allow students the opportunity to participate in a wide range of school activities. At times, however, two activities may overlap such as a music event and an athletic contest. This may cause a student-athlete to make a difficult choice that may lead to consequences from the activity missed. In other situations, all events/games override meetings and practices. Please communicate with all parties involved.

#### **404. SCHOOL CLOSED DUE TO POOR WEATHER**

If school is closed or dismissed early due to poor weather conditions, cancellation of an athletic event and/or practice will be decided at 12 noon of that day.

## **SECTION 5: COMMUNICATION**

**500. Coaches will have addresses to away games. If needed directions will be provided.**

### **501. LINES OF COMMUNICATION**

During the season, there may be times when you may have a question, concern, or a problem that must be addressed. If so, we ask that you please use the following line of communication. NOTE: This line of communication should be skipped and an administrator should be contacted immediately if the concern or problem involves a serious violation or safety issue.

- Step 1. The athlete should approach the coach.
- Step 2. The parent should contact the coach and athletic director.
- Step 3. The parent should contact the assistant principal in charge of athletics.
- Step 4. The parent should contact the principal.

## **SECTION 6: HEALTH**

### **600. WARNING**

The OHSAA dictates that a school district has a duty to warn students and parents of the risk of injury to which an athlete may be exposed by participating in a sports program. Even through the best conditioning programs, equipment, skills, and training, there is always a chance in any sport that a significant injury can occur.

### **601. WHEN AN INJURY OCCURS**

The school provides supplemental insurance coverage which can be purchased at the beginning of the year. When an injury occurs, this sometimes pays that portion of the expense which is not covered by your own personal insurance. There is also a catastrophic insurance plan that covers athletes through the OHSAA. If you need to use this coverage, please follow this procedure:

- Report the injury to the assistant principal in charge of athletics within 30 days of the injury
- Complete the claim form
- Attach bills and receipts to the claim form and send to the insurance carrier

### **602. ACKNOWLEDGMENT OF RISK**

In order for an athlete to participate in athletics at Sycamore, it is necessary that parents acknowledge the risk of serious injury that is inherent in athletic activities. This form must be signed and returned to the coach or athletic director prior to the start of the season. A copy of this form is listed in the Appendices.

### **603. HEALTH CONDITION ALERT**

If an athlete has been identified as having a significant health condition that may require emergency care (i.e. asthma, diabetes, seizure disorder, food/insect allergy, etc.), the school nurse should be notified by the parents that the athlete is enrolling in a school sponsored extracurricular activity. The nurse will then train the coach to respond appropriately.

## **604. MEDICATION FORM**

Please see the medication information and form on the next two pages.

### **DISPENSING MEDICATION AT SCHOOL**

Sycamore Community School District has a medication policy that is in compliance with the Ohio Revised Code. The following information is provided to help clarify your understanding of this policy.

1. **Medication should not be given at school** unless it is absolutely necessary for the health and wellbeing of the student.
2. **A physician's signed order** must be on file at school before prescribed medication or over-the-counter medication may be administered. It is also needed for students to carry inhalers or Epi-Pens (epinephrine auto-injectors). The following must be included in the order:
  - Name and address of the student
  - Name of the medication and dosage to be given
  - Reason for administering the medication
  - Times at which medication should be given
  - Dates the administration of medication is to begin and end.
  - Adverse reactions that should be reported to the physician
  - Special instructions (i.e. sterile conditions, storage, etc.)
  - Acknowledgement that the prescriber has provided the student with training in the proper use of the Epi-Pen.

**NOTE:** Any changes in a medication order require a revised statement signed by the doctor. If a student does not take a daily scheduled medication for more than 30 days, a new order is required.

3. Signed permission from the parent/guardian must be on file before prescribed medication or over-the-counter medication may be administered.
4. Medication must be in the original container.
5. Students may not transport medication to school. (Exceptions: inhalers or epi-pens, with a written doctor's order and parent permission for the child to self-administer in case of emergency, may be transported by a student. Parent is requested to provide a back-up inhaler, and required by law to provide a back-up dose of Epi-pen.)
6. A new physician's order and parent/guardian's permission is required each year for ongoing medication. All medication must be picked up at the end of the school year. If it is not picked up, it is discarded.
7. Only the school nurse, a substitute nurse, the principal, or a designated by the principal are authorized to administer medication at school. (NOTE: If an Epi-pen is administered, emergency services will be called.)  
Parents/Guardians are not permitted to administer medication to students on school property without a signed physician's order (see #2)

## **SECTION 7: AWARDS**

### **700. 110% AWARD**

This award shall be presented to athletes who have participated in a fall, winter, and spring sport during both their 7<sup>th</sup> and 8<sup>th</sup> grade years. Athletes must be on the team during the entire length of the season in order to receive credit. Intramurals do not count toward this award. Athletes will receive a plaque at the Spring Sports Awards Program.

### **701. THE ARCHIE GRIFFEN SPORTSMANSHIP AWARD**

This award shall be given to two 8<sup>th</sup> grade athletes in the school who has exhibited outstanding sportsmanship, Integrity, ethics, and a positive attitude during the entire year. The winner shall be announced on Awards Day and receive a certificate presented through OHSAA, an engraved plaque, and have their name printed on a permanent plaque at school.

### **702. SPORT SPECIFIC AWARDS**

An awards program will be held at the conclusion of the fall, winter, and spring sports season. The program is held in the evening and all athletes and parents are encouraged to attend.

## **SECTION 8: TEAM PHOTOS**

A professional photography company shall take photos of all athletic teams at the start of each season. Athletes interested in purchasing a team photo or having individual photos taken may do so on their assigned photo day.

Orders and money must be collected at the time the photo is taken. Each athlete shall receive an order form prior to his/her assigned day and time. There are a variety of packages offered which include different sizes and types of photos and keepsakes.

Photos should be received within three to six weeks of being taken.

## **SECTION 9: DIRECTIONS TO GMC SCHOOLS**

Please refer to the district website (Athletics – Directions) for specific directions to all GMC/Non GMC schools.