Sandusky Central Catholic School



Athletic Handbook

K-12

Revised 6/2015

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**Athletic Handbook Introduction**

Co-curricular activities are valuable in developing the individualized abilities and interests of SCCS students. Participation presumes that the students are of good character, meeting both the stated academic and discipline standards.

**Mission Statement For Sandusky Central Catholic Schools**

A faith community committed to:

Following Jesus

Living the Gospel by

Strengthening the body

Challenging the mind

Enriching the spirit

Forming future leaders for the Church and community

**Statement of Philosophy**

We believe that Jesus is at the center of our community.

We believe in educating the whole child – strengthening the body, challenging the mind, enriching the spirit.

We believe in a culture of life that promotes respect of self, others and for the community.

We believe that we must not only learn but also live our faith.

We believe that we are blessed with gifts to be used in the service of others.

We believe that the school is an important force in strengthening families, parishes, and communities.

We believe in continued academic and religious excellence.

We believe that we are charged by the people of God with the important role of developing future leaders.

1. School sponsored sports are encouraged by the administration, faculty, and staff members because of the values these diverse activities have in developing talents, social maturity, cooperation and loyalty.

SMCCHS is a member of the six school Sandusky River League (SRL).

Men

Baseball Golf (Co-ed Option)

Basketball Swimming

Cross Country Tennis

Football Track

Wrestling

Women

Basketball Cheerleading

Cross Country Softball

Swimming Track

Tennis Volleyball

Any student interested in participating should contact the athletic director or the coach. In many sports, there are varsity, junior varsity, and freshman level teams.

Sandusky Central Catholic has junior high school teams that compete in the Sandusky River League in the following sports:

Boys Girls

Basketball Basketball

Cross Country Cross Country

Football Cheerleading

Swimming Swimming

Track Track

Wrestling Volleyball

Any student interested in participating should contact the athletic director or the coach.

Sandusky Central Catholic offers the elementary school programs in the following sports:

Boys Girls

Cross Country Cross Country

Basketball Basketball

Football Volleyball

Wrestling

Sandusky Central Catholic School participates in the Diocesan Catholic Youth Organization program in volleyball for grades 4, 5, and 6.

Sandusky Central Catholic School participates in the Firelands (Boys) and North Coast (Girls) basketball leagues for grades 4, 5, and 6.

1. **Governance Authority**

Sandusky Central Catholic School is under the jurisdiction of the Diocese of Toledo. The Bishop of Toledo delegates the authority to operate the school to the Board of Directors subject to the particular laws, policies, and the procedures of the Diocese of Toledo and those set forth in the universal law of the Church as expressed in the Code of Canon Law. The diocesan bishop’s immediate representative at Sandusky Central Catholic School is the Board of Directors.

The line of authority runs directly from the Board of Directors of SCCS to the vicar, next to the building principal, next to the athletic director, and then to the individual coach.

1. **Code of Conduct**

An athlete is a representative of the school on and off the field of competition. Athletes are expected to set good examples. Conduct should be above standard in all situations in and out of school. Athletes should be respectful at all times and accept the full responsibility assumed as a member of the team or squad.

The team members are expected to be at all practices and events unless excused by their coach. Every effort should be made to notify the coach in advance if you are going to miss a practice or event.

1. **Expected Behavior**
2. All coaches, players, parents, spectators, and others involved with a team in the athletic program are expected to conduct themselves in a Christian manner, teaching and guiding the youth with a sense of fair play, sportsmanship, and acceptance of winning and losing in accordance with Christian ideals and the objectives of the athletic program. Head coaches have the obligation to correct any assistant coaches, team members’ parents, and/or spectators from his or her team for any behavior inconsistent with the Christian manner. It should be noted that all members of the athletic staff share the responsibility of enforcing the guidelines of the Athletic Handbook.
3. A coach, parent, or spectator guilty of any flagrant or un-sportsmanlike behavior will be penalized under the principal and/or athletic director. The coach, parent, or spectator may be suspended from one game to the remainder of the season, or permanently if the offense warrants. Additionally, the OHSAA Ejection Rule will be followed.
4. All coaches and spectators must realize these are parish and/or school sponsored events which are taking place in school facilities. They are subject to the policies outlined in the “Safe Schools Ordinance” (see Appendix II). Violations include, but are not limited to, physical contact or verbal threats to any game official, coach, participant, or spectator.
5. **Discipline**
6. Profanity, unacceptable gestures, stealing, cheating, physical or verbal abuse, harassment, hazing, vandalism, cheating, tantrums, un-sportsmanlike conduct or other unacceptable actions will not be tolerated. If at any time or any place, a student-athlete is involved in any of the above-mentioned behaviors, his/her actions will be dealt with by the head coach, principal, and/or A.D. Violations of a criminal or civil nature will be dealt with as prescribed in the SCCS Handbook.
   1. Punishment will be at the discretion of the head coach and/or Athletic Director and may include, but is not limited to, extra work at the direction of the head coach, suspension from athletic contest(s) and dismissal from the team. Note: Dismissal from the team requires approval of the Principal and/or A.D.
   2. Communication between the head coach and the Athletic Director is expected in these matters.
7. If at any time or at any place, a student-athlete is determined to have in his/her possession alcoholic beverages, tobacco, drug related paraphernalia, or drugs other than those prescribed by a licensed practitioner (M.D., D.O., or other licensed practitioner) or is found to be using or under the influence of the above mentioned by the school faculty, coaching staff, or law enforcement official, the student-athlete will be subject to disciplinary action. During the student-athlete’s four-year high school career at SMCC, which includes in-season, out-of-season and during the summer vacation time periods, school administration including the athletic director in conjunction with the head coach will:

FIRST OFFENSE

1. Notify parents and arrange a conference
2. The student-athlete and his/her parents must meet with the SCCS Administrative Team.
3. The student-athlete must undergo assessment by a licensed professional if deemed necessary by the Administrative Team.
4. The student-athlete will be suspended for at least 20% of the current athletic season and be required to perform 4 hours of community service on school property. Students not currently in a sport may face suspension during their next season of participation.

SECOND OFFENSE

1. Notify parents and arrange a conference.
2. Require student-athlete to participate in an assessment and drug-alcohol education program through an agency approved by SCCS.
3. Assign student a consequence, as outlined by the high school handbook.
4. The student-athlete will forfeit the current athletic season plus the next two seasons (whether or not the student-athlete participates) and be required to perform 10 hours of community service on school property. The last day of the school year is considered to be the end of the spring season. The fall sports season begins the next day. The student-athlete must forfeit any individual athletic awards, including letters earned and conference awards for the current season.

THIRD OFFENSE

The third offense is seen as a flagrant violation of SCCS policy and could result in the student’s expulsion from SCCS. The minimum disciplinary action to be taken will be:

1. Suspend the student-athlete from school for a minimum of three days.
2. Require the student-athlete to participate in a drug-alcohol education program through an agency approved by SCCS.
3. Prohibit student from any further athletic competition or participation of any kind while a student at SCCS. The student-athlete will forfeit all forthcoming awards, including varsity letters and conference awards.
4. Coaches are permitted to add additional training rules/discipline for their particular sport (i.e. curfew times). All student-athletes must be notified of the school training rules and any rules that a particular coach adds. This notification shall be made in writing. The extra training rules that a coach wishes to have for a particular sport must be approved by the athletic director, and a copy of these rules must be filed in the athletic director’s office prior to the beginning of that sport’s season.
5. Sandusky Central Catholic School will have no student-athlete represent our school with any artificial body markings (specifically tattoos) during any scheduled athletic contest. Any student-athlete who has an artificial body marking must have it covered at all times when representing our school. Means of coverage could be a T-shirt (if legal in that sport), band-aids, tape, high socks, etc. Any coach who has a student-athlete with an artificial body marking that becomes visible during that contest must remove that student-athlete from the contest immediately.
6. Student-athlete’s haircuts, hair color and facial hair must meet the school dress-code regulations. Student-athletes may be withheld from athletic competition by the head coach, athletic director, or principal if his/her personal grooming and dress do not positively represent SCCS. Student suspension from participation requires the approval of the principal.
7. **Absenteeism**
8. Practice Absenteeism – Every head coach must have his/her own rules as to absenteeism from practice. These rules are part of the head coach’s training rules and must be on file in the Athletic Director’s office prior to the first day of the season’s practices.
9. School Absenteeism – It is the school’s policy that athletes need to be in school and attending classes.
   1. In order to practice for and participate in athletic contests, for a given day, student-athletes must be in school and attending classes not later than 9:00 am.
   2. Students must remain in school the entire day, unless excused by the athletic director. If a student-athlete is too ill to attend classes, he/she should not be permitted to take part in any athletic practices or contests that day.
   3. When a student-athlete is absent on a Friday, the athletic director in conjunction with the head coach will determine Saturday/Sunday eligibility.
   4. Illness on the day before a vacation will not prohibit a student-athlete from participation during that vacation period once the above “Friday” rule is met.
   5. Exceptions to these rules would include, but are not limited to, doctor’s appointments, funerals and college visits, and must be approved by the athletic director.
   6. Student-athletes are expected to be in school on time. Late night contests grant no privilege for the student being late for school the next day.
   7. Approved Absences – A student-athlete shall not be penalized by a coach or withheld from competition for missing practice or a game to attend a school sanctioned event. i.e.: Model U.N. Note: this would not apply to personal approved absences such as a family vacation. It is the student-athlete’s responsibility to communicate with their coach with at least one week’s notice of any conflict at a school sanctioned event.
10. **Eligibility**
    1. **Academic Eligibility –** We strive, as a school, for academic excellence. Academic eligibility for sports participation and all co-curricular activities is an effort to encourage our student athletes to maintain high academic standards and to balance this with their co-curricular efforts. To be eligible to participate in any co-curricular, with the exception of house system activities, at Sandusky Central Catholic School, we establish the following guidelines which meet or exceed OHSAA (Ohio High School Athletic Association) guidelines.
11. A high school student-athlete (grades 9-12) must have been in school and received credit during the immediate preceding quarter in subjects which count five one credit courses, or the equivalent per semester toward graduation unless the student has just been promoted to ninth grade. At the beginning of each grading period, a student must have passed at least five full credits and have a 1.7 GPA or higher to be allowed to participate in practices. Otherwise, they are ineligible for the entire quarter. (OHSAA Bylaws and Sports Regulations 4-4-1)
12. If a student falls below a 1.7 GPA but has zero F’s they can remain eligible by regularly attending study table. A schedule for study table will be determined by the athletic director and study table advisor.
13. A junior high student-athlete (grades 7-8) must be enrolled in a minimum of 5 one credit classes along with required special classes (art, music, health, physical education, etc.).
14. Eligibility will be determined by the previous quarter grade for each academic course including Religion. All students will be reviewed every two (2) weeks. Each student must maintain a minimum grade point average (1.7 for grades 7-12) and have no more than one (F) grade.
15. During a student’s 8th grade year, the last quarter of the current 8th grade year will deem eligibility for the following 1st quarter of the next school year. For entrance into High School, state eligibility regulations are utilized. Eighth grade students must have passed 75% of courses taken. (OHSAA)
16. A 5th or 6th grade student participating in athletics may have no more than one “F”. Eligibility will be determined by the previous quarter grade for each academic course including Religion. All athletes will be reviewed every two weeks and must maintain academic eligibility.

**Regulations for Eligibility**

1. While the student is ineligible, he/she may continue to practice and condition with the organization, however, he/she may not participate in any competition, performance, or activity.
2. If a student is ineligible the previous academic eligibility weeks, and raises his/her grade up to the minimum during that academic eligibility period, he/she will be deemed eligible the day of the next two (2) week grade check. Quarterly ineligibility excludes student athletes from becoming eligible during two week grade check periods.
3. Frequent failures in subject areas may result in specific academic contracts for students to facilitate academic success and the student athlete’s return to or continuation of active participation in sports.
4. The last day of the school year is considered to be the end of the spring season. The fall sports season begins the next day.
   1. **Conduct Eligibility** Any athlete may be put on probation, suspended for a period of time, or dismissed from a team by school administration for violating the following:

1. Behavior standards as set forth by the philosophy of SCCS and its coaching staff

1. Repeated violations of the rules and regulations of the school
2. For reasons deemed serious in nature by the coach, athletic director, and school principal in that the student-athlete does not represent the school in a positive manner. Note: See Disciplinary Action form (Appendix VI) for required signatures and filing
3. Any student serving an in-school or out-of-school suspension is ineligible on the day(s) of the suspension for athletic practice and/or competition.
   1. Any out-of-school suspension may result in a student-athlete’s exclusion from athletic contests as determined by the principal and/or AD.
4. Any student-athlete quitting or dismissed from an interscholastic sport shall not be eligible to try out for any other interscholastic sport conducted during the same season. The student-athlete who quits or is dismissed from a sport may not participate in workouts for an upcoming sport without the consent of both coaches involved, with final approval by the Athletic Director. (Example: A boy who quits or is dismissed from the basketball team may not try out for wrestling. Also, during the same winter, he may not participate in baseball workouts without the consent of both the Head Basketball Coach and Head Baseball Coach.)
5. Exceptions:
   1. Any student-athlete cut from a team during tryouts may try out for another sport that same season.
   2. Any student-athlete showing verification to the Athletic Director from a doctor that he/she can no longer participate in a sport for medical reasons may be allowed to try out for another team during the same season or participate in workouts for an upcoming sport with a doctor’s approval.
   3. **Dual Sport Eligibility**
6. The athlete must make application to the Athletic Department.
7. The athlete must have sophomore, junior or senior status.
8. The athlete must have a minimum of a 2.25 GPA to be eligible and maintain this status for all grading periods to follow.
9. The athlete must declare a primary sport, indicating which sport will take precedence in the case of conflicts on days of competition.
10. The coaches of both sports involved, the athlete and his/her parents must all agree to the terms of participation as stipulated above, as well as a written practice and game schedule.
11. **Safety**
    1. **Physicals and Required Forms**
12. All participants in the athletic program are required to be examined by a physician once a year and have a physical form on file at the school before being allowed to practice.
13. Athletes must complete an emergency medical form which will be on file at school and a copy which will be carried by the coach to all games and practices.
14. A parent approval form and agreement to abide by eligibility and training rules form must also be on file at the school.
15. Every player must give written assurance that he/she is insured by his/her parents or legal guardian through an acceptable insurance program. SCCS in no way will assume responsibility for injuries sustained in games or practices.
16. Ohio Department of Health Concussion Information Sheet must be completed and on file at the school.
17. A transportation release form along with a copy of car insurance must be on file for a student to be released from riding the bus to or from sporting events.
    1. **Athlete’s Safety Responsibilities**
18. Athletes may not enter the immediate practice area/fitness center nor engage in activity without a coach being present and indicating that practice may commence.
19. All required forms must be on file at the school before an athlete may participate in practice.

**V. Meetings, Team Membership, and Practice**

1. **Meetings**

There will be a parent meeting at the beginning of each season, determined by the Head Coach and Athletic Director. This is an OHSAA requirement.

1. **Team Membership**
   * 1. In the case of a large number of athletes coming out for a particular sport, the coach may be required to reduce the team size to a certain level.
     2. The coach may use tryouts to choose members of the team.
     3. Multiple teams may be created at the middle school level to accommodate larger numbers of student-athletes.
     4. Late admission to any sport will be permitted only under the following conditions:
2. A conference must be held with the athlete, parent and head coach of the sport.
3. If approval is given, the athlete will play only when the coach and athletic director deem he or she is ready.

**C. Practice**

There is to be no practice for sports teams on Sunday before 2:00 p.m. in order to encourage student-athletes, families, and faculty/staff to attend Sunday worship.

**VI. Game Day Dress Policy**

Student-athlete’s attire and appearance at his/her sport’s competition will be appropriate for students at SCCS.

**VII. Policy For Adding New Sports to SCCS**

At Sandusky Central Catholic School, our mission is to provide a quality based, comprehensive program to allow all students the opportunity to participate in one or more athletic activities throughout the school year.

If a group of interested individuals felt it necessary for SCCS to consider adding an additional varsity sport, certain criteria must be met for that request to be granted. The process would start by petitioning the Board of Directors of SCCS to consider adding an additional sport.

In order for the Board of Directors to consider such an action, the interested group must take a leadership role in ensuring that the additional sport would meet the school’s definition of a “quality program”. For this purpose, we have defined a quality program as:

1. Adequately funded. This would include multiple years in to the future.
2. Has sufficient numbers of interested participants.
3. Provides proper facilities to play and practice.
4. Has qualified coaching staff.
5. Provides sufficient equipment.
6. Has an adequate source of competition within a reasonable travel distance.
7. Has community support.
8. Supports the vision and mission of our School.

The intended new sport must be included in the Ohio High School Athletic Association roster of sanctioned championship sports. Additionally, it is highly recommended (but not mandatory) that the additional sport in question be recognized by the Sandusky River League as a sport qualified to count toward the All Sports Trophy presented annually by the Conference. The Sandusky River League provides a great deal of support in the management and administration of all of the Conference’s sanctioned sports to its member schools. To add a new sport to our program without this support would require significant extenuating circumstances.

After all of the above-required items have been met, the Board of Directors could consider the requested action. In their decision, the Board could mandate operation of the new sport as a “club” sport or extracurricular activity for a probationary period of time. At the conclusion of that probationary period, a decision could be made to continue club status, approve varsity status, or eliminate the activity all together. In any case, all decisions made by the Board of Directors shall be final.

**VIII. Club Sports**

From time to time, non-varsity sports are offered for participation at SCCS. These sports are sponsored by, and administered under the guidelines as spelled out in this Handbook. All sections of this handbook apply to all approved club sports.

At this time we currently have one club sport offered at SCCS: P.A.W.

If a group of interested individuals felt it necessary for SCCS to consider adding an additional club sport, the same criteria for adding a varsity sport must be met for that request to be granted. The process would start by petitioning the Board of Directors of SCCS to consider adding an additional club sport.

**IX. Traveling Teams**

There are some organizations that are not directly, but rather are indirectly connected to our School. These are traveling teams. These groups are separately organized, separately administered, and must have entered into a written agreement with the School to use our facilities. Several points of understanding apply here:

1. These traveling teams are not part of an SCCS affiliated league.
2. All coaches are required to subscribe to the guidelines stated in Section II, Code of Conduct, and Expected Behavior of this Handbook prior to entering into a written relationship with SCCS.
3. All student athletes, whether or not an SCCS student, are required to follow our Code of Conduct as enumerated in this handbook, while on our premises.
4. Invitation to participate is solely at the coaches’ discretion.
5. These coaches are not members of the SCCS Athletic Department.

**X. Social Media Policy**

Student-athletes are high-profile representatives of the Sandusky Central Catholic School District and their behavior is subject to scrutiny. The actions of a single student-athlete, as well as their parents, can reflect positively or negatively not only on the individual student-athlete, but also on his or her team and coaches, the Athletic Department, and the entire school. Student-athletes and their parents are expected to conduct themselves with honor and dignity at all times including when interacting on social networking websites and in other online environments.

This social media policy serves to:

* + - * Provide recommendations and suggestions for student-athletes and their parents to use social media in a safe and responsible manner
      * Outline important rules that student-athletes must follow when using social media

1. Any postings or communications via social networking sites which disrupt either the educational or athletic environments or which advocate the violation of any school or team policy is unacceptable.
2. Student-athletes or their parents may not post any pictures, information, or other content that might cause embarrassment to themselves, fellow student-athletes, teams, coaches, the athletic department, or school.
3. Student-athletes or their parents may not post any content that is unsportsmanlike, derogatory, demeaning, or threatening toward any other individual.
4. Student-athletes or their parents may not post any content that would constitute a violation of the SCCS Code of Conduct.
5. Student-athletes or their parents may not post any information that is sensitive or personal in nature or is proprietary to the athletic department or the school which is not public information (Examples: tentative or future team schedules, student-athlete injuries and eligibility status, travel plans/itineraries, or other sensitive information)

Failure to adhere to these rules will constitute a violation of the Athletic Code of Conduct and will be handled accordingly.

**Appendix I. Blood-borne Pathogens**

While the risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood-borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to the following:

1. The bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the uniform, it must be changed before the athlete may participate again.
2. Routine use of gloves or other precautions to prevent skin and mucus membrane exposure when contact with blood or other body fluids is anticipated.
3. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
4. Clean all blood contaminated surfaces and equipment with a solution made from a proper dilution of household bleach (CDC recommends 1:10) or other disinfectants before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of or disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling boldly dressings, mouth guards and other articles containing body fluids.

**Appendix II.** Emergency Contingency Plan

**Safe School Ordinance**

Whoever unlawfully assaults, strikes, threatens or menaces a teacher, instructor, professor, person in charge of a class of students, or any employee of any school, college or university, while in the performance of their duties, or whoever disrupts, disturbs, or interferes with the teaching of any class of students, or whoever disrupts, disturbs, or interferes with any activity conducted in a school, college or university building, or upon the campus or grounds thereof, or in any public place, or whoever improperly and unlawfully assaults, strikes, threatens, menaces, follows, pursues, or lays hands upon a student or other person in a school, college or university building, or upon the grounds or campus thereof, or upon the way to or from any school, college or university or on the way to or fromany school, college or university sponsored activity, shall, upon conviction, be guilty of a misdemeanor of the first degree.

Schools are encouraged to establish a safety code or procedure which alerts all personnel to potential or imminent danger. Principals and teachers should also take great care when meeting with parents or other persons who are exhibiting angry or volatile behaviors or have the potential for these behaviors. Another staff person (pastor, secretary, or teacher) should be present at these meetings.

All threats by students, parents or others will be taken very seriously. They will each be investigated carefully and referred to police when any question of disruption or risk of serious harm appears to exist.

The emergency operation plan (Crisis Plan) details how the school will operate during critical incidents affecting students, faculty, staff or facilities. It is designed to provide guidance for personnel who discover or are notified of any emergency situation.

**Appendix III**. Injury Report Form

**Sandusky Central Catholic School**

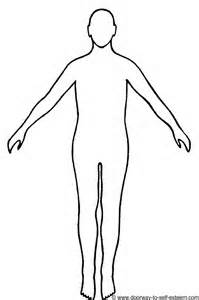
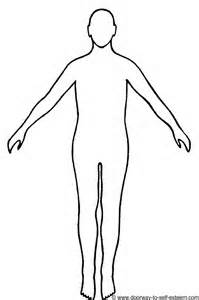
**Incident Report Form**

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Date of Accident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Accident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Accident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Person Injured: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Body Part Injured: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Front of Body Back of Body

Description of Accident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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First Aid Given: Yes No By Whom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian/Spouse Notified: Yes No

Time Notified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Who did you speak with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Further medical treatment received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Completing the Accident Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Guidelines for the Form:*

1. *A form is to be filled out when a student is injured during school hours, during a school sponsored activity or when a student reports receiving an injury on the way to or from school.*
2. *A form is to be completed in those instances serious enough to require a call to the parent and/or those instances requiring medical treatment.*
3. *The form is to be completed by the person supervising the activity, the person giving first-aid or the person witnessing the accident.*
4. *When medical treatment is recommended or a parent determines that they will seek medical attention, the parent will be encouraged to submit a follow up report to the school.*
5. *The form should be reviewed by the administration and signed prior to being placed in the student’s permanent file.*

**Appendix IV.**  Emergency Medical Authorization Form

**SANDUSKY CENTRAL CATHOLIC SCHOOL**

**EMIERGENCY MEDICAL AUTHORIZATION FORM YEAR \_\_\_\_\_\_\_\_\_\_**

***Circle Campus:*** Holy Angels Sts. Peter & Paul St. Mary St. Mary Central Catholic High School

Grade \_\_\_\_\_\_ Room \_\_\_\_\_\_\_

Student’s Name **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** D.O.B. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Optional)

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_

***Note: It is the responsibility of parents and guardians to notify the school* if *changes to this form are to be made.***

Parent/Custodial Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother’s home address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_

Mother’s Daytime Phone/Ext. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell/Pager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workplace \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s home address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Daytime Phone/Ext. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell/Pager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workplace \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list three additional people we might contact if unable to reach parent/guardian.

I. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose: To enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents or guardians cannot be reached,

***COMPLETE EITHER PART I OR PART II* (ON *BACK)***

**PART I** - **TO GRANT CONSENT**

In the event reasonable attempts to contact me or other parent/guardian have been unsuccessful, I hereby give consent for (I) the administration of any treatment deemed necessary by Dr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (preferred physician) or by Dr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (preferred dentist) or, in the event the above mentioned physician/dentist is not available, by another licensed physician or dentist; and (2) the transfer of the child to Firelands Main Campus North/any hospital within reasonable distance.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

Facts concerning the child’s medical history, including ALLERGIES, MEDICATIONS being taken, and any physical impairments to which a physician should be alerted are:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any immunization updates, please include date administered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I also grant permission to the school nurse to share medical information with school personnel who have a need to know such details in order to best serve my child.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Parent/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OVER**

**PART II – REFUSAL TO GRANT CONSENT**

I **do not** give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take no action or to:

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Parent/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appendix V.** Transportation Release Form

**Appendix V.**

**SMCC Transportation Release Form**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sports: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Providing Ride Home (Must be 21 years of age or older):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Car Insurance Company of Person Providing Transportation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Approved: \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ryan C. Wikel

Athletic Director

**\*\*Please provide a copy of car insurance or the form will not be approved.**

**Appendix VI**. Disciplinary Action Form

SANDUSKY CENTRAL CATHOLIC SCHOOL ATHLETIC DISCIPLINARY ACTION FORM

NOTE: THIS FORM IS TO BE COMPLETED AND RETURNED TO BUILDING ADMINISTRATORS WHENEVER A DISCIPLINE SITUATION CONCERNING AN ATHLETE RESULTS IN A DISRUPTION OF PRACTICE OR GAME RESULTS IN A PAREENT MEETING, OR ANYTIME A DISCIPLINE SITUATION NEEDS TO BE DISCUSSED WITH AN ADMINISTRATOR. IT IS ALSO TO BE COMPLETED WHENEVER INCIDENTS OF ANY KIND OCCUR ON BUSES OR AT AWAY CONTESTS.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sport:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s) of Athlete(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Coach filing report:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where and when did this incident take place? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly describe the incident leading to this report:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe initial remedial actions taken by the coach:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What was the response of the athlete to the remedies which caused the situation to escalate?\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What steps were taken by the coaching staff to restore order and continue with the practice or

contest?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was proper due process according to the Athletic Handbook and the rules of the particular program accorded the athlete? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Coach(es) involved or witnessing.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrative steps taken with regard to this incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Coach acknowledging administration review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Copies of this report will be placed in the coach’s file, the student’s personnel file, submitted to the Superintendent and sent to the parent.

**Appendix VII**  Permission Slips

**DIOCESAN SCHOOL**

**FIELD TRIP PERMISSION SLIP**

**(when using privately-owned vehicles)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has my permission to take part in our School’s\_\_\_\_\_\_\_\_\_\_\_

(Student) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ field trip. Everyone transporting our School’s students is

(Purpose)

required to have his/her own personal liability insurance and to be responsible for the care of our students. As this student’s parent or guardian, I release the School, Catholic Youth & School Services, and any associated person or agency from any claims in consideration for the opportunity to participate in this program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date) (Name)

**Appendix VIII.** Weapons Policy

**HOUSE BILL 12**

Effective April 8, 2004…”Pursuant to Ohio Revised Code section 2923.122, no person shall knowingly possess, have under the person’s control, convey, or attempt to convey a deadly weapon or dangerous ordinance onto these premises. A valid carry concealed license does not authorize the licensee to carry a weapon onto these premises. Violators will be prosecuted.”…

**IX. Acceptance of Policies**

I have read the Sandusky Central Catholic Athletic Handbook, understand its contents, and agree to adhere to the policies contained herein.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Student-Athlete Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Student-Athlete Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Parent/Guardian Signature Date