

ADDENDUMS

POLICIES

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ELK COUNTY CATHOLIC HIGH SCHOOL
COMPETITIVE EXTRACURRICULAR ACTIVITY
DRUG AND ALCOHOL POLICY

I. Purpose

Teachers, administrators, coaches, directors, and the Elk County Catholic High School recognize that the illegal use of drugs and alcohol pose a serious health risk to our students and their competitors. This illegal use also has a damaging effect on motivation, memory, judgment, reaction time, coordination, and performance. ECCHS considers extracurricular participation to be a privilege and to be voluntary for every student. Students volunteering to participate are expected to accept the responsibilities granted them by this privilege.

The obligation of good conduct, fair play, honest competition, and respect extend far beyond the actual contests to everything from bus trips to practices. Included in this obligation is the responsibility to represent our school and community in a manner that is consistent with exemplary behavior and responsible choices. To this end, Elk County Catholic High School has created an across the board drug and alcohol policy for all students in extracurricular competitive activities.

Elk County Catholic High School has designed this policy to create a safe environment that is drug and alcohol free for students by creating an incentive to say "NO." Moreover, this policy will identify students who are using drugs or alcohol and provide them with the necessary help in becoming drug and alcohol free.

II. Definitions

Alcohol – any malt, brewed or spirituous drink or beverage that contains alcohol, and if consumed in excess is capable of producing intoxication, including but not limited to, wine, wine coolers, beer, or liquor.

Competitive Extracurricular Activity – for purposes of this policy, these activities include but are not limited to the following: all varsity, junior varsity, and junior high sports (with cheerleading being recognized as a sport), concert band, marching band, jazz band, indoor drumline, and colorguard. These activities are also delineated by the fact the participants wear an official school uniform and are funded by the school or a parent support group.

Discovery – the process by which coaches, directors, administrators, or school personnel become aware that an infraction in the drug and alcohol policy has occurred. This process includes, but is not limited to, printed media accounts, radio or television broadcasts, police reports, and direct questioning of the student athlete or his/her parents.

Drug – any illegal controlled substance, as defined by state and federal statute, including prescription drugs not specifically prescribed to the student by a physician and all chemicals that release toxic vapors.

First Offense – a student will be charged with a first offense when an initial infraction has been verified

Hearing Board – A board consisting of the Headmaster, Principal, Vice-Principal, Athletic Director, and Head Coach/ Director of the activity involving the affected student.

Music Season: Each music season shall be designated as starting with the first official practice session and ends following the final competition for that particular season.

Reasonable Suspicion Testing – Drug and/or alcohol testing directed by school personnel following an accident or injury to persons or property the nature of which causes school personnel to believe that drug and/or alcohol use was involved, or when a school personnel can articulate objective observations of a student giving rise to a suspicion that a student is involved in drug or alcohol usage.

School personnel – school administrators, school athletic director, coaches, directors, and teachers.

Second Offense – a student will be charged with a second offense when the confirmation of a second offense is complete and the student has already been charged with a first offense.

Sports season – the PIAA (Pennsylvania Interscholastic Athletic Association) designates the beginning date for each sports season. Each sports season ends following the final competition for that particular season.

Student – any Elk County Catholic High School student or Saint Marys Catholic junior high level student participating in extracurricular competitive activity practices and/or contests under the control and jurisdiction of Elk County Catholic High School.

Third Offense – a student will be charged with a third offense when the confirmation of the infraction is complete and that same student has already been charged with a second offense.

III. Consent

As a private institution, Elk County Catholic High School reserves the right to impose sanctions on its students at any time during the course of a sports or music season for violations of its drug and alcohol policy. Prior to participation in the season, all students and their parent(s)/guardian(s) are required to sign a written General Authorization and Consent Form permitting reasonable suspicion drug and alcohol testing. The consent must be signed prior to the first date of practice for the activity's season. A student not signing the consent form prior to the first date of the activity's season may not compete in the activity until the consent has been signed. The authorization must be signed annually and will cover every competitive extracurricular activity in which the student participates that school year.

IV. Policy

destination of the laboratory including identification, labeling, sealing, and testing. Following the urinalysis, a certified laboratory will read the test results.

If a student refuses to take a drug test when selected, the School will follow the same procedures that would ensue had the student taken the drug test and tested positive for drug use.

If a drug test has been tampered with, or has been purposely contaminated, in any form, by a student being tested, the result shall be determined as positive.

If a sample tests positive for drugs, a confirmation test (second test) will be conducted by a certified facility. The confirmation test will re-test the original sample using the split-sample method to validate or negate the original result.

If a student has a positive drug test and a re-test is requested by the parent(s)/guardian(s), the cost of the re-test shall be the responsibility of the parent(s)/guardian(s).

If the result of the confirmation test is negative, no further action will be taken.

VII. Penalty

If the result of discovery or reasonable suspicion testing is positive: (1) the student's parent(s)/guardian(s) will be notified; (2) after speaking to the parent(s)/guardian(s), if there is no valid medical reason for the test to be positive, the athletic/band director will be notified; (3) A meeting will be conducted by the director with the student and the athlete's parent(s)/guardian(s); (4) The student will be required to participate in the Elk County Catholic High School Student Assistance Program (SAP). In addition, the student shall be suspended from the team/activity on which he competes.

First Offense – The length of the student's suspension from the activity shall be determined by the Hearing Board. The minimal penalty shall be 1-week suspension from practice and 1 week suspension from all contests. The maximum penalty shall be suspension for the remainder of the season.

The Hearing Board, in consultation with the Elk County Catholic High School Student Assistance Program, will determine the length of the suspension.

During any period of temporary suspension, the student is expected to attend meetings and practice sessions, although practice is prohibited. Allowing the student to continue to remain with the group will prepare him for eventual return to the activity. Moreover, continuing to be with the group may lend encouragement to a student who has violated the drug and alcohol policy.

If the parent(s)/guardian(s) and/or the student refuse to attend a scheduled meeting regarding a violation of the drug and alcohol policy, the athletic/band director may suspend the student from further athletic until the scheduled meeting has taken place with the parent(s)/guardian(s) and the student present.

- (A). Students will not purchase, attempt to purchase, consume, be under the influence of, or transport alcohol.
- (B). Students will not purchase, attempt to purchase, possess, transport, use or be under the influence of drugs.

Coaches/Directors will be the first-line of defense by knowing their students and identifying potential problems. Additionally, our coaches/directors will deliver a strong spoken message and continue to back-up that message with a consistent and positive interaction plan with their students.

Coaches/Directors do not have the ability to change or amend this policy for their individual activity.

V. Procedure for dealing with Students who violate the drug and alcohol policy

If discovery is made that a student has violated the drug and alcohol policy:

- (A). The student's parent(s)/guardian(s) will be immediately notified.
- (B). The athletic/band director will conduct a meeting with the student, the parent(s)/guardian(s), and an additional school administrator.
- (C). The student will be required to participate in Elk County Catholic's Student Assistance Program (SAP).
- (D). The student will be immediately suspended from the school-sponsored sport.

Coaches/Directors and school personnel shall make observations of students during practice and/or athletic events to determine whether any student is in violation of this policy. Drug and/or alcohol testing may be directed of a student who is reasonably believed or suspected to have violated this policy. Reasonable suspicion testing may be directed following any accident or injury to persons or property under circumstances that causes school personnel to believe that drug or alcohol use was involved. Reasonable suspicion testing may also be directed when school personnel is able to articulate objective observations of a student giving rise to a suspicion that a student athlete is involved in drug or alcohol usage.

VI. Drug Testing Procedures

School personnel, health care professionals, and/or testing laboratory personnel will administer a urinalysis to students directed for reasonable suspicion testing. A urine sample will be obtained from the student. The School shall designate a certified facility that will then test each urine sample for standard drugs as defined by the School for screening. If the test is positive, a confirmatory test will be conducted.

Administration of the urinalysis test is tantamount to using a public restroom; and the School will take every precaution to protect the student's privacy. The School will observe all the legal rules for chain of custody at both the collection and analysis sites. Chain of custody refers to the security of handling of the obtained urine sample from the point of collection to the final

If the infraction is drug related, the student would be required to take a drug test, at the parent(s)/guardian(s) expense, and return a negative reading before reinstatement to any competition will occur.

Per PIAA rules, any student athlete testing positive for anabolic steroids is automatically suspended for the season. See the policy under section "X".

Second Offense – A second offense of the Drug and Alcohol policy will result in suspension for a minimum of the rest of the season or a maximum of one calendar year from the time of the infraction as determined by the Hearing Board.

Third Offense – A third offense of the Drug and Alcohol policy will result in a minimum suspension of one year or a maximum of the remainder of the student's career for all interscholastic competition as determined by the Hearing Board.

VIII. Confidentiality

Elk County Catholic High School will not disclose the results of discovery, or of drug tests, to criminal or juvenile authorities without legal compulsion by valid and binding subpoena or other legal process, which Elk County Catholic will not solicit.

All correspondences, reports, conferences, and meetings among school personnel and with students and their parent(s)/guardian(s) will be treated with strictest confidentiality.

IX. Miscellaneous

Since the presence of any prohibited substance previously identified does not necessarily mean the student was in possession or under the influence of such substance on school premises, such detection will not result in suspension or expulsion from school. However, Elk County Catholic High School will continue to enforce its drug policies for possessing, using, maintaining, selling, or distributing drugs on school property or at school activities.

X. State Board of Education Anabolic Steroid Policy

Pennsylvania Act 1989-93 requires the School Board in every Pennsylvania school district to prescribe, adopt, and enforce rules and regulations to prohibit the use of anabolic steroids, except for a valid medical purpose, by any student involved in school-related athletics.

The Act also requires the School Board to prescribe the following minimum penalties for any student found in violation of the rules and regulations adopted by the School Board:

1. For a first violation, suspension from school athletics for the remainder of the season.

2. For a second violation, suspension from school athletics for the remainder of the season and for the following seasons.

3. For a third violation, permanent suspension from school athletics.

A student who has been suspended for violation of the School Board regulations shall not be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exists.

The penalties, which the law requires School Boards to adopt, are minimum penalties. More severe penalties may be adopted by individual school districts, and the actual penalties may therefore vary from school district to school district.

XI. Discovery

School personnel will have the authority to question any Student who they feel may have violated the Competitive Extra-curricular Activity Drug and Alcohol policy. If necessary, parents will be called to assist in this information-gathering phase. Students will NOT be questioned unless evidence or circumstance indicates a reasonable probability that a violation of the policy has occurred.

The Hearing Board would look favorably upon full disclosure of incidents by the student, and or his/her parents. This would be considered during the penalty assessment phase of this process.

Likewise, the Hearing Board would look unfavorably upon a tainted disclosure of incidents by the student, and or his/her parents. This would be considered during the penalty assessment phase of this process.

ECCHS Competitive Extracurricular Activity Reasonable Suspicion Drug Testing Permission Form

I hereby give permission for the Elk County Catholic High School, and its selected testing laboratory, to perform drug and or alcohol screenings on my son/daughter as a result of reasonable suspicion during the sports/music season. I realize the purpose and ramifications of the testing and will follow the guidelines set forth for positive tests.

I understand that my son/daughter will not be punished by school suspension or expulsion for a positive test result. However, he/she may be suspended from participation in the athletic competition for various periods of time for a first, second, or third offense. I

also understand that my son/daughter will be required to comply with specific guidelines for further athletic consideration as set forth in this policy.

I acknowledge that Elk County Catholic is committed to providing a safe, drug-free competitive extracurricular program. We appreciate this commitment, and pledge our support, encouragement, and cooperation. The cost of the test and, if necessary, the drug and alcohol evaluation, will be covered by Elk County Catholic High School. Re-tests and testing to return to athletic competition is at the expense of the parents. All test results will be maintained in a confidential manner.

Parent/Guardian Signature

Date

As a student athlete I agree to participate in the drug testing program. I have read and understand the information provided in this permission to test form.

Student Signature

Date

Student's Printed Name

Elk County Catholic High School Statement Relative to Girls Participating on Boys' Teams and Boys Participating on Girls' Teams:

Girls are welcome to try-out for and, if selected, participate on the following teams sponsored by Elk County Catholic High School:

- Girls' Cross Country
- Girls' Tennis
- Girls' Soccer
- Junior High Co-ed Soccer (7th and 8th grade students)
- Volleyball
- Golf
- Cheerleading – Fall, Winter, Competition
- Girls' Basketball
- Girls' Track & Field
- Softball

Boys are welcome to try-out for and, if selected, participate on the following teams sponsored by Elk County Catholic High School:

- Football
- Boys' Cross Country
- Boys' Tennis
- Boys' Soccer
- Junior High Co-ed Soccer (7th and 8th grade students)
- Golf
- Boys' Basketball
- Boys' Track & Field
- Baseball



Diocese of Erie

429 East Grandview Boulevard
Post Office Box 10397
Erie, Pennsylvania 16514-0397

August 18, 2014

Mr. Aaron Straub
Elk County Catholic High School
600 Maurus Street
St. Marys, PA 15857

Dear Mr. Straub:

As you know, the bishops of Pennsylvania have been working to formulate a strong policy regarding co-ed contact sports. Catholic schools, parishes, Catholic Youth Organizations and clubs strive to emphasize the spiritual and ethical dimension of athletic activities. The policy is designed to help us promote ways for youth to live out Gospel values as they grow personally, in relation to others and in their relationship with God.

The Diocese of Erie has had a long-standing policy restricting co-ed participation in both wrestling and tackle football. We are taking this opportunity to update our policy so we are united with the recommendations of the Pennsylvania bishops issued in June 2014. Please review the policy herein (tan paper) and keep a copy in your files.

We appreciate your attention to this important policy. It is our hope that it will help you in your efforts to teach Gospel-based values and help participants develop appropriate respect for themselves and others through competition and interactions in which dignity, integrity, fairness and moral strength are emphasized.

Sincerely,

Reverend Nicholas J. Rouch, S.T.D.
Vicar for Education

Douglas Chuzie
Director of Athletics

/kr

Enclosures: 2

cc: Mrs. Sandra Florig, Principal



DIOCESAN POLICY ON CO-ED PARTICIPATION IN CONTACT SPORTS

In the Catholic Schools and Parishes of the Diocese of Erie, athletic programs contribute importantly to the Church's religious mission and teaching ministry and play a vital role in the process of catechesis, in the nurturing of Christian discipleship and in the formation of the Christian personality. These programs would not exist in what are essential Catholic apostolates but for their role in developing a Christ-centered foundation for mature Catholic adulthood. Gospel-based values are taught and learned in these athletic programs by developing appropriate respect for self and for others through competitions and other forms of human interaction in which dignity, integrity, fairness and moral strength are emphasized. Christian witness to authentic Gospel values is given by all who are involved in these programs in the form of adherence to appropriate norms of conduct, decorum and moral discipline.

Preparation for Christian adulthood likewise involves the development and encouragement of appropriate, dignified and respectful forms of contact between male and female students. The Diocese therefore believes that it is incompatible with its religious mission and with its effort to teach Gospel values to condone competitions between young men and women in sports that involve substantial and potentially immodest physical contact.

Consequently, the Diocese has adopted this policy prohibiting co-ed participation in the following sports: wrestling, tackle football and tackle rugby.

In any sport in which co-ed participation is permitted, the appropriate ecclesiastical authority designated by the diocesan bishop may issue and enforce rules of conduct that reflect morally appropriate norms of contact between participants.

[This policy was adopted by all Catholic Bishops in Pennsylvania, June 2014]

**Pennsylvania Catholic Conference Education Department's
Implementation of the Policy on Co-ed Contact Sports:**

The Education Department of the Pennsylvania Catholic Conference understands how important extracurricular activities are to both schools and communities, and that sports offer a way to connect to God through recreational activities. Catholic schools, parishes, Catholic Youth Organizations (CYO) and clubs strive to emphasize the spiritual and ethical dimension in athletic activities. They seek to promote living Gospel values in a manner that enriches one's relationship with self, others and God. Participation creates an awareness of the need to go beyond self in fellowship with and in service to others.

The PCC Education Department agreed on the following recommendations regarding co-ed contact sports:

Co-ed participation would be forbidden in the following contact sports: wrestling, tackle football and tackle rugby. Understanding the challenges Catholic athletes could face while implementing this policy, below are guidelines for those individual contact sports:

Wrestling:

- Under no circumstances may Catholic school, parish, CYO or club athletes wrestle someone of the opposite sex.
- Catholic schools, parishes, CYOs or clubs would not permit a female on a wrestling team.
- In the event a match is scheduled with someone from the opposite sex from an opposing team, the Catholic school, parish, CYO or club athlete would either have to forfeit the match or negotiate the match with the opposing team, so a female wrestler would not wrestle one of our athletes.
- If the school, parish, CYO or club enters into a co-op arrangement with another team, that team would have to honor the Catholic co-ed contact sports policy regardless of which team is the host.

Tackle Football:

- Catholic schools, parishes, CYOs and clubs would not permit a female on a tackle football team.
- This would not prevent Catholic schools, parishes, CYOs or clubs from playing teams with female athletes on the opposing team. The Catholic co-ed sports policy is only for Catholic teams and cannot impose its policies on any other team.
- If the school, parish, CYO or club enters into a co-op arrangement with another team, that team would have to honor the Catholic co-ed contact sports policy regardless of which team is the host.

Tackle Rugby:

- Catholic schools, parishes, CYOs and clubs would not permit a female on a tackle rugby team.
- This would not prevent Catholic schools, parishes, CYOs or clubs from playing teams with female athletes on the opposing team. The Catholic co-ed sports policy is only for Catholic teams and cannot oppose its policies on any other team.
- If the school, parish, CYO or club enters into a co-op arrangement with another team, that team would have to honor the Catholic co-ed contact sports policy regardless of which team is the host.

Co-ed participation in all other sports activities in Catholic schools, parishes, CYOs or clubs would be at the discretion of the Arch/Bishop.

POLICY ON OBTAINING WOOD FOR ECC FAMILY PICNIC

- #1 – Wood pallets will be provided to ECC for the family picnic.
- #2 – No additional wood/trash/brush will be accepted for the fire.
- #3 – Elk County Catholic will continue to comply with the recommendation of the Crystal Fire Department to reduce the size of the fire.
- #4 – ECC students, coaches, or supporters may NOT bring additional wood to the site of the fire.
- #5 – Coaches are asked to talk to their athletes concerning NOT adding any additional wood to the fire.
- #6 – The Athletic Director will work with fall coaches to help coordinate athletes to move the wood from the drop off site to the fire site. Athletes will be supervised during this moving process.
- #7 – No signs, dummies, or markings may be painted on or placed on the fire.

SOCIAL MEDIA

Employees of the Elk County Catholic School System should be aware that they will be identified as working for and representing the school system in what they do and say online.

Please note the following references to online /social media activity in the policies of the Diocese of Erie:

Requirements from the *Policy for Protection of Children from the Diocese of Erie*:

An employee or volunteer is not to intentionally engage in regular one-on-one telephonic or other form of electronic communication with a child who attends a diocesan school or parish, or who is a participant in a diocesan program, activity, or service, without the prior knowledge and consent of the parent or guardian and the knowledge and consent of the immediate supervisor of the employee or volunteer.

The requirements for Social Media from the Diocese of Erie - *Diocese of Erie School Policies 402.2 - Social Media*:

Employees must avoid posting any information or engaging in communications that violate state or federal laws, as well as, policies and guidelines of the school or the Diocese of Erie. The employee may be personally responsible for any litigation that may arise should the employee make any unlawful defamatory, slanderous, or libelous statements against any student, family, or employee of the school or Diocese. Posting any comments that disparage or degrade a student, school employee or school administrator can result in disciplinary action up to and including termination.

Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject the employee to disciplinary action up to and including termination.

Employees must make clear that any views expressed on social media are the employee's alone and do not necessarily reflect the views of the Diocese of Erie or any Catholic school within the diocese.

Employees are not permitted to post student images or photographs, except for immediate family members, on social media sites captured during work time or at school/diocese events when the employee is considered to be on duty without prior approval from the school administration and parents.

Employees may not post images on any social media network of co-workers without the co-workers' consent. Photographs and audio/video recordings of student instruction are the property of the school/system and may not be posted or shared on any social media network

without the consent of the school/system and parent/guardians of students who may be personally identified.

Employees who participate in social media networks may decide to include information about their work as part of their personal profile, as it would relate to a typical social conversation. This may include:

1. Work information included in a personal profile, to include school name, job title, and job duties.
2. Status updates regarding an employee's own job promotion or change in duties.
3. Personal participation in a school-sponsored event, including volunteer activities.
4. Participation of employee's children in school-sponsored events.

When an employee posts information they must:

- Maintain the confidentiality of trade secrets, intellectual property, confidential and/or sensitive information (i.e. financial or budget records/reports, strategies/plans, professional development, school family or student names and lists, copywritten information, logos, etc.) related to the school.
- Not create a link from a personal blog, website, or other social networking site to the school website that identifies the employee as speaking on behalf of the school.
- Never represent self as a spokesperson for the school. If the school is a subject of the content being created, do not represent self as speaking on behalf of the school.
- Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.
- Protect the privacy and confidentiality rights of personally identifiable information of students.

Employees are not allowed to use school-owned equipment, including computers, school licensed software or other electronic equipment or facilities while on duty to conduct personal blogging or social network activities.

Employees may not use the school logo or trademark on their personal blogs or networks.

In addition to the Diocesan policies outlined above, the Elk County Catholic School System expects the following from its employees on their personal social media accounts:

1. Teachers and staff members should treat social media sites as an extension of the classroom/ their role at the school and should weigh every posting for how it affects their effectiveness as staff members and role models.
2. While it's acceptable to talk about your work and have a dialog with the community, it is unacceptable to publish confidential information. Confidential information includes things such as student information, grades, or any other confidential information that would

identify individuals. We must protect and respect the privacy of our students, staff, parents, and school community.

3. Employees may not use commentary deemed to be defamatory, obscene, proprietary or slanderous.