

GRAND RIDGE GRADE SCHOOL
PARENT/STUDENT ATHLETE HANDBOOK

Revised August 2017

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GRAND RIDGE GRADE SCHOOL EXTRACURRICULAR POLICY

PHILOSOPHY

The primary mission of this school district is to provide each student with a total educational experience that will prepare him/her for the future responsibilities of high school. Extracurricular activities are just one vehicle offered to students in an effort to accomplish this vision. Academic performance is Grand Ridge School's primary focus. Extra curricular activities at Grand Ridge Grade School will focus on participation at each team's ability level. Specific goals should include sportsmanship, learning the rules and skills of the activity, and applying them within a competitive atmosphere. *The 5th and 6th grade teams are viewed as a learning ground for future participation in IESA events, and will be held to the same standards as other IESA participants. Furthermore playing time may be more equally distributed according to the coach of the activity.*

PARTICIPANTS

Any student who wishes to participate in an extracurricular activity during their school experience may do so if they meet the academic and behavioral expectations as outlined in the Student-Parent/Guardian Handbook and as stated below. These guidelines represent the Grand Ridge School District Policy for student participation in all extracurricular activities.

ACADEMIC POLICY

2.043 For all IESA activities, athletic as well as non-athletic, passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity.

2.044 The eligibility check shall be the same day each week unless school is not in session; then it must be taken on the last day of student attendance that week.

2.045 Grades shall be accumulative for the school's grading period.

2.046 In cases where a contest has been postponed or re-scheduled, the current week eligibility shall be used to determine a student's eligibility. For example, a contest is scheduled to be played on Tuesday and because of poor weather, the contest is rescheduled for two weeks later. A student who was grade eligible for the originally scheduled game but is ineligible during the week of the rescheduled game is not eligible. Conversely, a student who was ineligible the week of the originally scheduled game and is grade eligible the week of the rescheduled contest is eligible to play. (IESA July 2012 School By-Laws 2.00)

Most important to note is that "passing per week" is determined by measuring a student's performance on a cumulative basis from the beginning of a school's grading period (nine-week period) through the date on which the check is made. The check should not reflect only a given school week's scholastic performance (unless it is the first week of the quarter); rather it should reflect the student's cumulative performance through the date of the check.

Any student receiving 1 or more F's or 3 or more D's on a report will be ineligible and required to attend homework club on Monday and Thursday. If the student fails to attend homework club, he or she will be ineligible for the following week.

Teachers will post grades electronically to the office on the second to last day of attendance for that academic week. Student eligibility or ineligibility is then affected on the Monday following the date of the check. Please note that the student is not permitted to play on Monday thru Saturday because of last week's failure to meet the grade requirements. A student becoming scholastically ineligible by the weekly eligibility check must remain ineligible for one full calendar week before possibly becoming eligible again.

Any student who is ineligible will participate in homework program for the week of ineligibility in order to complete the necessary work to raise the grade. If the student fails to complete this requirement, they will remain ineligible for the following week. **The student may attend practice for the week of ineligibility.**

A 2nd *academic* suspension received during the activity's season will result in not attending the team's games for that week. This is to better use time for completing assignments to bring the student's grades up.

A 3rd *academic* suspension received during the activity's season will result in suspension for the remainder of *that* season. Three suspensions will result in dismissal from the team/activity.

Although 5th and 6th grade students are not governed by IESA and are therefore not subject to the same eligibility requirements as 7th and 8th graders; however, Grand Ridge Grade School, as well as the Vermillion Grade School Conference will hold all students to the same standards in order to prepare them for future athletic participation. 5th and 6th grade extra curricular activities are viewed as a learning ground to develop needed skills and should prepare student athletes for the academic, as well as physical discipline they will need to be successful.

CONDUCT POLICY

Any student receiving 3 ODR's (Office Discipline Referrals) in a single season will be suspended for one week upon receiving the third ODR. The fourth ODR will result in an additional week suspension. A fifth ODR will result in suspension for the remainder of the season.

Student's receiving 2 conduct detentions within a single season will be suspended for a week. Upon receiving a third conduct detention in a single season will result in suspension for the remainder of the season.

A student will be dropped from an activity upon the third suspension due to academic and/or conduct ineligibility for the remainder of that activity's season.

PHYSICAL EXAMINATIONS

Students participating in athletics are required to have a recent physical examination, paid for by the parent/guardian, before participating. This examination must be on file with the school prior to the child practicing.

Participants without physicals are expected to attend and observe practices until physicals are received.

INSURANCE

All students participating in athletics are required to carry family health insurance or purchase school accident insurance. The school will not be responsible for any expenses incurred because of injuries an athlete might sustain while participating in either practice sessions or contests.

Before a student may participate in practices or events, the parent/guardian must purchase school insurance or sign the insurance waiver. Players are expected to attend and observe practices until proof of insurance is received.

FEEES

Participants need to pay a **\$30.00** rental fee for the uniform in each sport, cheerleading, and academic team they participate in except for baseball or softball. Baseball has a fee of **\$45.00** and Softball has a fee of **\$35.00**. This pays for the **\$30.00** uniform fee and the cost of the hat shorts that the participant will be able to keep.

ITEMS THAT MUST BE TURNED IN PRIOR TO PARTICIPATION

Physical Exam (athletes only)

Insurance Waivers

Concussion Policy

Signed Extra-Curricular Policy by Student(s) and Parents ONCE PER YEAR PER FAMILY

LEVELS OF PARTICIPATION

Boys Baseball – 7th and 8th grade boys will Co-op a team with Deer Park School District. The purpose of the cooperative team is to expand opportunities in sports activities for students of the two districts that would not otherwise have the opportunity at their own school. This cooperative team will not reduce participation for students in any of the two cooperating schools. The 6th grade students will be invited to participate if additional members are needed. The 5th grade students will be invited as needed. **Baseball will begin practices the first week of August with games beginning August 17th.**

Girls Softball – 7th and 8th grade girls will Co-op a team with Deer Park School District. The purpose of the cooperative team is to expand opportunities in sports activities for students of the two districts that would not otherwise have the opportunity at their own school. This cooperative team will not reduce participation for students in any of the two cooperating schools. The 6th grade students will be invited to participate if additional members are needed. The 5th grade

students will be invited as needed. **Softball will begin practices the last week of July with games beginning August 10th.**

5th and 6th Grade Basketball – 5th and 6th grade girls will form a team, and 5th and 6th grade boys will have a separate team. The 5th and 6th grade basketball is not affiliated with the IESA, but all student athletes will be governed by the IESA policies in case 6th grade boys or girls play up on the 7th grade team. **5/6 Girls Basketball will begin practices the first week in September with games beginning around September 14th. 5/6 Boys Basketball will begin practices the third week in October with games beginning around November 2nd.**

5th, 6th, 7th, & 8th grade boys and girls track-All track participants will be governed by the IESA. There are only two teams in track boys and girls. **Track will begin practices the first week in March with Track Meets beginning about March 17th.**

7th & 8th Grade Boys Basketball – Each grade has a team. **7/8 Boys Basketball will begin practices the third week in October with games beginning around November 2nd.**

7th & 8th Grade Girls Basketball – Each grade has a team. **7/8 Girls Basketball will begin practices the first week in September with games beginning around September 14th.**

6th, 7th, & 8th Grade Girls Volleyball – Each grade has a team. The 6th grade volleyball is not affiliated with the IESA, but all student athletes will be governed by the IESA policies in case 6th grade girls play up on the 7th grade team. **6/7/8 Volleyball will begin practices the first week in December with matches beginning January 6th.**

Cheerleaders – Cheerleaders will be sponsored at 7th, and 8th grade, and at the 6th grade if insufficient numbers warrant. Girls or boys wishing to participate may do so. If cheerleaders are also participants on other teams/activities, participation in the game or meet takes precedence over cheering. Cheering in a game takes precedence over practices for other events.

Academic Team shall be comprised of 7th and 8th grade students, 6th graders may be invited to participate if low numbers warrant.

Athletes may participate on a club team while participating on a Grand Ridge Grade School team in the same season. This will follow the same guidelines above and below, **ALL** school sponsored games/events will take precedence over other practices.

In essence this policy dictates that in the event of a conflict, competitive events in **ALL** activities take precedence over **ALL** practices.

ROSTERS AND PLAYING TIME

Rosters will be limited to no more than the amount of starters doubled plus two players. This would mean Baseball and Softball will have no more than 20 athletes. Basketball will have no

more than 12 players per team. Volleyball will have no more than 14 players per team. Track and Academic team will vary. Participation on any team does not guarantee any specific amount of playing time. The amount of time any participant plays will depend on the number of members on the team, the attendance at practice, the amount of effort put forth, the game circumstances, and coach's judgment. *Rosters will be set after the 1st week of practice, (with the exception of move-in students).*

PLACEMENT OF PLAYERS ON TEAMS

1. During regular season play, and within IESA guidelines, students may be moved up/down a grade level team according to the following guidelines. All recommendations to move students between grade level teams will be made by the Coach and Athletic Director and approved by the Administration and parents.

- a. Temporary transfers may be made between teams due to a temporary loss of participants on one team and subsequent inability of that team to support a roster that includes substitutes.
- b. Students may be moved up for the duration to the 6th, 7th, 8th grade teams if those teams do not have enough participants to support a roster that includes substitutes.
- c. If the 5th grade team does not have enough participants to support a roster, they will combine with the 6th grade team to form two teams.

During playoffs, students may be moved up a grade level. Also during playoffs, students who were moved according to point 1b will continue to play on the regular season team to which they were assigned. In addition, they may be asked to play on their own grade level team during the playoff season. All recommendations to place students up/down a grade level for playoffs will be made by the Coach and Athletic Director and approved by Administration and parents.

Participation in conference and State Tournaments will follow the IESA rules. The roster will be comprised of the students in the designated grade up to 15. If more than 15 participants are on the team, coaches will determine who does not make the roster using the same procedure outlined in Paragraph 1 above to determine playing time. If less than 15 participants are in the designated grade, the coaches may bring up enough players to fill the roster.

The school will conduct a survey each year during the second semester to assess the level of interest in the extra curricular programs. This task will aid in planning for the next year's program, as well as approximating the numbers of participants in each grade level. Baseball and Softball participants should notify the Athletic Director by the end of the school year or inform the school office by July 1st if they want to participate.

Participation does not guarantee playing time. Playing time is determined by the coaching staff and supported by the administration. Coaches will attempt to play all team members, when the situation presents itself.

COMMUNICATION

Communication is extremely important to the successful management of any program. Students who are not able to fulfill their commitment to practice or a game or activity must adhere to the following guidelines:

1. Student illness reported to the school office excuses a student from practice or a game. **If a student is not in school the full day of a scheduled event he/she cannot participate in the activity, unless they have a prescheduled appointment that can not be arranged outside of school hours. A doctor's note would need to be produced for prescheduled appointments** If a student is absent, they are not to attend a function on the given day.
2. Students are to communicate **directly** to their coach or sponsor any specific reason for absence from practice or event. Messages are not to be sent via other students. If the coach or sponsor is unavailable, the student should inform the administration or office staff, who will inform the coach/sponsor.
3. Repetitive absences from practices due to other outside commitments or responsibilities will be dealt with on an individual basis (i.e. parent/guardian visitation rights). Arrangements will be made between home and school in these situations.
4. Students who have paper routes, piano lessons, dance lessons, etc., are expected to make arrangements to meet this responsibility. Requests for adjustments in schedules need to be communicated to the coach. **Note:** Playing time will be affected by these absences.

FORMAT FOR FILING COMPLAINTS

Parent/guardian who has concerns or complaints regarding an extracurricular activity should pursue their complaints by addressing the following chain of command:

1. Set up a time with the coach or sponsor to discuss concerns. This meeting should take place at a mutually convenient time. The coaches will not be available after games for such discussions and ***should be contacted the following day*** to set up a time for meeting with the concerned parent/guardian. The following issues should be considered:

Appropriate issues to address with coach

Child's effort at practice
 Child's behavior at practice
 Skills that need improvement/practice
 Child's attitude

Inappropriate issues to address with coach

Coaching strategies
 Playing time
 Other athletes/participants

2. If resolution is not met after meeting with the coach or sponsor, then the parent/guardian of the student should refer the matter to the athletic director to set up a time when parent/guardian, coach or sponsor, and athletic director can meet to discuss the concerns.
3. If resolution is not met after meeting with the coach or sponsor, then the parent/guardian of the student should refer the matter to the athletic director and administrator to set up a time when parent/guardian, coach or sponsor, athletic director, and administrator can meet to discuss the concerns.
4. If resolution is not met through this meeting and the above options are exhausted and the parent/guardian are not satisfied with the resolution, they may then request a meeting with the superintendent and School Board if necessary to resolve their concerns.

These steps must be followed in the order presented.

PRACTICES

Practices will be held at Grand Ridge School. Generally practices held on Wednesdays will be in consideration of church related activities. Some practices take place on Saturdays. There may be optional practices on Sundays, which if missed **will not** affect playing time. In an effort to have quality practice time for each team, the schedule will be rotated. The schedule of practice will be developed and each team member will receive a copy of the practice schedule in a timely manner. Due to unforeseen circumstances, schedules may change. **In the event of a conflict, competitive events in ALL activities take precedence over ALL practices.**

NOTE:

- **Practices are closed to parent/guardians and visitors.**
- **Only players and coaches will attend practices.**
- **Neither siblings nor friends of players are to be at school unattended, nor are they the responsibility of the coach.**
- **Athletes may not stay on school grounds after school to wait for a later practice, without prior consent of the coach.**

*****EVALUATION OF COACHES***

Coaches will be evaluated during one game and one practice by the Athletic Director and/or Administration, and recommendations to retain or dismiss will be made to the Grand Ridge School Board.

ATHLETIC RULES

Acts of disobedience and/or misconduct will be reason for disciplinary action. Listed below are some specific violations of misconduct and the resulting penalties which may be imposed for any acts that occur on approved transportation vehicles, at extra-curricular events, or during or after practices; both on and off school grounds.

The Board of Education has directed the administration, coaches, sponsors, school employees, and/or authorized personnel to monitor disciplinary procedures and to direct observed violations to the appropriate authority.

PENALTIES

1. Possession or use of smoking materials.
 2. Possession or use of drugs or alcoholic beverages.
- Results in the dismissal from the activity for the remainder of the season.
1. Gross disrespect by either verbal or non-verbal means.
 2. Inappropriate behavior at either games or practices.
 3. Vandalism
 4. Fighting
 5. General horseplay – fooling around at practice or back talk to the coach.
- Penalty will vary due to the nature or severity of the offense up to a maximum of dismissal from the team for the remainder of the season.

1. Cutting practice or game without prior notification or valid excuse.
2. Failure to be picked up from practice or a contest in a timely manner.
 - First offense – a one game suspension.
 - Second offense – a one week suspension.
 - Third offense – dismissal from the activity.

1. Late to practice without a valid excuse.
 - First offense – a verbal warning.
 - Second offense – a one game suspension.
 - Third offense – a one week suspension.

1. Dismissal from an activity.
 - Results in a loss of awards for that activity.

The coaches may provide additional rules applicable to the individual sport.

PARENT/GUARDIAN ORIENTATION

Orientation meetings will be scheduled for all parents/guardians for children who wish to participate in an extra-curricular activity. **Three orientation** meetings will be held: in May for Fall Baseball, Softball, Cheerleading, and Girls Basketball; in September for Basketball and in December for Volleyball and Track. Parents/guardians must attend one of these meetings prior to participation in any activity. The coaches/sponsors and athletic director and/or administrator will be on hand to answer questions about the programs. The ethical behavior of coaches, sponsors, students and parents will be addressed.

All necessary forms will be available for parent/guardian signature. **If parents are unable to attend this orientation, they are to set up a meeting with the athletic director to review policy/rules before their child may participate.** Coaches will hold an additional meeting during the first week of practice for individual events. It is the parent's responsibility to help work concessions or admissions on their scheduled day or find a replacement.

STUDENT CODE OF ETHICS

I will remember at all times that I am a member of a team and I will not place my own self interest above those of the team.

I will not cast blame on my teammates, we will win together as a team and we will lose together as a team.

I will demonstrate self-control and respect for others, including officials, parents, spectators, coaches and other participants, at all times.

I will remember that participation in a school activity is a privilege that is not to be abused by un-sportsman/inappropriate conduct.

I will treat my opponents with respect, shake their hands after competition and congratulate them on their performance.

I will respect the integrity and judgment of the officials.

I will remember that improper behavior while in uniform reflects poorly upon my parents, my community, my school, my team, and me.

I will understand and abide by the rules of the game.

I will accept victory with grace and defeat with dignity.

I will remember that school is more important than my additional activities and I will give 100% in the classroom, just as I do in my activities.

PARENT CODE OF ETHICS

I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports/extracurricular by following this Parent Code of Ethics:

I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every contest, practice or other youth sports event.

I will be realistic about my child's physical ability and help them understand their role within a team concept.

I will place the emotional and physical well being of my child ahead of my personal desire to win.

I will insist that my child plays in a safe and healthy environment.

I will require that my child's coach be trained in the responsibilities of being a youth sports coach/sponsor and that the coach upholds the Coaches' code of ethics.

I will support coaches/sponsors and officials working with my child, in order to encourage a positive and enjoyable experience for all.

I will demand an environment for my child that is free of drugs, tobacco and alcohol and will refrain from its use at all extracurricular events.

I will do my very best to make extracurricular activities fun for my child.

I will ask my child to treat other players, coaches/sponsors, fans, and officials with respect regardless of race, sex, creed, or ability.

I will help my child enjoy the extracurricular experience by doing whatever I can, such as being a respectful fan, supporting the Booster Club/school, or providing transportation.

I will do my part to help maintain extracurricular activities at Grand Ridge Grade School by taking my turn to work events whether it is at the door or concessions.

If I am unable to fulfill my duties in working my assignment it is my responsibility to find a replacement or **I may be fined \$50** for not showing up.

COACHES'/SPONSORS' CODE OF ETHICS

I will place the emotional and physical well being of my participants ahead of a personal desire to win.

I will treat each participant as an individual, remembering the large range of emotional and physical development for the same age group.

I will do my best to provide a safe playing situation for my participants.

I promise to review and practice basic first aid principles needed to treat injuries of my participants.

I will do my best to organize practices that are fun and challenging for all my participants.

I will lead by example in demonstrating fair play and sportsmanship to all my participants.

I will provide an environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from its use at all school events.

I will be knowledgeable in the rules of each activity that I coach/sponsor, and I will teach these rules to my participants.

I will use those techniques appropriate for all the skills that I teach.

I will remember that I am a youth coach/sponsor, and that the game is for children and not adults.

I have read and agree to abide by the COACHES'/SPONSORS' CODE OF ETHICS.

SIGNATURE OF COACH/SPONSOR

A copy of these Ethics has been signed and is on file for each coach and/or sponsor for all extra-curricular activities at Grand Ridge Grade School.

SIGNATURE PAGE

Please return this form to the school office, coach, or sponsor prior to the first day of practice or activity.

SIGNATURE OF ATHLETIC DIRECTOR

We have read and understand the Grand Ridge Grade School extra-curricular policy.

I have read and agree to abide by the Parent Codes of Ethics.

SIGNATURE OF PARENT/GUARDIAN

I have read and agree to abide by the Student Codes of Ethics.

SIGNATURE OF STUDENT

SIGNATURE OF STUDENT

SIGNATURE OF STUDENT

DATE

Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include on or more of the following:	
<ul style="list-style-type: none"> • Headaches • “Pressure in head” • Nausea or vomiting • Neck Pain • Balance problems or dizziness • Blurred, double, or fuzzy vision • Sensitivity to light or noise • Feeling sluggish or slowed down • Feeling foggy or groggy • Drowsiness • Change in sleep patterns 	<ul style="list-style-type: none"> • Amnesia • “Don’t feel right” • Fatigue or low energy • Sadness • Nervousness or anxiety • Irritability • More emotional • Confusion • Concentration or memory problems (forgetting game plays) • Repeating the same question/comment

Signs observed by teammates, parents, and coaches include:	
<ul style="list-style-type: none"> • Appears dazed • Vacant facial expression • Confused about assignment • Forgets plays • Is unsure of game, score, or opponent • Moves clumsily or displays incoordination • Answers questions slowly 	<ul style="list-style-type: none"> • Slurred speech • Shows behavior or personality changes • Can’t recall events prior to hit • Can’t recall events after hit • Seizures or convulsions • Any change in typical behavior or personality • Loses consciousness

Adapted from the CDC and the 3rd International Conference on Concussion in Sport
Document created 7/1/2011

Concussion Information Sheet

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The Return-to-Play Policy of the IESA and IHSA requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all schools are required to follow this policy. You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:
<http://www.cdc.gov/ConcussionInYouthSports/>

Student-Athlete Name (Printed)

Student-Athlete Signature

Date

Parent/Legal Guardian (Printed)

Parent/Legal Guardian Signature

Date

**Adapted from the CDC and the 3rd International Conference on Concussion in Sport
Document created 7/1/2011**



MOHAWKS

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Ted N. Sanders, Superintendent
Terry Ahearn, Principal

We, the parents and/or natural or appointed guardians for ourselves and to the extent possible for the here an after named student or students, waive the athletic insurance requirement for participation at Grand Ridge Grade School, with the understanding that all injuries incurred will be covered by our own family policy with:

Name of Insurance Co.

Student or Student's Name

Signature of Parent/Legal Guardian

Date

We furthermore agree to hold the Grand Ridge Grade School, its Board members, officers, and employees harmless from any liability whatsoever by reason of aforesaid waiver of insurance requirements and to indemnify said school, its Board members, officers, and employees in the event of any liability in connection herewith. The Board of Education recommends that students participating in sports purchase the School Time Coverage.

"Large Enough to Educate You, Small Enough to Know You"