

*Elk County Catholic High School*  
*St. Marys Catholic Middle School*

**Parent/Student Handbook**  
**2015-2016 School Year**



Elk County Catholic High School  
St. Marys Catholic Middle School  
600 Maurus Street  
St. Marys, Pennsylvania 15857  
814-834-7800  
[www.eccss.org](http://www.eccss.org)

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***Members of the Elk County Catholic School System***

**Accredited through the  
Middle States Association of Colleges and Schools  
Commission on Elementary and Secondary Schools**

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<p style="text-align: center;"><b>TABLE OF CONTENTS</b></p> <p style="text-align: center;"><b>2015-2016 PARENT/STUDENT HANDBOOK</b></p>
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ADMINISTRATION – CONTACT INFORMATION .....	3
WELCOME – MISSION STATEMENT – PHILOSOPHY .....	4
SCHOOL POLICIES AND REGULATIONS .....	5
ADMISSION POLICY.....	5
TUITION POLICY.....	6
ACADEMIC POLICIES .....	7
GRADING POLICIES .....	10
ECCHS COURSE OFFERINGS .....	13
STANDARDIZED TESTING .....	14
SMCMS AUXILIARY PROGRAMS .....	14
ATTENDANCE POLICIES .....	16
CRUSADER ATHLETICS.....	22
STUDENT SERVICES .....	24
COMMUNICATIONS POLICIES .....	26
GENERAL POLICIES .....	27
FACILITIES .....	34
LUNCH PROGRAM .....	36
ECCHS CODE OF CONDUCT.....	38
SMCMS CODE OF CONDUCT .....	45
ECCSS HARASSMENT POLICY .....	51
POLICY FOR THE PROTECTION OF CHILDREN .....	55
STUDENT WELLNESS POLICY.....	55
ECCHS DRESS CODE.....	56
SMCMS DRESS CODE.....	62
STUDENT DRUG AND ALCOHOL POLICY AND ADMINISTRATIVE GUIDELINES .....	68
ATHLETIC PROGRAM.....	70
COMPETITIVE EXTRACURRICULAR ACTIVITY DRUG AND ALCOHOL POLICY .....	89

**IMPORTANT NOTICE**

Every effort has been made to keep the information in this handbook complete and accurate. However, it is not possible to include all of the school policies in this handbook. Additional school policies may be posted on [www.eccss.org](http://www.eccss.org) or may be distributed to parents by means of additional mailings or handouts.

## **HELP US SAVE & RECYCLE TO BENEFIT OUR SCHOOLS**

Parents, friends, neighbors, family, teachers, and staff are asked to save **Campbell's labels**, **General Mills "Box Tops for Education"**, and **empty printer cartridges**. These items all result in redemption value for the schools, either as cash or educational materials and programs.

## **ADMINISTRATION**

Elk County Catholic School System President	Mr. Sam MacDonald
Elk County Catholic High School Principal	Mrs. Sandra M. Florig
Vice Principal	Mr. Theodore Hanes
St. Marys Catholic Middle School Principal	Mr. John Schneider
Assistant Principal	Ms. Sharon Minnick
Elk County Catholic School System Director of Athletics	Mr. Aaron J. Straub

## **CONTACT INFORMATION – ECCHS AND SMCMS**

Phone Number	834-7800 (for both schools)
Office Hours	7:15 a.m. – 3:15 p.m. (Monday through Thursday)
	7:15 a.m. – 3:00 p.m. (Friday)

*For the high school and the middle school, please use the following contact list. At the middle school, if a specific contact is not listed please contact the main office.*

### **Area**

Academic Concerns\*

Athletic Concerns

Attendance

Band/Music Program

Building Usage

Building (Security/Maintenance)

Cafeteria

Campus Ministry Program

Classes/Course Offerings

Discipline/Dress Code

Guidance/Transcripts

Make-up Work

Personnel

### **Contact Person(s)**

Mrs. Sandra Florig/Mrs. Jill Struble – ECCHS

Mr. John Schneider/Ms. Sharon Minnick – SMCMS

Mr. Aaron Straub – both schools

Mrs. Ruth Ann Wachter – both schools

Mr. Raymond Knight – both schools

Mrs. Chrissie Schneider – both schools

Mr. Ralph Swackhammer – both schools

Mrs. Kim Schlimm – both schools

Fr. Ross Miceli/Mrs. Jennifer Meyer – ECCHS

Miss Mary Ann Rettger - SMCMS

Mrs. Sandra Florig/Mrs. Jill Struble – ECCHS

Mr. Theodore Hanes – ECCHS

Mr. John Schneider – SMCMS

Mrs. Jill Struble/Mrs. Lisa Daghir – ECCHS

A) Any missed days: Email or Phone Teachers – both schools

B) Extended absences: Mrs. Ruth Ann Wachter – both schools

Mr. Sam MacDonald/Mrs. Sandra Florig – ECCHS

Mr. Sam MacDonald/Mr. John Schneider – SMCMS

Report Cards	Mr. Theodore Hanes – ECCHS
School Calendar	Mrs. Ruth Ann Wachter – both schools
School Finance/Tuition Assistance	Mr. Robert Breindel (781-3144) – both schools
Student Clubs/Organizations	Mr. Theodore Hanes – ECCHS
Edline	Mrs. Marlene Stubber – both schools

\*If a parent has a concern or question regarding a particular class or teacher, it is recommended that the parent initially talk to the teacher about the problem. If an agreement or resolution is not reached in consultation with these individuals, you should contact Mrs. Florig (ECCHS) or Mr. Schneider (SMCMS) for an individual meeting.

**NOTE: SCHOOL OFFICIALS SHOULD BE CONTACTED AT HOME ONLY IN THE CASE OF AN EMERGENCY.**

### **WELCOME**

This handbook contains significant information about Elk County Catholic High School and St. Marys Catholic Middle School. It clearly explains expectations, possibilities and responsibilities. Please read it carefully. It is certainly in the best interest of everyone in our school community to adhere to the rules that are outlined. Elk County Catholic is a school system rich in tradition that offers you a wide range of programs – spiritual, academic, athletic and extracurricular – designed to help you reach your potential as a young adult. Remember, your success at Elk County Catholic will only further enhance the sentiment that Elk County Catholic is truly a special place for special people.

### **MISSION STATEMENT**

Elk County Catholic School System, an educational ministry of the Diocese of Erie, rooted in the Gospel of Jesus Christ, is committed to the highest standards of academic excellence. With God as our constant source of inspiration, our mission is to develop the whole student in mind, body, and spirit while nurturing the values of knowledge, peace, and holiness.

### **ECCSS PHILOSOPHY/BELIEFS**

A community of students, families, teachers, staff, clergy, and friends, Elk County Catholic School System supports the ministry of its sponsoring parishes by providing a Christ-centered Catholic education. Respecting the dignity of the individual person and the needs of a diverse society, we strengthen the faith and spiritual values students first encounter at home. Committed to the highest standards of academic excellence, we cultivate the qualities of 21st century life-long learners. We instill in each student the ability to create, develop innovative solutions to complex problems, collaborate seamlessly with others, think critically, and communicate effectively. Our students learn to become discerning adults who serve God and their neighbor and who stand firm in the pursuit of beauty, goodness, and truth.

- We believe that the presence of Jesus Christ can be found in every individual.
- We believe that Christian morals and values enhance a student's life.
- We believe that we are to nurture an active faith in God, preparing students to give Christian witness and live peacefully.
- We believe that all children are uniquely created by God, and we assist them in developing their individual talents to reach maximum personal growth.
- We believe that students should be encouraged to serve their families, their church, and their communities.
- We believe that a quality education is essential to student achievement.
- We believe that all students should be provided with realistic challenges that prepare them for the moral, intellectual, social, technological, and physical demands of today's society.
- We believe in our students.

### **SCHOOL POLICIES AND REGULATIONS**

Regulations are made to ensure the smooth operation of the school and an atmosphere conducive to learning. When a student enrolls in the school, he or she thereby agrees to observe its regulations. It is in the best interest of everyone in the Elk County Catholic School System community that we ask all to obey the rules outlined in this handbook. We hope the regulations are observed in this spirit. The administration reserves the right to waive and/or deviate from any of the policies specific to Elk County Catholic for just cause at their discretion.

### **ADMISSION POLICY**

Elk County Catholic School System does not discriminate on the basis of race, color, religious creed, national origin, ancestry, disability, age, or gender.

Elk County Catholic School System is a private educational institution with established policies, rules, regulations, and procedures that are consistent with the Catholic identity and mission. Parents who enroll their children in the Elk County Catholic School System should recognize this fact and should carefully read all of the material contained in this handbook. A child's enrollment into Elk County Catholic School System constitutes parental agreement and acceptance of all of the provisions contained in this handbook.

Transferring into Elk County Catholic can be a complex process, both in terms of the paperwork required and the work needed to ensure a smooth academic transition. Ideally, all transfers should be completed before August 1 of the upcoming school year to ensure that all the student's academic needs can be met. ECCSS can accept transfers initiated after that date, but the administration will exercise discretion in determining if the circumstances will allow for an effective transition.

Mid-year transfers will be considered, but traditionally happen most effectively at the start

of a new quarter. Again, the administration will exercise discretion in determining the best path for potential transfers on a case by case basis.

In all circumstances, it is best to initiate the transfer process as early as possible.

### **TUITION POLICY**

The FACTS program is used for tuition collection. In order to provide the school with a stable cash flow and to ensure a timely tuition collection, parents must complete a FACTS application form in order to have their child(ren) registered for the upcoming school year.

Parents have three options for payment:

- 1) Full Payment (Check or Credit Card)
- 2) Two Payments
  - A. Check or Credit Card for first payment
  - B. Completed FACTS Form for the second payment (attach a voided check).  
Second payment is due either January 5 or January 20.
- 3) FACTS Payment – Re-enrollment  
Signed re-enrollment form
- 4) FACTS Payment – First Time Participant in the Elk County Catholic School System  
Signed and completed FACTS form (attach a voided check). A complete set of FACTS forms may be obtained from the Finance Office.

It is very important that payment of tuition is done on a timely basis. This allows the school to keep current with obligations. The detailed steps in this procedure are as follows:

- Step One - If not paying in full, a signed FACTS Tuition Agreement form must be completed by all families attending Elk County Catholic School System. This form will indicate the method of payment and the frequency.
- Step Two - Each month a review of the accounts will be done to ensure that payments are being made in accordance with the FACTS agreement.
- Step Three - If payments are not in accordance with the FACTS agreement, a letter will be generated by the Finance Office to remind the parent of payment and to secure information concerning any problems.
- Step Four - If the reminder letter fails to elicit a response and/or a payment, a letter will be sent from the administration outlining further action.
- Step Five - A detailed and binding tuition contract will be drawn up by Elk County Catholic School System and signed by the Director of Finance and the parent representative indicating how much will be paid, how often, and the date of commencement for future payments.

The **Scrip Program** is a proven way for a family to significantly reduce tuition costs. Local businesses as well as numerous national chains have joined the schools' efforts in saving parents money toward tuition. Volunteers run the program and will help you register to purchase gift cards on-line or, if available, directly from the school.

## **ACADEMIC POLICIES**

### **Planning Calendars (Middle School Only)**

Students will receive full-year or semester calendars so they can evaluate their time commitments, pertinent dates, potential days out of school, etc. thereby helping them to make better decisions. This calendar is also designed to help them with long-range planning for their classes and work load.

### **Assignments**

All assignments are due to the teacher by the designated date. If work is handed in late, these rules will apply:

1. Work that is one (1) day late will not merit an "A".
2. Work that is two (2) days late will not merit an "A" or a "B".
3. Work that is three (3) days late will not merit more than 50% credit and arrangements must be made to stay after school or come in early to complete missing work.
4. Work that is four (4) days late will receive an "NC" (No Credit) and the student must find out what he/she needs to do to convert the NC to a grade, which will not be more than 50% of the original point value. (For any and all NC's not removed from the student's transcript by the end of the current quarter, the NC for each assignment will automatically be factored in as a zero. This could result in a failing grade for the quarter.)

One or more NC's in a subject will also be regarded as a failure when eligibility is checked. Therefore, one numeric failure and even one NC in a different subject will result in the student being ineligible for the next designated week.

The only exception to this grading policy will be an extended illness (3 or more days) or death in the immediate family of a student.

### **"Raising the Bar"**

A plan to enhance the academic integrity of our educational program, through better defined expectations for acceptable student performance, was implemented across the system with the start of the 2012-13 school year. The table on the following page offers an outline of the plan.

<p style="text-align: center;"><b>“RAISING THE BAR”</b>  <b>Points of Emphasis Related to Student Performance</b></p>	
<p>Spiritual Development – In addition to the many practices currently in place, the development of the students' spirituality will include an emphasis on attending Sunday Mass regularly, fostering an interest in reading the Bible, cultivating an appreciation for the practice of Eucharistic Adoration.</p>	
Academic Policies	<ol style="list-style-type: none"> <li>1. To increase individual reading time inside and outside of school               <ol style="list-style-type: none"> <li>a. Maintenance of a summer reading program</li> <li>b. Maintenance of an in-school sustained (silent) reading program</li> </ol> </li> </ol>
	<ol style="list-style-type: none"> <li>2. To make more frequent use of higher level questioning/critical thinking               <ol style="list-style-type: none"> <li>a. Increased use in the classroom, on assignments and assessments</li> <li>b. Evaluation, through quarterly portfolios, of faculty discretion in applying this policy</li> </ol> </li> </ol>
	<ol style="list-style-type: none"> <li>3. To improve writing across the curriculum               <ol style="list-style-type: none"> <li>a. Increased use of diocesan writing assessment rubrics and/or PSSA rubrics</li> <li>b. Evaluation, through quarterly portfolios, of faculty discretion in applying this policy</li> </ol> </li> </ol>
Accountability Policies	<ol style="list-style-type: none"> <li>1. To emphasize punctuality and responsibility               <ol style="list-style-type: none"> <li>a. Adoption of the diocesan attendance policy</li> <li>b. Consistent use of consequences for lack of attention to extracurricular commitments</li> </ol> </li> </ol>
	<ol style="list-style-type: none"> <li>2. To assign grades that more accurately reflect student performance and effort               <ol style="list-style-type: none"> <li>a. Elimination of all bonus points and extra credit</li> <li>b. Consistent use of rubrics to give clear delineation between grades</li> </ol> </li> </ol>
	<ol style="list-style-type: none"> <li>3. To emphasize submission standards for student work               <ol style="list-style-type: none"> <li>a. Use of grading consequences for lack of punctuality</li> <li>b. Use of grading consequences for improper grammar, usage, and mechanics</li> <li>c. Use of grading consequences for poor presentation</li> </ol> </li> </ol>

### **Make-up Work**

When a student has missed class for a legitimate reason, he/she must make up the work. This applies to those excused for athletic events, field trips, etc., as well as for illness. Tests must be made up within five school days after the student's return to school. It is the student's responsibility to see the teacher and ask when the test may be taken. Teachers have the prerogative of scheduling a student's make-up test for before or after school.



**Athletic/Extracurricular Eligibility**

Students who are involved in any athletic program must recognize that this participation must not interfere with their academic progress. Therefore, both the high school and the middle school require that all participants must have less than two failures in any quarterly grading period, mid-quarter evaluation, or weekly evaluation. (Note that, at the high school, an "NC" counts as a failure.) Two failures may result in a one week suspension from interscholastic contests. The ineligibility will run from Sunday to Saturday with students and coaches being notified of eligibility on Friday. During this week of ineligibility, the athlete may not play but may practice at the discretion of the head coach. ECC will follow the PIAA grading standards of ineligibility from the first day of school until the mid-quarter grading period for the first semester.

Any student who is ineligible for athletic contests will NOT be released from school to travel to competitions with their team. Students who are ineligible must remain in school for the entire day.

**Cheating**

Cheating is defined as intentionally attempting to deceive the teacher into believing that the work submitted by the student is his/her own work when in reality it is not. Enabling or helping others to cheat is also cheating, such as providing someone with completed work (or a completed file) for the purpose of copying. Use of technology devices to access and/or share information without permission is cheating and may also constitute a violation of the school academic and discipline policies.

Cheating will be dealt with on a case-by-case basis. The teacher, the student, and the administration will be involved in an academic decision related to a cheating incident. In addition, it is school policy to notify the parent(s) of any student involved in cheating.

Cheating is a major academic offense and will subject a student to severe disciplinary and/or academic action. A student found guilty of cheating can expect consequences including failure on an assignment, failure for the quarter, suspension or expulsion. The administration also reserves the right to disqualify students from receiving future honors, class distinction such as valedictorian and salutatorian, scholarships and other academic awards.

## **GRADING POLICIES**

The school is committed to academic excellence. All students are encouraged to reach their full potential through an academic program which consists of high standards in curriculum and faculty performance. Student progress will be monitored and reported regularly to both students and parents. Sincere efforts will be made to correct deficiencies. The goal of academic excellence can only be reached when parental involvement occurs and open communication among parents, guardians, teachers, students, and administrators is practiced.

Parents are encouraged to follow their students' progress through Edline. Quarterly and final paper copies of report cards will be issued at the middle school only.

### **Grading Scale**

The scale for grades is as follows:

ECCHS	A = 94 – 99	SMCMS	A = 93 – 99
	B = 86 – 93		B = 85 – 92
	C = 77 – 85		C = 76 – 84
	D = 70 – 76		D = 69 – 75
	E = 69 and below		E = 68 and below

ECCHS and SMCMS use weighted Grade Point Average (GPA) systems. Weight is assigned as follows:

ECCHS		SMCMS	
<u>Course Designation</u>	<u>Weight</u>	<u>Course Frequency</u>	<u>Weight</u>
Regular	1.00	6 days	1.00
Accelerated	1.02	4 days	0.67
Advanced	1.03	2 days	0.33
Dual Enrollment	1.06	1 day	0.17
*Advanced Placement	1.10	Accelerated Courses	1.02
		Algebra I (7 <sup>th</sup> ), Algebra II, Spanish I	

The weight factor is multiplied by a student's grade in each class to calculate a student's Adjusted Grade. This Adjusted Grade is averaged with all other Adjusted Grades for the quarter to calculate a student's Adjusted GPA. (For clarification of what is currently recognized as an accelerated or advanced class at ECCHS, see the list on page 12.)

Note: this Adjusted Grade is only used to calculate averages. The student's initial grade earned for each course remains unchanged for each marking period.

\* See the addendum regarding Advanced Placement course weighting in the beginning-of-the-year packet.

## **Final Course Grades and Effort**

Final grades are calculated by averaging all four quarter grades. The grading system requires a 70% (69% at SMCMS) for passing all courses. If a student receives a yearly average grade of below 70% (69% at SMCMS), the student has failed the course. At the high school level, if that course is one required for graduation, the student must repeat the entire course. Course weight is not used when calculating an average for each course or determining whether a student passes a course. It is used when calculating a Career GPA.

A teacher comment section appears on the right side of the report card. Each quarter the teachers are asked to add one or two comments to help clarify a student's progress and/or effort.

## **Honor Cards**

The student's Adjusted GPA will be used to determine his/her qualification for Honors recognition. The following grade point averages must be achieved in order to attain Honors:

ECCHS

First Honors: 96.50 and above

Second Honors: 92.50 – 96.49

SMCMS

First Honors: 96.50 and above

Second Honors: 92.50 – 96.49

NOTE: No rounding is done for determining any awards.

## **National Honor Society**

Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character. Students may not apply for membership in the National Honor Society. Membership is granted only to those students selected by the faculty council in each school. The following areas are components in the evaluation of candidates. Eligibility is based on the student's status at the end of the fifth semester.

## **Class Rank (ECCHS only)**

The "weighted" numeric average (Adjusted GPA) is the basis for class rank. Students are ranked at the end of each semester on the basis of semester grades for all subjects. The student's rank will not appear on the report card, but can be obtained through the Guidance Office. Honors for graduation will be determined by courses completed at the end of all **eight** semesters.

## **Graduation Requirements**

All students attending Elk County Catholic High School must fulfill a number of requirements and earn a minimum number of credits in order to graduate from ECCHS. There is a clear difference between the minimum number required by Elk Catholic and those required by the Commonwealth of Pennsylvania.

The state of Pennsylvania requires a minimum of **21 credits** in order to graduate. The breakdown of credits is as follows:

<u>Units of Credit</u>	<u>Course Titles</u>
4	English
3	Mathematics
3	Science
3	Social Studies
2	Arts or Humanities or both
1	Health and Physical Education
5	The student selects five additional courses from among those approved for credit toward graduation by the school.

Elk County Catholic High School requires a minimum of **26 credits** in order to graduate. The breakdown of credits is as follows:

<u>Units of Credit</u>	<u>Course Titles</u>
4	Theology
4	English
4	Mathematics
3	Science
4	Social Studies
1	Health
1	Physical Education
½	Computer Applications I
½	Computer Applications II
½	Driver's Education (classroom)
3½	Personal Choices – Electives

### **School-to-Work Program**

Any interested senior has the option to participate in the School-to-Work Program during the second semester of his or her senior year. Arrangements must be made at the start of the school year to ensure that student schedules meet all graduation requirements and allow them to leave in the afternoon of each school day. Participants will be chosen on a case-by-case basis.

## **ECCHS COURSE OFFERINGS**

Courses are listed by department. Those marked with an asterisk (\*) are accelerated, advanced, or advanced placement classes and are weighted in the ranking system.

### **English**

- English I, II, III, IV
- \* Accelerated English I, II, III, IV
- \* AP Language & Composition
- \* AP English IV/Literature & Composition
- Elements of Style
- Creative Writing I, II
- Study Skills I, II (P/F)
- Speech Communications
- Independent Writing (P/F)

### **Mathematics**

- Fundamentals of Algebra
- Algebra I, II
- \* Accelerated Algebra II
- Geometry
- \* Accelerated Geometry
- Trigonometry
- \* Accelerated Trigonometry
- College Algebra
- \* Analysis (Pre-Calculus)
- \* Advanced Analysis
- \* Calculus
- \* Advanced Calculus
- \* AP Calculus BC
- Career Mathematics
- Integrated Mathematics
- \* Statistics

### **Business/Technology**

- Technology Foundations
- Practical Software Application (PSA)
- Accounting I
- Introduction to Drafting
- Drafting I, II, III
- Independent Computers I, II (P/F)
- \* Accounting II
- \* Computer Programming I, II, III
- Personal Finance
- Sophomore Seminar

### **Theology**

- Theology I, II, III, IV

### **Science**

- Consumer Biology
- Biology
- \* Accelerated Biology
- \* AP Biology
- Consumer Chemistry
- \* Chemistry I, II
- \* AP Chemistry
- Consumer Physics
- \* Physics I, II
- Environmental Science
- \* Human Anatomy and Physiology (HAP)

### **Social Studies**

- World Cultures
- American Political Behavior
- Western Civilization I, II
- Economics
- Psychology
- Sociology

### **Health/Physical Education**

- Health I, II
- Physical Education I, II
- Driver's Education
- Elective Physical Education (P/F)

### **Art (P/F)**

- Art

### **Foreign Language**

- Spanish I, II
- \* Spanish III, IV, V
- Latin I, II
- \* AP Spanish Language & Culture

### **Music**

- Chorus (P/F)
- Instrumental Music (P/F)
- Independent Music (P/F)

## **STANDARDIZED TESTING**

Standardized testing includes:

- **Terra Nova Standard Achievement Test** – given in grades three through eight as a measure of academic achievement and ability.
- **Preliminary Scholastic Aptitude Tests (PSAT)** – given to eleventh graders and some tenth graders in preparation for the College Board Exams and for consideration by the National Merit Corporation in its scholarship competition.
- **PSAT** – administered to ninth through eleventh graders in preparation for the SAT I.
- **Scholastic Aptitude Test (SAT I)** – administered to eleventh graders and twelfth graders as required for college entrance.
- **SAT II** – given to eleventh and twelfth graders to measure knowledge of particular subjects.
- **ACT** – offered as an alternative to the SAT I, ACT is administered to juniors and seniors as required for college entrance.
- **Advanced Placement Examinations** – for twelfth graders. These tests may result in the awarding of college credits.
- **Study Skills Inventory** – given to ninth graders to aid in identifying students who may have potential academic difficulties.

## **SMCMS AUXILIARY PROGRAMS**

### **Act 89 Remediation**

Act 89 remediation services are available through the Seneca Highlands Intermediate Unit to assist students in the middle school who are experiencing difficulties with study skills, organization, etc. Students are selected for the program on the basis of teacher referral, grades, standardized test scores, etc. and must have parental permission to participate. Instruction is provided by the teacher in small groups.

### **Act 89 Enrichment**

The enrichment program is available through the Seneca Highlands Intermediate Unit. It is designed for qualifying students in the middle school based on teacher referral, grades, standardized test scores, etc. The enrichment program, like a gifted program, is designed to help students develop their critical thinking skills and problem solving strategies, and to heighten their level of creativity. Eligibility for the program is determined at the beginning of each school year through a rating system using the Stanford Achievement Test scores, final grades from the previous year, and teacher recommendations.

#### Eligibility Rating System

The previous school year's **Stanford Achievement Test** percentile scores in total reading, total math, basic battery and complete battery are considered:

- 2 points for a percentile of 90-99
- 1 point for a percentile of 80-89

0 points for a percentile lower than 80

The previous school year's **final grades** are considered:

2 points for each A grade (93-99)

1 point for each B grade (85-92)

0 points for each C grade or lower (84 and below) AND automatic disqualification from consideration for the program

The previous school year's **teacher recommendations** are considered:

2 points for highly recommended

1 point for recommended

0 points for not recommended

To determine eligibility, the scores are totaled for each student and they are ranked by score in descending order. Natural breaks are used in determining the cutoff for points required for admission into the program. If there are no natural breaks, the cutoff is determined by how many students can be accommodated in the program.

At the end of each academic quarter, the quarter grades in all subject areas for all students in the enrichment program are reviewed. If a comprehensive enrichment student has a C (84) or lower in any course, the student is pulled from the program for a period of three weeks. After three weeks, grades are checked again; if the student's grades are all 85 or above, the student is readmitted. If the student still has a grade of 84 or below, he/she is kept out of the program for two additional weeks. After the additional two weeks, if the student still has any grades of 84 or below, the student is pulled from the program for the remainder of the school year.

At the mid-point of the school year, all of the students considered for the program in August are re-ranked according to the current year's Stanford scores and grades. Additional students may be added at mid-year if their rating is sufficient.

If selected for this class, a student must have parental permission to participate. Participation in the enrichment program in the previous school year does not guarantee admission to the program in subsequent years.

### **Hearing, Speech, Vision Therapy**

Hearing, speech, and/or vision therapy is provided through the St. Marys Area School District. Students who are observed as having speech or language delays or hearing or vision problems affecting academic performance are referred for a complete evaluation. Parental consent is required in order to proceed with testing. If eligibility is determined, an individual education plan is developed by the parents, teacher, and therapist. Therapy is provided weekly at the school.

## **ATTENDANCE POLICIES**

### **Absence**

When a student is absent, it is the responsibility of the parents to call the main office before 8:00 a.m. to inform the school of the reason for the absence. A message can be left on the office phone prior to 7:15 a.m. The student, on his or her return, must bring a written excuse signed by the parents to the main office (homeroom teacher at SMCMS). This matter must be taken care of before the 7:45 a.m. bell rings. The excuse must list the date or dates of the absence and the reason for it. Telephone calls or other conversations are not sufficient. When a student is absent from school for part of the day and reports later, he/she must come to the main office with his/her excuse to be admitted to school. SPECIAL NOTE: Legal absences include the following: personal illness, approved vacation, medical appointments, college interviews, and a death in the immediate family.

### **Definitions (Pennsylvania School Code)**

**Lawful absence:** *absences for which the school has received a written excuse from the parent/guardian. This excuse should be received within three days of the absence. Absences may be excused when a student is prevented from attendance for mental, physical, or other urgent reasons, which include but are not limited to illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, and educational travel of 5 or fewer days with prior approval. In addition, lawful absences include student attendance at court hearings related to the student's involvement with the Office of Children and Youth or juvenile probation.*

**Cumulative lawful absences:** *a maximum of ten days of cumulative lawful absences verified by parental notification are permitted during a school year. Absences beyond ten cumulative days require an excuse from a physician.*

**Unlawful absences:** *absences for which the school has not received a written excuse from the parent/guardian. If an excuse is not received within three days of the absence, the absence is permanently counted as unlawful.*

**Truancy:** *a student is considered truant when absent for three or more days without a valid excuse. A student is also considered truant if he/she is absent from school without permission or leaves school without permission.*

### **Responsible Parties**

The parent/guardian or person in a parental relationship, such as a foster parent, is responsible for ensuring that a child attends school regularly and for providing a written excuse in the event of absence. Principals, teachers, and tutors are required to report to



the Catholic Schools Office cases when a child of compulsory school age has been absent three days without a lawful excuse.

### **Categories of Absence from School**

A **lawful** absence is one where all applicable school policies have been followed by the parent and/or the student.

An **unexcused** absence is one where the student and/or the family fail to follow the school policy for an absence (examples: unapproved/multiple vacations, failure to arrange hunting absence in advance, being excused for senior portraits), or the student's reason for absence is not consistent with school policy even though a parent excuse is presented.

An **unlawful** absence (truancy) is being absent from school without permission or leaving school without permission. Any student with an unlawful absence will become ineligible for any field trips (including the senior class trip).

### **Appointments**

All doctor, dentist, physical therapy, and counseling appointments must be verified with the formal medical excuse received upon leaving the appointment for the student's return to school. These excuses are needed for each appointment even if the student has a schedule he/she is following. This formal excuse is recognized by the state as a legal excuse – you do not need to submit anything else in writing.

### **Excessive Absence**

If a student misses five days in a quarter, he/she will then be required to have a doctor's excuse for any subsequent days missed in that quarter. This five-day policy will start over at the beginning of each new quarter. Once a student accumulates a total of ten absences, a doctor's excuse is required for all subsequent absences.

### **Prolonged Absence**

If a student is unable to attend school but is able to study at home, parents are asked to email the teachers for assignments. As a matter of practicality, assignments will be sent home only for absences of more than three (3) days. For absences of three days or less, it is the responsibility of the student to ask teachers for assignments after they return to school. Overall, absenteeism remains a minor issue at Elk County Catholic. However, there is enough cause to detail the protocol and consequences of chronic absence from school.

- Students who exceed ten (10) days absence (without appropriate medical documentation) can expect a consultation with guidance personnel in order to assess the need for further intervention.
- If fifteen (15) days of absence are reached (regardless of medical or other related issues) there will be parent notification by letter and a mandatory parent/administrator/guidance personnel meeting for the purpose of preventing this absenteeism from escalating and determining the need for professional intervention.
- After twenty (20) days of absence, all subsequent absences will require a written doctor's excuse along with a written parent explanation in order for the student to gain admittance to school. If students fail to provide a doctor's excuse, all missed days may have to be made-up at the conclusion of the school year.
- Twenty (20) days of absence will result in an automatic Student Assistance Program referral and possible intervention by trained professionals that support the SAP programs at Elk County Catholic High School and St. Marys Catholic Middle School.
- Twenty (20) days of absence will result in mandatory review and monitoring of ALL co-curricular involvement (athletics, band, clubs, drama, field trips, etc.) by the student. An administrative decision will be made as to whether continued participation in any or all activities is in the best interest of the chronically absent student.
- Finally, if a student exceeds thirty (30) days of absence (regardless of medical or other related illness), the student is in serious danger of a successful advancement to the next grade level at the conclusion of the school year. The absence of over twenty (20) percent or thirty-six (36) days of the required one hundred eighty days of school is serious enough to warrant the administration holding a student responsible for repeating an entire year even if the student is able to achieve the minimum standard of seventy (70) percent in core course work. A decision to hold any student back will involve input from the entire administrative team as well as input from any other professionals deemed necessary to serve the interests of the student and the school community. This attendance policy and philosophy is consistent with Elk County Catholic's mission to provide a holistic education that extends well beyond day-to-day class work and involves the spiritual, social, and emotional learning that is considered paramount to achievement and success in post secondary school endeavors.
- The complete diocesan attendance policy can be reviewed at this link. (Ctrl + Click) <http://www.eriecd.org/pdf/schools/attendancepolicy.pdf>

### **Tardiness**

Students who arrive before 9:30 a.m. will be marked tardy unless they have a medical/dental appointment. Students who arrive after 9:30 a.m. and students who leave

school due to illness, a driver's test, or an appointment before 11:30 AM and do not return will be marked absent one half day.

### **Tardiness Consequences (ECCHS only)**

Three tardies will result in one (1) hour of detention. Tardies four and five will also earn one hour of detention, but the sixth tardy will earn three (3) hours of detention. Tardy seven will result in five (5) hours of detention, and possible in-school suspension will follow all subsequent tardies. No questions will be asked – the detentions are automatic.

A doctor's appointment will not be charged as a tardy if an official excuse (the formal medical excuse received upon leaving the appointment) is handed in when the student reports to school.

### **Appointments**

Excuses for business affairs or for medical, dental, or driver's exam appointments must be made at least one day in advance of the appointment. Whenever possible, all such appointments should be made for after school hours, non-school days, or during study hall time. If a student has an appointment but does not bring an excuse with him/her for leaving school during the day, the parent must come into the school to sign the child out. If the student has a car and is expected to drive him/herself, a fax or email from the parent is needed before the student is permitted to leave the school grounds. At no time will a student be permitted to accompany another student to any of the above appointments.

### **College Interviews**

Students are encouraged to schedule college visits during the summer or on days when school is not in session. Students may be excused from school to visit a college for the purpose of meeting with admissions or academic officials. Students are not excused from school for college visits that are purely social in nature. Students should limit college visits to a total of three days during the junior and senior years. Three days prior to the visit, a permission form must be obtained from the Guidance Office. A parent must sign the form. The form must be returned to the guidance office for final approval of the absence. The form must also be signed by an admissions/academic official at the school visited and that form returned to the main office upon the student's return to ECCHS. Students may be excused from school for the purpose of taking placement tests at a college/university that the student has been accepted for admission. Students are encouraged to schedule such tests on a date when school is not in session. An excuse for such an absence must be presented prior to the date of the placement test.

## **Trips**

Parents are encouraged to plan family trips during the summer or during the Christmas or Easter breaks. Special permission to take an extended or single day trip during the school year must be requested at least two (2) weeks in advance of the trip by completing a Trip Permission Form. Only one (1) extended trip will be permitted each year. A special trip permission form must be secured from the principal by the parent/guardian. A student must be accompanied by a parent or guardian. It is the responsibility of the student to notify all teachers prior to taking an extended trip (two or more days). Students have five school days to fulfill their obligations upon their return. Any work not completed within this time frame will be subjected to the following grading penalties: one day late – no "A"; two days late – no "B"; three days late – no more than 50% credit + must stay after school or come in early to complete missing work. The student must secure a Vacation Release Form from the main office or the school website, which is to be signed by all of his/her teachers one week prior to the actual trip. If this form is not used and/or signatures not obtained from all his/her teachers, the student should not expect teachers to assist with any make-up work after his/her return. Teachers will assist a student with make-up work during the regular work day between 7:40 a.m. and 2:45 p.m. Extended help should not be expected beyond this. Any student who misses any regularly scheduled finals is required to take them after he/she returns from vacation – following the predesignated exam schedule.

## **Hunting**

Since hunting is a widely recognized sport in this area, a parent may request permission to have their son/daughter released for the purpose of going hunting. Such absences will be limited to two (2) days and the following conditions must be met:

1. The student must present a valid PA hunting license and a completed permission form. Forms are available in the main office or on the school website.
2. The request must be made a minimum of two (2) school days prior to the requested date(s) of absence.
3. The student must be academically eligible and not scheduled for detention the date(s) of absence.

Failure to follow this policy may exclude a student from participating in field trips and/or class trips.

Absences for the purpose of hunting beyond two days will be treated as extended trips and students / parents will be required to follow those guidelines for hunting releases beyond two days. Please refer to that section of the handbook for details. It should be noted that arrangements for extended trips must be made two weeks in advance and only one extended trip per year is permitted.

**Funerals**

Permission will be granted to students to attend funerals. A parental excuse must be presented a day before the funeral. If the deceased is a member of the immediate family, students are not expected to return to school. Students are expected to return to school directly from the funeral services if the deceased is not a member of the immediate family.

**Illness**

Students who become ill during the school day must see the nurse, or if necessary, one of the main office personnel. Failure to do this will result in the absence being recorded as a class cut and the student will be penalized accordingly. Do not simply stay out of class or remain in a lavatory.

If a student is too ill to stay at school, the nurse or the main office personnel will call the parents to arrange for transportation home. A student may not leave the school until parents have been notified and the student is officially signed out in the main office. Students who are ill may not drive themselves home. Parental permission faxed to 814-781-3441 to the ECCHS main office or emailed to a secretary is the only exception to this policy.

**Attendance – Athletic/Extracurricular Activities**

A student must be in school a minimum of one half of a day in order to be eligible to participate in an athletic event or extracurricular activity that afternoon or evening. A student who comes to school late due to illness will not be eligible unless he/she is in school by 11:30 a.m.

A student who leaves school after 11:30 a.m. due to illness will be ineligible to participate in an athletic event or extracurricular activity that afternoon or evening unless they have express consent from the parent, coach, athletic department/advisor, and Principal.

A student who is out of school with a pre-planned excused absence will be permitted to participate in an athletic event or extracurricular activity that afternoon or evening. Excused absences include, but are not limited to, the following: doctors, dentists or orthodontist appointments; funerals; family emergencies; college visits, school field trips; excused family trips and excused hunting absences.

A student who is absent and unexcused may not participate in an athletic event or extracurricular activity.

Students are expected to be in school on days following an athletic contest. Any student who habitually misses a school day or part of a school day following a contest may jeopardize his/her participation in the next scheduled event.

## **CRUSADER ATHLETICS**

The mission statement of our athletic program reads as follows:

**...to strengthen our student athletes in good sportsmanship, fair play, and honest competition while bringing them closer together as part of God's redeemed people.**

See complete information regarding the athletic program on page 70.

The administration of Elk County Catholic School System asks that all athletes and fans – students and adults – keep the goals and objectives of good sportsmanship in mind at all times.

### **Acceptable Behavior**

- Remember that you are at a contest to support and cheer for your team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans.
- Remember that interscholastic athletics are a learning experience for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes, and as people, just as you would praise a student working in the classroom.
- A ticket is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
- Learn the rules of the game so that you may understand and appreciate why certain situations take place.
- Show respect for the opposing players, coaches, spectators and support groups. Treat them as you would treat a guest in your own home.
- Respect the integrity and judgment of contest officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.
- Recognize and show appreciation for an outstanding play by either team.
- Refrain from the use of any controlled substances (alcohol, drugs, tobacco, etc.) on or near the site of the event (i.e. tailgating) before, during, and after the contests.
- Use only those cheers that support and uplift the teams involved.

**Unacceptable Behavior**

- Yelling, waving arms or objects, and/or standing at inappropriate times
- Disrespectful or derogatory cheers, chants, songs or gestures
- Criticizing officials in any way; displays of temper with an official's call
- Cheers that antagonize opponents
- Refusing to shake hands or give recognition for good performances
- Blaming loss of contest on officials, coaches or participants
- Laughing or name-calling to distract an opponent
- Use of profanity or displays of anger that draw attention away from the game
- Doing individual cheers instead of following the lead of cheerleaders
- Wearing extreme or unusual clothing or excessive face or body painting which detracts from the action on the playing surface.

## **STUDENT SERVICES**

### **Health Care**

The school should be notified of any fractures, communicable diseases, allergies, or long-term illnesses the child may have.

The following measurements, screenings, and examinations are given in specific grades:

- |  |                 |
|--|-----------------|
| • Height & Weight (including BMI- Body Mass Index) | Annually        |
| • Vision screening                                 | Annually        |
| • Hearing screening                                | Grades 7 and 11 |
| • Physical exam                                    | Grade 6 and 11  |
| • Dental exam                                      | Grades 7 and 10 |

The measurements and screenings are done by school nurses. Regarding physical and dental exams, students in the designated grades will be given the exam by the school physician or dentist unless the school is notified in writing by the parent that the examination will be given by a private physician or dentist. A Private Physician Form or Dentist Examination Form must be obtained from the school, completed by the examiner, and returned to the school.

### **Guidance Services (ECCHS only)**

Guidance services are provided to all students to establish measures of standardized testing, to provide occupational and career counseling, and to furnish an atmosphere where personal problems can be discussed in confidence.

### **Student Assistance Program**

Elk County Catholic High School and St. Marys Catholic Middle School are fortunate to have been approved for the Student Assistance Program offered through the Pennsylvania Department of Education and the Pennsylvania Department of Health. The Student Assistance Program is designed to assist school personnel to identify issues, including alcohol, drugs, and others, which pose a barrier to a student's learning and school success. Student assistance is not a treatment program; rather, the program assists the parents / caregivers and the student with information for accessing services within the community. The SAP Team does not diagnose, treat, or refer for treatment.

This program has many similarities to the Employee Assistance Programs which are available for adults working in business, industry, and government and which deal with the employee problems of drug and alcohol abuse. The same formal and consistent approach to these problems used with workers has been shown to be equally effective in dealing with students who are having difficulty due to substance use or related mental health problems. Student Assistance attempts to identify, intervene with, and suggest options for children who are



having school problems due to involvement with alcohol/drugs or are demonstrating other associated problem behaviors. In no way does the school attempt in this program to diagnose or treat students with these problems. Student Assistance seeks to improve identification of these students and provides intervention through appropriate referrals.

This identification and intervention process takes place through the effort of an interdisciplinary "core team" of school personnel who are specifically trained as a group to work with these students. In addition, school officials are also trained to incorporate school behavior policies and mandated disciplinary actions into their student assistance process. School board and administrative policies are reviewed as part of this program to make sure that they are consistent with the philosophy of Student Assistance while at the same assuring a safe environment in the school for all students.

### **Crisis Response Team**

Elk County Catholic High School and St. Marys Catholic Middle School have established school-based Crisis Response Teams. These groups have been created to immediately react to any emergency that may occur. Such emergencies include, but are not limited to, the following:

Fires  
Bomb Threats  
Chemical Emergencies  
Intruders  
Weather Emergencies  
Child Abuse/Neglect  
Transportation Emergencies  
Blackouts  
Unexpected Deaths

Members of the teams include administrators, faculty, and staff (clerical, maintenance, cafeteria). These individuals have received specialized training in dealing with school-related emergencies.

In addition to the establishment of the teams, policy handbooks that list procedures to be followed in the event of a crisis have been created. For example, in the event of a bomb threat, specific procedures have been created in order to ensure the absolute safety of the students. Such procedures include evacuation of the students, strategies for secretaries, recording of information, contacting the police, notification of parents, transportation plans, and so on. For security reasons, it is not recommended that the specific procedures be distributed publicly. However, if you have any questions concerning the Crisis Response Teams or Policy Handbooks, you are asked to personally contact an administrator. Please know that ECCSS has plans in place that will respond to any crisis in a manner that will ensure the health and safety of all within our school community.

## **COMMUNICATION POLICIES**

### **Communication/Technology Devices**

Use of communication/technology devices such as beepers, pagers, and laser pointers are not permitted. Students may be in possession of cell phones, however the phone must be turned off during regular school hours and cannot be used to place calls, send text messages, take pictures, play music or games, access the internet or for any other purpose. Phones should be left in the student's backpack or locker during regular school hours. All student phones seen during school hours will be confiscated by ECCSS faculty/staff and will only be returned to the student's parent. Use of cell phones during school field trips is not permitted without the permission of a faculty member/adult supervisor. Use of cell phones during extra-curricular activities is at the discretion of the advisor(s).

Any phone that is discovered to be turned on during regular school hours is subject to being further examined by the school. The purpose of this examination would be to determine whether the phone was used during school hours, and if the phone was used during school hours, to further determine the purpose of that use. If a phone is discovered to be turned on during regular school hours, the person possessing that phone will be considered to have given his/her implicit consent to such a search.

**Acceptable Internet Use Policy:** This link (Ctrl + Click) will take you there.

<http://www.eccss.org/wp-content/uploads/2012/08/ECCSS-Acceptable-Use-Policy-for-Internet-1.pdf>

**ECCHS Student iPad Device Policy:** This link (Ctrl + Click) will take you there.

<http://www.eccss.org/wp-content/uploads/2011/11/ECCHS-iPad-Student-Device-Policy-v.3.0.pdf>

### **SMCMS Technology/E-Reader Policy**

SMCMS students are permitted to use e-reading or tablet devices (iPad, Kindle, Kindle Fire, etc.) for the purpose of reading school appropriate material. Any use of these devices for purposes other than reading school appropriate material is not permitted. Students are not permitted to access the school's wireless network with these devices. Any uses of e-readers or tablets for purposes other than reading will result in having the device taken from the student and the device turned over to the parent. Students in violation of this policy will lose their e-reader/tablet privileges. The iPod touch or smart phones (including the iPhone) may not be used as an e-reading device.

## **GENERAL POLICIES**

### **Scheduling (ECCHS only)**

All student-initiated schedule changes will only be done with the proper documentation. Forms for such changes are always available in the main office. They should be filled out completely by the student, signed by a parent, and returned to the Principal. All student schedule changes should be submitted by the fifth day after the semester begins.

Please note that unless an upperclassman has specifically declared Art as a career choice to the Guidance Department, a student may not schedule more than two semester art classes (one full year) per year.

Effective the start of the 2015-2016 school year, freshmen are not permitted to schedule a study hall.

### **Parent Communications**

Regular and open communication among teachers, students, parents/guardians, administrators, and school support groups is essential to the well-being of the school system. The Elk County Catholic School System uses the Edline system, an online portal, in order to post grades online for students and parents. At the beginning of each school year, parents and students will receive activation codes for the school year. We strongly urge parents to utilize this tool to track their child's progress. Edline also permits teachers to post classroom policies, assignments, projects, tests and other classroom information.

The only hard copies of student grades sent home are quarter and final report cards. In addition to providing information on a student's progress, Edline will contain electronic forms that can be completed online and recognized as legal school documents. It also serves as a communication medium as teacher email addresses are published with each of your child's classes.

Parents are encouraged, also, to communicate with teachers using their Elk County Catholic School System email addresses. The format for faculty email addresses is last name followed by first initial @eccss.org. For example: John Smith's email address would be smithj@eccss.org.

### **Emergency Notification System**

ECCSS utilizes an emergency notification system to notify parents of school delays, cancellations, and other school emergencies. Voice messages, text messages, and emails can be delivered to parents. Parents are automatically enrolled through our administrative software program.

## **Field Trips**

Field trips are privileges to students. Therefore, they must realize that participation in such trips must not interfere with their academic progress. Students may be denied permission to attend a field trip if they fail to meet the academic requirements of two classes. Eligibility will be reviewed based on both the eligibility lists submitted by the teachers and teacher discretion in regard to academic requirements. Students with unexcused or illegal absences may be ineligible to participate in field trips.

School policy and conduct guidelines will be enforced on all field trips. A permission form signed by at least one parent must be in the school's possession before a child will be permitted to take part in an activity that will take place off the school property. When a parent signs this form he/she acknowledges that accidents can happen, even when there is no negligence. The parent accepts that possibility and will not hold the school or the teacher liable in such a case.

## **Senior Class Trip**

The senior trip is a privilege extended to the members of the senior class. Decisions on the destination and activities are made in conjunction with diocesan policy and the administration. The necessary funds for the trip will be raised by the senior class during the course of their junior and senior year. A minimum of \$5,000 must have been raised by the end of the first semester for further planning to proceed. The criteria for the trip will also be distributed and discussed with the seniors during early September. The following eligibility requirements are in place for the senior class trip:

1. Students must be academically eligible.
2. Students going on the trip must meet the following attendance requirement: no more than 10 excused absences (without a medical excuse), no more than 10 excused late arrivals (before 9:30 a.m.), or no more than 15 excused absences and late arrivals combined. Any unexcused absences or late arrivals where the student fails to follow school policy will count as double (x 2) toward the totals. Illegal absences will automatically make the student ineligible for the trip.
3. Students must be in good standing in terms of discipline infractions. Students on disciplinary probation at the time of the trip, regardless of reason will not be permitted to go on the trip. Students who have been on probation more than 30 days during the course of the year will not be eligible.
4. Students must accumulate a minimum of 15 service hours to the class (time spent in class fundraising activities) to participate in the trip free of charge. Eight hours must be completed by the end of the first semester. The other seven must be completed by April 15.
5. Students must accumulate a minimum of seven and one-half service hours to the class to be eligible to attend. The remaining amount of hours must be purchased in order for the student to attend.

## **Medications**

Whenever possible, medications should be given at home. Students who are required to take over-the-counter or prescription medications in school must have the medications secured in the main office. If a student needs to carry an inhaler, epi-pen, etc., that information must be indicated on the student's medical records. Students must bring the physician's written order for a prescription along with the prescription in its original container. No medications in a baggie, etc. will be accepted. When scheduled to take medications, the student should report to the main office and the medicine bottle will be handed to the student who will dispense the proper dose in the presence of the school nurse or office personnel. Violation of this policy will result in immediate disciplinary action.

The school reserves the right to check with a parent or physician for confirmation of any medication needed. Common non-prescription medication will be administered to students only as pre-approved through a *Permission to Give Medication Form* which is sent home to parents annually.

In the event of an emergency, the parent or other specified person will be notified as to the nature of the emergency. If necessary, first aid will be administered and emergency transportation to a medical facility will be provided.

## **Change of Address**

Inform the main office immediately if there is a change in address or telephone number.

## **Release of Records**

Student records are accessible to legal-age students, their parents/guardians, or their legal representatives. This Right of Access shall be exercised by an appointment at a time mutually convenient to the parties concerned. For the purpose of record access, a "parent" includes natural parents, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school presumes that either parent of the student has authority to inspect and review the educational records of the student unless the school has been provided with evidence that there is a legally binding instrument or a state law or court order governing the divorce, separation, or custody providing to the contrary. Only the minimum personal data, academic reports, and attendance data will be retained in the inactive file once the student leaves the school. Should the student transfer to another school, the parent must sign a form at the new school for release of the student's records. The parent may request a copy of the student's records at this time. No individual or agency outside the school system will be permitted to inspect the student's record without the written permission of the parent or guardian or without the student's permission when he/she is of legal age.

When a student transfers to another school, all of that student's academic records, standardized test scores, health records, discipline records, and any other pertinent

information will be sent from the school office to the succeeding school's office. This is in accordance with the diocesan policy that all official transcripts be transferred between schools.

### **Custody Notification**

In families where there are custody arrangements, **a copy of the court order is required by law to be kept in the school.** If the court order changes or is updated, a copy of the new order must be sent by the parent/guardian to replace the prior order. Without an updated copy, the school will abide by the copy in the school files.

### **Student Property**

Students should make sure that all personal property brought onto school grounds is secured/not left unattended. The school is not responsible for damage to or loss of personal property.

### **Search Policy**

Any property, including vehicles and cellular phones, brought onto Elk County Catholic School System property by a student shall be subject to search by school officials for illegal items and substances, including drugs and alcohol. This includes school-sponsored events that are held off of school grounds. The bringing of the property to school events or onto school grounds and buildings shall be viewed as implied consent to search. If the administration deems it necessary to search a student's property, the student will be asked permission to search the property. If a student refuses permission, the student shall be subject to disciplinary action, including expulsion, and parents will be notified. The school reserves the right to search without such consent. Students are advised that if the school becomes aware of any violations of the law, the appropriate legal authorities will be notified by the school.

### **Legal Proceedings**

If a school official is subpoenaed to appear at a court hearing or any other legal or administrative proceeding, the official will comply.

### **Visitors**

Visits must be arranged through the permission of the principal. Persons not directly connected with the school are not permitted in the school building or on school grounds without permission. All visitors must use the intercom system to notify the main office personnel in order to enter the building. Upon entering the building, visitors must report to the main office, sign in, and wear a visitor identification badge.

**Building Access (Students)**

At the beginning and end of the school day, ALL students (grades 6 – 12) and faculty and staff should enter the building using the middle set of doors in the front of the school.

**Driving to School**

Students are permitted to drive to school. Driving is a privilege and this privilege can be revoked if safe driving habits are not followed. Students must obey posted speed limit signs and direction arrows.

**Parking Permits**

Students who are driving to school on a regular basis and wish to park in the main lot are to register their vehicles. They may register their vehicles online using the school website. Parking is available to students on a first-come basis. Students are not permitted to park in the first row of the lot as this area is reserved for school personnel and visitors. During the school day, students are not permitted to park in the cafeteria lot or behind the school building.

**Smoking/Tobacco Use**

Smoking or any tobacco use on the school premises at any time is against both Pennsylvania School Law and the fire regulations of the city of St. Marys.

**Weapons**

It is forbidden for anyone to possess a weapon of any type on Elk County Catholic School System property or at an Elk County Catholic School System sponsored event held off-grounds.

**Office Rules for Students**

1. Students should not loiter in the main office.
2. Students are not permitted to use the office phones without permission.
3. Students are not permitted in the back offices without a pass from an administrator or office personnel.
4. Students taking medications must wait in front of the office counter.

**Hall Monitors (ECCHS only)**

1. Hall Monitors will be selected at the beginning of each school year.
2. Two (2) monitors will be selected for each class period.
3. Monitors are to report directly to the main office and not their study hall.

4. Monitors are responsible for making classroom deliveries and assisting office personnel when necessary.
5. Monitors are "stationed" outside the main office when they are not making deliveries. Monitors should not roam the hallways.
6. If a monitor has a pass to take a test or work on a project, a pass from the classroom teacher must be given to someone in the main office. Office personnel will determine if a substitute monitor is needed.
7. Monitors must remain academically eligible.
8. Monitors are asked to knock on the classroom door when making a delivery unless the teacher has asked you not to do so.
9. Specific duties will be assigned when monitors are selected.

### **Fire Drills**

Fire drills are held at irregular intervals throughout the school year. Students should become familiar with the directives posted in each classroom. During a drill there should be no talking as students move to the designated areas.

### **Student Dance Policy (ECCHS only)**

1. Dances are held from 7:30 p.m. until 10:30 p.m. (The prom runs from 8 p.m. to 12 a.m.)
2. Dances must be chaperoned by the activity moderator, and two (2) additional teachers. The names of the chaperones are to be submitted in writing to the Vice Principal at least four (4) days before the dance.
3. Dress requirements will be determined by the committee responsible for hosting the dance and must be approved by the school administration.
4. Any student who leaves the building during the dance must also leave the premises and may not return.
5. Students bringing guests from other schools must register their guest prior to the dance as announced by the Vice Principal. Each Elk Catholic student is permitted to bring one guest to each dance. Female students may only bring a male guest. Male students may only bring a female guest. This includes the Prom. Guests must be at least a freshman in high school and not older than 20. Photo ID must be provided by all guests.
6. Smoking or use of tobacco products is forbidden. The use or possession of alcoholic drinks or unlawful drugs is cause for probation or expulsion, disciplinary action, and police referral.
7. All dances must have a Police Officer present.
8. No student will be admitted to a dance after 8:45 p.m. There is just one (1) exception to this rule (Prom 9:15 p.m.).
9. If a student leaves a dance early, he/she must sign out. Once the student signs out of the dance, he/she will not gain re-admittance and his or her parents may be notified.



Erie Diocesan policy strictly forbids middle school dances with the exception of a graduation dance for the eighth graders.

### **Food/Drinks Policy (ECCHS only)**

Students may not eat or drink in the hallways prior to the start of the school day. Students have the following options:

1. Report to a classroom and consume food/beverages there (with teacher permission).
2. Consume food/drinks in the cafeteria.

At lunch, all food and drinks must be consumed in the cafeteria. No items are permitted beyond the cafeteria.

The following guidelines concerning the consumption of food and drinks in the classroom during the school day are in place:

1. Students are permitted to carry healthy snacks and consume them during the periods prior to lunch only.
2. Unopened water bottles may be taken to homeroom and consumed during homeroom and first period only. Bottles may not be carried around the school outside of first period.
3. Drinks other than "plain water" are not permitted.
4. Students may not consume food/water in the following areas at any time: auditorium, chapel, computer labs and science lab; and never during formal presentations, for one hour before Mass, after your lunch period.
5. Teachers reserve the right to prohibit food and/or drinks in their classroom at any time.

### **Scent-Free Policy**

The academic success of a student can be directly linked to his or her health. For this reason, it is imperative that ECCSS insures the well-being and safety of all its students to support a positive learning environment. Strong scents and fragrances can contribute to poor indoor air quality that can be unhealthy to all students and school staff. Allergic and asthmatic patients, as well as those with other conditions, report that certain odors, even in the smallest amounts, can trigger an episode.

Therefore, ECCSS requests that all students, staff, and visitors refrain from wearing perfume, cologne and other fragrances, and use unscented personal care products in order to promote a scent-free environment. Fragrance products can include: hand sanitizers, cologne, perfume, scented lotions, hair products, candles, air fresheners, and plug-ins, just to name a few. All teachers, students, and staff members are asked not to bring cleaning products, deodorizers or other personal care products into the classroom unless they are identified as fragrance-free.

## **FACILITIES**

### **Library**

Students are to conduct themselves in a courteous, orderly manner at all times whether studying, reading, or doing research. A quiet atmosphere is to be maintained. There will be no socializing or visiting from table to table. No gum, food, or drinks are permitted in the library. A library pass from a subject teacher is necessary for admission to the library. Each student must have his/her own pass. Students are to remain in the library for the entire period.

Failure to follow these guidelines will result in expulsion from the library for a determined time or detention. Each student will receive one verbal warning, personally addressed. At the high school, the next action will be referral to the Vice Principal.

Library material may be checked out for a period of two weeks. Overdue notices are sent weekly. The library software program provides a grace period of five school days. The fine rate is \$.05 per day. If a book is lost or destroyed the student is responsible for the cost of the book. If a book is lost, paid for, and later found, the money will be refunded.

### **Computer Lab Use**

1. A pass signed by both the classroom teacher and the lab teacher is required for a student to be admitted to the lab.
2. Students should be working on an assignment when using the lab. Students cannot use the lab for playing games during their study hall.
3. Absolutely no gum, food, or drinks are permitted in the labs.
4. Students must be supervised by a staff person regardless of the time of day.

### **Telephone**

Students are permitted to use the telephone in the school office at the discretion of the office personnel. Students may not use the classroom telephones at any time.

### **Restrooms**

Students may use the restrooms before and after school, between class periods, and during lunch periods. At the middle school, students must provide their hallway passport in order to be dismissed during class to go to the restroom. You are expected to keep the restrooms clean. If you are feeling ill, report to the nurse or the main office. Do not remain in the restroom if you are ill.

### **Student Lockers**

There is to be no writing on the inside or outside of the lockers or student desks. Students who elect to decorate the interior of their locker or homeroom student desks are reminded that such decorating should be in good taste. Neatness must be maintained at all times. Food and drinks are not permitted in lockers or desks at any time. Scheduled locker inspections will take place at the end of each quarter. Unscheduled locker inspections will occur throughout the school year. Students are reminded that their lockers and desks are the property of Elk County Catholic School System and can be searched at any time.

Lockers must be locked at all times. Each student is issued a school lock on the first day of school. This is the only lock that is permitted. The student is responsible for this lock. If the lock is lost/stolen, the student must get a replacement lock from the main office. The fee for a replacement lock is \$5.00 and \$1.00 for replacement of the rubber bumpers.

### **Vandalism**

Vandalism of school property is wasteful, expensive, and shows a lack of personal pride. Students will be held financially accountable for any damage they do and will be subject to the Student Code of Conduct.

### **Places Not To Be In**

- No students are permitted in the high school coaches' office without supervision.
- No students are permitted in the weight room without supervision.
- No students are permitted beyond the service line in the cafeteria unless helping to serve.
- There will be no loitering in the stairwells at any time.
- No students are permitted in the faculty room.
- No students are permitted in the computer labs without supervision.
- SMCMS students are not permitted on either floor of the west wing without a legitimate reason and then only with permission from a member of the faculty or administration.
- ECCHS students are not permitted on either floor of the east wing without a legitimate reason and then only with permission from a member of the faculty or administration.

## **LUNCH PROGRAM**

Our schools participate in the National School Lunch Program, a federally assisted meal program. It provides nutritionally balanced low-cost or free lunches to children each school day. The lunches must meet federal nutrition requirements.

ECCSS offers parents the ability to manage their child(ren)'s cafeteria account over the Internet by using PayFort.net. It can be accessed via the eccss.org website or via [www.payfort.net](http://www.payfort.net). With PayFort.net, parents can log in at any time to make a deposit to their child's account, view their child's account balance, set up recurring deposits to their child's account, set up e-mail notifications when their child's account falls below a certain dollar amount, or request a report showing what the child has purchased on their account.

If you choose not to use PayFort.net for transactions, ECCSS will continue to accept cash and checks at each school cafeteria. When sending cafeteria money for your child(ren), the parent/guardian should mark on the envelope each child's name, room number, and amount. Lunch money will be collected by your homeroom teacher on Monday morning. At the high school, if money is brought in any other day of the week, it should be taken directly to the cafeteria by the student. At the middle school, it will be collected by your homeroom teacher regardless of the day you bring it. *Note: It is requested that cafeteria payments and tuition payments be made separately as they are recorded by different personnel in different places.*

**Meals must be paid for IN ADVANCE.** If an account reaches a -\$20 balance, the student will not be able to purchase a meal, a la carte items, or snack table items. The student will be given a peanut butter sandwich and a glass of water instead of the standard lunch for that day.

Additional information:

- Families who qualify are encouraged to apply for the free or reduced price lunch program. Application does not place any burden on the parish. Application forms are sent to parents/guardians at the beginning of the school year and are available at the school office during the year.
- In addition to the regular daily menu, a variety of alternative items are available for purchase each day. For this reason students are encouraged not to carry their lunches to school. If a student has a medical condition that requires a special diet, the cafeteria is required to meet that student's needs. In such cases, documentation (a doctor's excuse stating the medical condition necessitating a special diet), must be provided. A student may change to carrying his/her lunch at the beginning of a grading period only.

- The cafeteria must be kept clean at all times. Students must stand in an orderly line while waiting to be served. Tables must be cleaned and all refuse, trays, etc. must be deposited in the proper places. Do not go to the cafeteria except for the one period that you are scheduled for lunch. No food will be permitted outside of the cafeteria.
- Because the cafeteria must operate with volunteers in order to be cost-effective, parents, grandparents, and friends of the school are encouraged to volunteer in the cafeteria.

### **Lunch Period (ECCHS only)**

During a student's lunch period, he/she must report to the cafeteria and then to the main gym area once supervision is present. Students are not permitted to remain in any other areas of the school without the permission of the lunch supervisor. Students are not permitted in other areas of the school without supervision (auditorium, computer labs, art room, library, classrooms, etc.). Students are not permitted to go to their lockers.

Students are not permitted beyond these areas:

- Beyond the auditorium doors
- Beyond the front entrance
- Beyond the foyer

No students are permitted beyond the listed areas unless they have permission from a staff member.

### **Lunch Period (SMCMS only)**

During the middle school lunch period, students will be escorted to and from the cafeteria by their teachers.

## **ECCHS CODE OF CONDUCT**

Proper conduct of students is essential to the fulfillment of the school's Christian and academic mission. The code of conduct will apply to all students while in school and during school/school system sponsored events.

The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

### **Student Responsibilities**

Elk County Catholic High School has the authority to make reasonable and necessary rules governing the conduct of students in the school. It is the responsibility of an Elk County Catholic High School student to:

1. Be aware of all rules and regulations for student behavior and dress and conduct themselves in accordance with them.
2. Treat all students, teachers, staff and guests including substitute teachers with respect, cooperation and hospitality.
3. Exhibit respectful behavior in all group presentations and assemblies.
4. Assume that until a rule is waived, altered or appealed, it is in full effect.
5. Be willing to contribute in matters relating to the health, safety, and welfare of the school community and the protection of school property.
6. Dress and groom in conformity with the uniform code of the school.
7. Assist the school staff in operating a safe and clean school for all students enrolled.
8. Be aware and comply with all local, state and federal laws.
9. Exercise proper care when using the facilities and equipment of the school.
10. Attend school daily except when excused and be on time for all classes and other school functions.
11. Make all necessary arrangements with classroom teachers for making up work when absent from school.
12. Keep all appointments requested by any member of the faculty or staff.
13. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
14. Avoid inaccuracies and indecent language in speech and written work.
15. Express ideas and opinions in a respectful manner so as not to offend or slander others.
16. Take proper care of personal property and school property in your possession. Show respect for the property of others.

Please note that school rules are in full effect not only during the school day but during any school sponsored activity, whether on site or off school grounds.

### **Student Regulations for Detention Hall**

1. Detention hall will begin 5 minutes after final dismissal for one hour on the scheduled day.
2. Detention will be Tuesday and/or Thursday each week.
3. Student dress code is required.
4. One-day delay is appropriate for student transportation arrangements. Students who

are to serve one hour to three hours of detention will be given two weeks (four opportunities) to complete their penalty. Students who are to serve five hours of detention will be given three weeks (six opportunities) to serve detention.

5. Students should not bring homework or other materials to detention. During the detention time they will be required to sit in silence. Sleeping is not permitted.
6. Students will not be permitted to leave detention.
7. Suspension from participation in extracurricular and athletic programs will take place for that one hour each day that detention is being served.
8. Failure to report to detention will result in the student having to serve additional detentions at the discretion of the Administration.
9. All detentions will be proctored by faculty members on a rotating basis.
10. Parents will be notified of detentions.
11. Students are only permitted to reschedule detention due to a doctor or dental appointment. This must be done at least one day in advance.

### **Probation**

Probation is a state that subjects a student to a period of testing to ascertain continued enrollment in the school. Probation is a period of 30 school days during which a student is allowed to remain in school, but will be ineligible to participate in any extracurricular activities or trips for a minimum of five school days. The exact period of time will be determined by the administration. All costs/fees for activities paid in advance that fall into this time period will be forfeited. Any further infractions during this period will result in the student being referred to the Principal for additional actions. In all probation situations, the student will meet with the Vice Principal on a regular basis. Any student will be automatically placed on probation after receiving eight hours of detention in any three month period of time.

### **In-School Suspension**

In-school suspension is the temporary deprivation of the privileges and benefits that are afforded to the students. This includes participation in extracurricular activities or athletic activities throughout the entire period the student is assigned to in-school suspension. Students assigned to in-school suspension will be charged a fee of \$66 per day to cover the supervisory costs associated with in-school suspension.

1. The student is to report to the designated area at the regular starting time and remain in that area until the close of the school day at which time he/she must vacate the premises.
2. The student will not be permitted in any other area of the school. This includes the cafeteria.
3. Regular school attire is to be worn.
4. The student will complete the classroom work that was collected by the Vice Principal.

### **Out-of-School Suspension**

Out-of-school suspension may replace in-school suspension if circumstances warrant such an action. A student placed on out-of-school suspension is not permitted on school

property during the time of suspension nor is the student permitted to participate in any school activities on or off site.

### **Behavior Contracts**

For chronic misbehavior or serious offenses against the discipline code, a student may be placed on a behavior contract with specific stipulations on future behavior and consequences.

### **Student Assistance Program (SAP) Referral**

The Student Assistance Program attempts to identify and refer students who are having problems inside or outside of school that are impacting their classroom performance. Students whose referral to SAP is a result of disciplinary infraction are required to be evaluated by one of the affiliated service providers and complete the course of counseling recommended by these agencies.

### **Expulsion**

Expulsion is the disfranchisement that permanently severs the connection between the expelled member and the institution. Elk County Catholic School System's grounds are private property and school officials reserve the right to prohibit an expelled student from trespassing on ECCSS property if this proves to be in the best interest of the school community.

1. A letter will be sent to the parents, immediately placing the student on probation, explaining the problem and requesting a meeting with the parents and the student. A parental response will be mandatory.
2. All procedures for expulsion must be documented.
3. The administration has the authority to immediately expel a student for a serious offense or action that is detrimental to the inherent Catholic nature of ECCSS or endangers the health, welfare, or safety of other students or staff members.

### **ECCHS Code of Conduct Consequences**

Parents and students are advised that the administration determines the punitive measure deemed most appropriate and necessary for the circumstances. The interpretation of the violation and its extent of gravity rest ultimately in the hands of the administration.

### **Areas of Concern:**

1. **Insubordination – refusal to follow directions or requests of teachers, substitutes, staff members and administration**  
First Offense: Three hours detention  
Second Offense: Five hours detention, probation  
Third Offense: One day in-school suspension at \$66 per day, possible



implementation of expulsion procedures

2. **Smoking, possession of or use of tobacco in school or on school grounds, or at a school-sponsored activity (on or off school grounds)**  
First Offense: Five hours detention, SAP referral  
Second Offense: Two days in-school suspension at \$66 per day, probation  
Third Offense: Second Offense plus possible implementation of expulsion procedures
3. **Truancy (absent from school without permission) or leaving school without permission**  
First Offense: Five hours detention, one day in-school suspension at \$66 per day, possible notification of authorities  
Second Offense: Possible implementation of expulsion procedures
4. **Absent from class or assembly without the permission of teacher, staff member or administrator**  
First Offense: Three hours detention  
Second Offense: Five hours detention, probation  
Third Offense: One day in-school suspension, at \$66 per day, probation, possible implementation of expulsion procedures
5. **Fighting between students or physical attack on a student**  
First Offense: Five hours detention, SAP referral, possible in-school or out of school suspension, probation, possible notification of authorities  
Second Offense: One day in-school suspension at \$66 per day, probation, possible notification of authorities, possible implementation of expulsion procedures
6. **Illicit use of or possession of drugs or alcohol**  
First Offense: Three days in-school suspension at \$66 per day, probation, SAP referral.  
Second Offense: Expulsion
7. **Selling or distribution of illegal drugs – It is automatically assumed that possession of any controlled substances in excess of two units (i.e. marijuana cigarettes) constitutes intent to sell.**  
First Offense: Expulsion and legal action
8. **Possession/Selling or distribution of over-the-counter drugs**  
First Offense: One day in-school suspension at \$66 per day, probation, SAP referral  
Second Offense: Three day in-school suspension at \$66 per day, probation, SAP referral  
Third Offense: Expulsion
9. **Possession of lethal weapons**  
First Offense: Immediate out-of-school suspension, immediate implementation of expulsion procedures; possible notification of authorities.

**10. Forgery of a parent or school employee signature**

- First Offense: Five hours detention.  
Second Offense: Five hours detention, probation  
Third Offense: One day in-school suspension at \$66, possible implementation of expulsion procedures

**11. Willful damage/vandalism to school property**

Vandalism is defined as the willful or malicious destruction of public or private property and will not be tolerated. This includes but is not limited to the following:

- intentionally defacing, destroying, and/or causing not to function any part of the school building, its furnishings, and items contained in the building or on the grounds, for example: writing on desks, walls, lockers, textbooks; removing dispensers from the lavatory walls; driving on the lawn; forcefully slamming or kicking the lockers
- intentionally disabling computer hardware and/or software
- intentionally deleting and/or altering material stored on a computer drive
- intentionally destroying or defacing displayed material such as student artwork, bulletin boards, or posters
- enabling such destruction to take place by aiding the vandal in any way is also vandalism

First Offense: Two days in-school suspension at \$66 per day, probation, possible implementation of expulsion procedures, possible legal action, restitution

Second Offense: Expulsion

**12. Unintentional damage to school property**

- First Offense: Three hours detention, restitution  
Second Offense: Five hours detention, restitution, probation, possible legal action  
Third Offense: Possible implementation of expulsion procedures, possible legal action

**13. Stealing**

- First Offense: Five hours detention, restitution, probation, possible legal action  
Second Offense: Possible implementation of expulsion procedures, possible legal action

**14. Disruption in class or out of class (this includes school liturgies)**

- First Offense: Three hours detention  
Second Offense: Five hours detention, probation  
Third Offense: One day in-school suspension at \$66, probation, possible implementation of expulsion procedures

**15. Verbal, physical threat or abuse to a student or school personnel**

- First Offense: Immediate out-of-school suspension, probation, SAP referral, referral to Principal for possible implementation of expulsion procedures, possible notification of authorities  
Second Offense: Implementation of expulsion procedures at the discretion of the Principal, possible notification of authorities.

16. **Student harassment (including bullying, ridicule, or any other disrespectful words or actions directed toward another)**  
First Offense: Three hours detention  
Second Offense: Five hours detention, probation  
Third Offense: One day in-school suspension at \$66 per day, probation, possible implementation of expulsion procedure.
17. **Late to school prior to 9:30 a.m. without sufficient reason, including oversleeping**  
Third Offense: One-hour detention  
Fourth Offense: One-hour detention  
Fifth Offense: One- hour detention  
Sixth Offense: Three hours detention  
Seventh Offense: Five hours detention, probation
18. **Violating safe driving habits on school grounds (this includes before school, after school, evenings, and weekends)**  
First Offense: Three hours detention, loss of driving privileges for 30 school days  
Second Offense: Five hours detention, loss of driving privileges for the remainder of the school year
19. **Misuse of computers/technology or violation of the established Internet Policy**  
This includes but is not limited to the following:  
- unauthorized use of e-mail, messaging (Chat/Instant Messenger), bulletin boards and anonymous proxy websites  
- downloading of files without permission  
- destroying, moving or altering another individuals files  
- altering any of the computer's operating system or software files without permission  
- accessing password protected files and/or programs without permission  
- use of cellular devices or other portable communication/computing devices without permission  
- any other inappropriate use of computers/portable communication devices/internet not listed above  
  
First Offense: Five hours detention  
Second Offense: Five hours detention, loss of Internet privileges without direct supervision
20. Those students reported for unlocked lockers, dress code violation, not submitting an excuse for absence, inappropriate or vulgar language, minor disruption of class or assembly, late for class, or other minor infractions will be given an hour detention to be served within 2 weeks.
21. Disciplinary action will be at the discretion of the administration for any other inappropriate conduct, whether inside or outside the school, that is deemed inappropriate, that is detrimental to the inherent Catholic nature of Elk County Catholic High School or to the safety of students or staff members.

If there are repeated infractions of the above offenses the student will be reported for failure to respond to the reasonable request of a teacher, administrator, or school personnel.

Please note the following stipulations for all offenses requiring SAP referral.

- If the offense occurs with less than 30 days on the school calendar, he/she will not receive a diploma until all SAP recommendations have been fulfilled.
- If the student is an underclassman, the student will not receive his/her final report card until all SAP recommendations have been fulfilled during the summer.

## **SMCMS CODE OF CONDUCT**

Proper conduct of students is essential to the fulfillment of the school's Christian and academic mission. The code of conduct will apply to all students while in school and during school/school system sponsored events.

The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

### **Student Responsibilities**

Elk County Catholic has the authority to make reasonable and necessary rules governing the conduct of students in the school. It is the responsibility of an Elk County Catholic student to:

1. Be aware of all rules and regulations for student behavior and dress and conduct themselves in accordance with them.
2. Treat all students, teachers, staff and guests including substitute teachers with respect, cooperation and hospitality.
3. Exhibit respectful behavior in all group presentations and assemblies.
4. Assume that until a rule is waived, altered or appealed, it is in full effect.
5. Be willing to contribute in matters relating to the health, safety, and welfare of the school community and the protection of school property.
6. Dress and groom in conformity with the uniform code of the school.
7. Assist the school staff in operating a safe and clean school for all students enrolled.
8. Be aware and comply with all local, state and federal laws.
9. Exercise proper care when using the facilities and equipment of the school.
10. Attend school daily except when excused and be on time for all classes and other school functions.
11. Make all necessary arrangements with classroom teachers for making up work when absent from school.
12. Keep all appointments requested by any member of the faculty or staff.
13. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
14. Avoid inaccuracies and indecent language in speech and written work.
15. Express ideas and opinions in a respectful manner so as not to offend or slander others.
16. Take proper care of personal property and school property in your possession. Show respect for the property of others.

Please note that school rules are in full effect not only during the school day but during any school sponsored activity, whether on site or off school grounds.

### **Student Regulations for Detention Hall**

1. Detention hall will begin 5 minutes after final dismissal for 45 minutes on the scheduled day.
2. Detention will be Thursday each week.
3. Student dress code is required.

4. One-day delay is appropriate for student transportation arrangements. Students who are to serve one detention will be given two weeks (two opportunities) to complete their penalty. Students who are to serve three detentions will be given four weeks (four opportunities) to serve detention.
5. Students should not bring homework or other materials to detention. During the detention time they will be required to sit in silence. Sleeping is not permitted.
6. Students will not be permitted to leave detention.
7. Suspension from participation in extracurricular and athletic programs will take place for that one hour each day that detention is being served.
8. Failure to report to detention will result in the student having to serve additional detentions at the discretion of the Administration.
9. All detentions will be proctored by faculty members on a rotating basis.
10. Parents will be notified of detentions.
11. Students are only permitted to reschedule detention due to a doctor or dental appointment. This must be done at least one day in advance.

### **Probation**

Probation is a state that subjects a student to a period of testing to ascertain continued enrollment in the school. Probation is a period of 30 school days during which a student is allowed to remain in school, but will be ineligible to participate in any extracurricular activities or trips for a minimum of five school days. The exact period of time will be determined by the administration. All costs/fees for activities paid in advance that fall into this time period will be forfeited. Any further infractions during this period will result in the student being referred to the Principal for additional actions. In all probation situations, the student will meet with the Vice Principal on a regular basis. Any student will be automatically placed on probation after receiving eight hours of detention in any three month period of time.

### **In-School Suspension**

In-school suspension is the temporary deprivation of the privileges and benefits that are afforded to the students. This includes participation in extracurricular activities or athletic activities throughout the entire period the student is assigned to in-school suspension. Students assigned to in-school suspension will be charged a fee of \$66 per day to cover the supervisory costs associated with in-school suspension.

1. The student is to report to the designated area at the regular starting time and remain in that area until the close of the school day at which time he/she must vacate the premises.
2. The student will not be permitted in any other area of the school. This includes the cafeteria.
3. Regular school attire is to be worn.
4. The student will complete the classroom work that was collected by the Assistant Principal.

### **Out-of-School Suspensions**

Out-of-school suspension may replace in-school suspension if circumstances warrant such an action. A student placed on out-of-school suspension is not permitted on school property during the time of suspension nor is the student permitted to participate in any school activities on or off site.

### **Behavior Contracts**

For chronic misbehavior or serious offenses against the discipline code, a student may be placed on a behavior contract with specific stipulations on future behavior and consequences.

### **Student Assistance Program (SAP) Referral**

The Student Assistance Program attempts to identify and refer students who are having problems inside or outside of school that are impacting their classroom performance. Students whose referral to SAP is a result of disciplinary infraction are required to be evaluated by one of the affiliated service providers and complete the course of counseling recommended by these agencies.

### **Expulsion**

Expulsion is the disfranchisement that permanently severs the connection between the expelled member and the institution. Elk County Catholic School System's grounds are private property and school officials reserve the right to prohibit an expelled student from trespassing on ECCSS property if this proves to be in the best interest of the school community.

1. A letter will be sent to the parents, immediately placing the student on probation, explaining the problem and requesting a meeting with the parents and the student. A parental response will be mandatory.
2. All procedures for expulsion must be documented.
3. The administration has the authority to immediately expel a student for a serious offense or action that is detrimental to the inherent Catholic nature of ECCSS or endangers the health, welfare, or safety of other students or staff members.

### **SMCMS Code of Conduct Consequences**

Parents and students are advised that the Administration determines the punitive measure deemed most appropriate and necessary in circumstances. The interpretation of the violation and its extent of gravity rest ultimately in the hands of the Administration.

In order to encourage a good learning environment for all students at St. Marys Catholic Middle School, such things as classroom disruptions, misbehavior in the restrooms or hallways, inattention to school work or stated classroom rules, and unsafe conduct will be monitored and addressed by faculty members. Good conduct will be encouraged by all. Infractions will be addressed according to the following guidelines, which are not intended to be all-inclusive.

The SMCMS Administration maintains the right to waive or modify any code of conduct rules for just cause at the school's discretion.

Please note: In-school suspension may be assigned to any student who accumulates five (5) hours of detention during any nine week period.

### **Minor Offenses**

Written warnings will be given for each offense. Three (3) offenses will warrant a 45-minute detention.

- M1 Talking out in class (minor)
- M2 Out of seat without permission
- M3 Loitering or running in halls, stairwells, cafeteria
- M4 Leaving classroom without permission
- M5 Shoving, hitting, tripping, etc. (excessive horseplay)
- M6 Chewing gum, eating candy, etc.
- M7 Note passing
- M8 Violation of restroom privileges
- M9 Excessive or loud talking
- M10 Throwing objects
- M11 Use of iPods, video games, head sets in school
- M12 Minor disrespect or discourtesy to school personnel, those in charge, fellow students
- M13 Taking, touching others' property, including, but not limited to, food, clothing, school supplies
- M14 Failure to report to assigned areas, including, but not limited to, homeroom, office, bus room
- M15 Writing on or otherwise decorating body parts
- M16 Failure to follow the dress code (written warning accompanied by Dress Code Violation Notice)

### **Major Offenses**

First Offense: One 45-minute detention

Second Offense: Three 45-minute detentions

- MA1 Verbal or Physical Harassment of fellow students
- MA2 Reckless or irresponsible behavior that endangers others (throwing objects: snowballs/objects from school bus windows, etc.)
- MA3 Spitting
- MA4 Possession of materials inconsistent with the Catholic school environment
- MA5 Profanity
- MA6 Unauthorized use of cell phones
- MA7 Major disrespect or discourtesy to school personnel, those in charge, fellow students
- MA8 Forging an excuse on a test / folder / discipline slip



### **Serious Offenses**

First Offense: Three 45-minute detentions

Second Offense: Five 45-minute detentions, in-school suspension

- S1 Destruction of school or student property
- S2 Leaving school property during school hours without permission
- S3 Forging an excuse for an absence or for release from school or official school document
- S4 Fighting or physical attack (causing bodily harm)
- S5 Misuse of technology / violation of the Acceptable Use Policy including, but not limited to, computers, technology and cell phones
  - unauthorized use of e-mail, bulletin boards and anonymous proxy websites
  - downloading of files without permission
  - destroying, moving or altering another individual's files
  - altering any of the computer's operating system or software files without permission
  - accessing password protected files and/or programs without permission
  - use of cellular devices or other portable communication/computing devices without permission
  - any other inappropriate use of computers/portable communication devices/internet not listed above

### **Critical Offenses**

In-school suspension will be administered for critical offenses, the length of time to be determined. The student will be placed on Probation. Out-of-school suspension may be assigned as necessary. A meeting is required with the parent, principal, and any other appropriate personnel as determined by the principal. The student may be referred to the Student Assistance Program (SAP) and would be required to follow the recommendations made by the SAP Team.

- C1 Flagrant disrespect or defiance (insubordination) of school or legal authority
- C2 Truancy
- C3 Theft
- C4 Fighting / Attack on student (causing serious bodily injury)
- C5 Possession of or distribution of over-the-counter drugs
- C6 Possession of tobacco

### **Grave Offenses**

These are addressed individually. In-school suspension, out-of-school suspension, expulsion, and notification of authorities may result as a consequence of the violation.

- G1 Serious threats toward students or faculty/staff
- G2 Possession of weapons
- G3 Possession of or use of alcohol or illegal drugs

Disciplinary action will be at the discretion of the administration for any other inappropriate conduct, whether inside or outside the school, that is deemed inappropriate or that is detrimental to the inherent Catholic nature of Elk County Catholic School System or to the safety of students or staff members.

Please note the following stipulations for all offenses requiring SAP referral.

- If the offense occurs with less than 30 days on the school calendar, he/she will not receive a diploma until all SAP recommendations have been fulfilled.
- If the student is an underclassman, the student will not receive his/her final report card until all SAP recommendations have been fulfilled during the summer.

## **ELK COUNTY CATHOLIC SCHOOL SYSTEM POLICY AGAINST HARASSMENT**

Elk County Catholic School System is committed to providing a workplace free of sexual harassment as well as harassment based on such factors as race, color, religion, national origin, ancestry, age, medical condition, disability, or veteran status. The School strongly disapproves of and will not tolerate harassment of employees, students, or visitors by any supervisor or employee. The School will also protect employees from non-employees and students in the workplace.

**Harassment** includes verbal, physical, and visual conduct as well as written material that creates an intimidating, offensive, or hostile working or academic environment or that interferes with work performance of employees or students. Harassment includes but is not limited to physical or mental abuse, insults, slurs, jokes, posters of a disturbing nature, subtle pressure for sexual activity, unwelcome sexual advances or touching or requests for sexual favors, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age, or handicap/disability. Any material appearing on a website, blog, online message, e-mail, or any other form of online computer communication or cell phones that is of a nature as outlined above is also considered to be harassment, whether it originates inside or outside of ECCSS.

**Ethnic harassment** includes the use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an offensive working environment.

**Sexual harassment** shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, visual, or physical conduct of a sexual nature when:

1. Submission to such conduct of a sexual nature is a term of condition of an individual's continued employment or academic progress.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment.

Examples of **sexual harassment** include but are not limited to sexual flirtations, advances, touching, or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body, sexually degrading words to describe an individual, jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a person's ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment.

Harassment refers to behavior that is personally offensive, that disables morale, or interferes with the work or academic performance of its victims. Any students or employees who believe themselves to be the objects of actions prohibited by this policy are strongly urged to report these violations.

Any incident or harassment, including work-related harassment by any School employee or harassment by or against students should promptly be reported to that employee's supervisor and to the Principal, who is responsible for investigating the matter. Supervisors

who receive such complaints should immediately report the incident to the Principal. An employee may also report such incidents of harassment directly to the President, especially when a supervisor is involved in the harassment.

Every complaint of harassment that is reported to the Principal will be investigated thoroughly, promptly, and in as confidential a manner as possible. In addition, the School will not tolerate retaliation against any employee or student for making a complaint.

The School considers any report of harassment to be serious. Thus, anyone found to have brought a false charge of harassment as a form or reckless defamation of another's character will be subject to disciplinary action, up to and including termination from employment or dismissal as a student.

### **Complaint Procedure**

Employees and students who believe that they are being harassed are encouraged to firmly and promptly notify the offender that his or her behavior is unwelcome. Elk County Catholic School System also recognizes that differences in position of the alleged harasser and an alleged victim may make such confrontation impossible or impractical. In the event that this type of direct communication between individuals is ineffective, any student or employee who feels that he or she has been made a victim of harassment should take the following steps to report any complaints.

1. An employee or student shall report a complaint of harassment, orally or in writing, to their immediate supervisor or the Principal, who shall inform the employee or student of his/her rights and of the complaint process. In the event that an initial report is made orally, the Principal shall request that the complaint be put in writing before an investigation is initiated and resolution achieved. This process is not intended to discourage reporting, but rather is designed to insure that all parties are aware of the specific allegations of any complaint. If the alleged victim refuses to put the complaint in writing, the Principal shall prepare a written statement which summarizes the oral complaint.
2. The Principal immediately shall notify the President, and the Principal shall initiate an impartial, thorough and confidential investigation of the alleged harassment within five (5) working days of notification. In the event that the Principal is the subject of the complaint, the complaint shall be directed to the President to conduct the investigation. If necessary, in the case of sexual harassment, the Principal (or President) may designate another employee of the opposite sex to assist him or her in the investigation, where possible. The investigation shall include an interview with the student(s) or employee(s) who made the initial report and the person(s) toward who the suspected harassment was directed. The student(s) or employee(s) suspected or accused of harassment shall also be interviewed if the Principal (or President) determines that there is sufficient evidence to believe that some form of harassment may have occurred. Any other person who may have information regarding the alleged harassment may also be interviewed.

In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.

3. The Principal (or President) shall prepare a written report within twenty (20) working days of his/her notification of the suspected harassment summarizing the investigation and recommending disposition of the complaint unless extenuating circumstances prevent him/her from doing so. The report shall include a finding that harassment occurred, harassment did not occur, or there is inconclusive evidence as to whether harassment occurred. Copies of the report shall be provided to the complainant, the accused, the President and others directly involved, as appropriate.
4. If the investigation results in a substantiated charge of harassment, the School shall take prompt corrective action to ensure the harassment ceases and will not recur.
5. Every effort shall be made to keep all matters related to the investigation and the various reports confidential. Elk County Catholic School System will maintain written records for one (1) year from the date of the resolution of the complaint unless new circumstances dictate that the file should be kept for a longer period of time.
6. Elk County Catholic School System encourages the prompt reporting of complaints so that rapid response and appropriate action may be taken. However, due to the sensitivity of these problems and because of the emotional toll such misconduct may have on any individual, no limited time frame will be instituted for reporting harassment complaints. Delayed reporting of complaints will not, in and of itself, preclude the School from taking remedial action. However, delays in the reporting of complaints may adversely impact the investigation and, thus, prompt reporting is encouraged.
7. The School will not, in any way, retaliate against an individual who makes a report of sexual or other harassment or permit any management or supervisory employee to do so. Retaliation is a serious violation of this policy and should be reported immediately. Any person found to have retaliated against another individual for reporting harassment will be subject to the same disciplinary action provided for the actual harassment offenders.

### **Discipline**

A substantiated charge against an employee shall subject such employee to disciplinary action, including discharge.

A substantiated charge against a student shall subject such student to disciplinary action, consistent with the student discipline code, and may include exclusion from educational activities and/or counseling services related to unlawful harassment and/or dismissal from the school.

If it is concluded that an employee has made false accusations, such employee shall be subject to disciplinary action, including termination.

In the case of harassment by School employees, if harassment is established, the School will administer Corrective Action with the offender. Corrective Action for a violation of this policy may range from written warnings up to and including immediate discharge, depending on the circumstances. With regard to acts of harassment by non-employees, corrective action will be taken after consultation with appropriate legal authorities.

### **Appeal Procedure**

1. If the complainant or accused is not satisfied with the Principal's decision, he/she may file a written appeal to the President within ten (10) working days of the resolution of the charge by the Principal.
2. The President shall review the initial investigation and report and may also conduct a reasonable investigation. The President shall prepare a written response to the appeal within thirty (30) working days. Copies of the response shall be provided to the complainant, the accused, the Principal and others directly involved, as appropriate. In the event that the Principal was the subject of the complaint, the decision of the President shall be final.
3. In the event the complainant of harassment accuses the President, the appeal from the Principal's determination shall be to the Board of Trustees of the School, which shall review the initial investigation and report and may also conduct a reasonable investigation. The Board shall prepare a written response to the appeal within thirty (30) working days.
4. The decision of the President (or the Board) on appeal shall be final.

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### **POLICY FOR THE PROTECTION OF CHILDREN**

In the Charter for the protection of Children and Young People, the United States Conference of Catholic Bishops reminds us that Jesus extended his care in a tender and urgent way to children. He rebuked his disciples for keeping them away from him: "Let the children come to me" (Mt 19:14). He uttered a grave warning about anyone who would lead the little ones astray.

It is with compassion and care that the Diocese of Erie addresses the issue of child abuse. The Diocese wants to ensure that all of its programs for children are conducted in a safe environment.

The complete diocesan policy for the Protection of Children can be found at this link. (Ctrl + Click) <http://www.eriercd.org/pdf/policyabuse.pdf>

### **STUDENT WELLNESS POLICY**

Student wellness and proper nutrition are related to students' physical wellbeing, growth, development, and readiness to learn. Catholic schools in the Diocese of Erie are committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement and their overall well-being.

The complete diocesan Student Wellness Policy can be found at this link: (Ctrl + Click) <http://www.eriercd.org/pdf/schools/WellnessPolicy07.pdf>

## **ECCHS DRESS CODE**

There are many details and styles of clothing that cannot be covered in the dress code. It is hoped that students and parents understand not only the "letter" but the "spirit" of the dress code and choose clothing that is appropriate for students attending Elk County Catholic High School.

All pants, polos, shirts, blouses, weskits, sweaters and vests must be of the conventional uniform style so as to match those available from Flynn & O'Hara Uniform Company.

Begun with the 2012-13 school year, the girls' slacks must be purchased from Flynn & O'Hara and bear their signature logo patch.

The administration maintains the right to make the final determination concerning the appropriateness of any student's attire.

### **ECCHS Girls' Dress Code**

**Skirt:** Maroon plaid kilt skirt available now from Flynn & O'Hara. The "old" plaid multi-pleat skirt may still be worn. The length shall be no more than 6" above the knee.

**Blouse:** Solid white short or long-sleeve front button-down blouse. Blouses may be worn with skirts or pants. Blouses must be tucked in at all times. Anything worn under the uniform blouse must be white. Blouses are required from October 16 through April 14 and must be worn with the uniform weskit, vest, sweater, or sweatshirt.

**Weskit:** Gray weskit. The weskit or sweater vest must be worn with the blouse; it may be worn with the polo.

**Pants:** Khaki or black dress pants. Only the Flynn & O'Hara dress pants with their logo patch are permitted – no other brands or styles are acceptable.

**Polo:** Solid white short or long-sleeve polos may be worn from April 15 through October 15. They must be loose fitting and long enough to be able to stay tucked in at all times.

**Belt:** Black, brown, navy or other neutral color belt. Belts must be worn with pants. Belts shall not have more than a few inches of excess length.

**Vest:** Gray pullover vest.

**Sweater:** Maroon sweater.

**Sweatshirt:** Maroon crew neck sweatshirt with ECCSS logo. It will be available for sale from the ECCSS PTO. It may not be worn from April 15 through October 15.

**Socks:** Solid white, black, maroon, gray socks, tights, or hose. Socks or hose may not have any designs.



**Shoes:** Solid color black, brown or gray shoes that are cut below the ankle and have a heel or platform height of no more than 2½", measured at the back of the shoe. (Plaid/print shoes are not permitted; metallic colors are not permitted). Boots, clogs, crocs, sandals, etc. are not permitted. Open-toed or open-heeled footwear may not be worn. Spike heels are unacceptable. Moccasins or moccasin-style shoes may not be worn.

**Hair:** Hair color must be complementary to your natural color; absolutely no unnatural hair colors or outlandish hair styles. Eyes must be visible. Students may not make drastic changes to hair color (extremely light to dark or the reverse). Highlights, lowlights or streaks that drastically differ from your primary hair color are not permitted. Small feathers, bows, clips, and headbands that do not cause a distraction are permitted.

In addition to the above guidelines, students may not have any unnatural colors layered under their normal color, such as pink or red. Highlights also may not be extreme and/or bleached in contrast to the normal hair color. The new "ombre" look is also not acceptable. Ombre is defined as hair color fading from dark to light, or vice versa.

If a student chooses to be creative with her hair color and/or style over the summer, there is no acceptable "grow out" period. All hair color and/or styles must be restored to a natural look and follow the guidelines presented in the Handbook before the first day of school.

**Please note that if a student participates in a fall sport, the Handbook guidelines begin with the first official day of fall sports season. All athletes must report to practice with the appropriate hair styles and colors.**

**Jewelry:** Only accepted earrings are posts or 1" long hoops or dangles. Bars or gages are not permitted. There is a maximum of two earrings per ear. A silver or gold dress necklace that is at least 16" in length is permitted. One bracelet per arm - including message bracelets. Only gold and silver jewelry is permissible. Plastic, leather, hemp/jute, beads and other materials other than gold or silver are not permitted. No anklets. No excessive jewelry. No visible tattoos. Any facial or visible body piercing is not acceptable. Tongue piercing is unacceptable. Band-aids worn over piercings are unacceptable. Plastic spacers worn in facial piercings are unacceptable.

**Nails:** Nail polish may be worn, but black is not permitted.

**Make-Up:** Daytime make-up may be worn, but not in excess. Only natural colors are permitted. Glitter eye shadow may be worn conservatively.

**Grooming:** Keep a neat and clean appearance at all times. Visible tattoos (fake or real) are not acceptable. Writing or drawing on the skin is not permitted. No stickers, pins or buttons may be worn on the uniform – permission for certain items may be granted by the administration.

## **ECCHS Boys' Dress Code**

**Shirt:** Solid white short-sleeve or long-sleeve front button-down dress shirt (Oxford type collar). Shirts must be buttoned all the way and tucked in at all times. Dress shirts are required from October 16 through April 14 and must be worn with the uniform vest, sweater, or sweatshirt and a tie.

**Polo:** Solid white short- or long-sleeve polo. Polos must be long enough to stay tucked in at all times. Polo shirts may be worn from April 15 through October 15.

**Belt:** Black or brown solid color belt must be worn at all times. Belts must be worn with pants that have belt loops. Belts shall not have more than a few inches of excess length.

**Pants:** Khaki, black, gray or navy dress pants. Only "Docker" style dress pants are permitted – no outside sewn or cargo pockets, heavy seams, rivets, or form-fitting styles. No corduroys or denim material. Slacks must be conventional fit, worn at or above the hips.

**Sweater:** Maroon v-neck vest or sweater.

**Sweatshirt:** Maroon crew-neck sweatshirt with ECCSS logo. It will be available for sale from the ECCSS PTO. It may not be worn from April 15 through October 15.

**Necktie:** Traditional ties that are of good taste. Ties should be snug to the collar, with the shirt's top button buttoned. The length of the tie shall be to the belt, give or take an inch. Ties must be properly tied. Ties are required from October 16 through April 14.

**Socks:** Solid white, black, navy, gray, tan or brown socks. No designs are permitted.

**Shoes:** Solid black or brown shoes that are cut below the ankle and have a heel or platform height of no more than 1½". Boots or sandals are not permitted. Moccasins or moccasin-style shoes may not be worn. Shoes should be tied snugly, using all eyelets.

**Hair:** Hair should be kept neat and clean at all times. Hair must be cut above the collar, ears, and above the brow. Hair is not permitted to be "greased or slicked" back. No outlandish hairstyles – shaving of the head shorter than ¼", designs, steps or visible lines are not permitted. Sideburns may not extend below the bottom of the ear. Students must be clean-shaven. Students may not make drastic changes to hair color (extremely light to dark or the reverse). Highlights, lowlights or streaks that drastically differ from your primary hair color are not permitted.

In addition to the above guidelines, students may not have any unnatural colors layered under their normal color, such as pink or red. Highlights also may not be extreme and/or bleached in contrast to the normal hair color. The new "ombre" look is also not acceptable. Ombre is defined as hair color fading from dark to light, or vice versa.

If a student chooses to be creative with his hair color and/or style over the summer, there is no acceptable "grow out" period. All hair color and/or styles must be restored to a natural look and follow the guidelines presented in the Handbook before the first day of school.

**Please note that if a student participates in a fall sport, the Handbook guidelines begin with the first official day of fall sports season. Male athletes must report to practice clean shaven and all athletes must report with appropriate hair styles and colors.**

**Jewelry:** Earrings, bars or gages are not permitted. A silver or gold dress chain that is at least 16" in length is permitted but must be worn under the uniform. One bracelet per arm - including message bracelets. Only gold and silver jewelry is permissible. Plastic, leather, hemp/jute, beads and other materials other than gold or silver are not permitted. No anklets. No excessive jewelry. No visible tattoos. Any facial or visible body piercing is not acceptable. Tongue piercing is unacceptable. Band-aids worn over piercings are unacceptable. Plastic spacers worn in facial piercings are unacceptable.

**Hats:** Hats are to be removed in the building.

**Grooming:** Must be clean-shaven at all times. No visible tattoos; no nail polish. Keep a neat and clean appearance at all times. Visible tattoos (fake or real) are not acceptable. Writing or drawing on the skin is not permitted. No stickers, pins or buttons may be worn on the uniform – permission for certain items may be granted by the administration.

### **ECCHS Gym Uniform (Boys and Girls)**

**Shirts:** Any Crusader T-Shirt (a shirt that has ECC, be., or Crusaders written on it), not necessarily maroon or gold. (Example: a gray T-shirt that says Crusader Basketball on it would be acceptable.)

For new students – T-shirts are provided to new students upon enrollment, courtesy of the ECCSS Advancement Office. Dave's Pro Shop on Erie Avenue also has Crusader t-shirts available for purchase.

**Shorts/Pants:** Black loose-fitting and long shorts, wind pants or sweatpants. Shorts, wind pants or sweatpants may have stripes along the side. No snaps or zippers on the wind pants. No wording of any kind across the seat of the wind pants.

**Sneakers:** Non-marking soles.

### **ECCHS Relaxed Dress Code**

**The following are the guidelines for relaxed dress days:**

In an attempt to alleviate "grey" areas concerning appropriate dress for these specially designated days, the policy for shirts for both the boys and the girls is now a **standard**, loose-fitting T-shirt or a **standard** sweatshirt. Flannel shirts and hooded sweatshirts will be permitted on relaxed dress days from October 15 through April 14 only. Any printing or logos must be

consistent with our Catholic school environment. Additional directives for relaxed dress days are:

- Jeans, casual pants, or knee-length shorts that are in good repair and fit properly. Capri pants are acceptable for girls. Shorts and Capri pants are only acceptable from April 15 through October 14. No sweats, mesh, spandex, camouflage, pleather or mini-skirts.
- No beach sandals or flip-flops. Sandals are acceptable as long as they have a strap around the heel of your foot. Moccasins with hard soles and work boots may be worn.
- All clothing must be appropriate and in good taste.
- The hair, make-up, and jewelry code remains in effect for the duration of the relaxed dress code.

The Administration reserves the right to make the final determination whether any item of clothing is acceptable for relaxed dress. The alternative to the above guidelines is the regular school uniform. If a student is unsure about something, it is best if he/she asks the Principal or Vice Principal personally before wearing it to school.

Students who do not comply with these guidelines could lose all dress down privileges for the school year.

### **ECCHS Dress-Up Guidelines for All School Sponsored Events**

All ECCHS activities and functions are intended to be very impressive yet morally upright and respectable, resulting in a notable collection of memories over the student's years with ECCSS. With this philosophy at the forefront of all our decisions, all students need to be aware of the following guidelines that will be enforced for ALL school sponsored events – day or night. This includes, but is not limited to: National Honor Society, all Sports Awards Ceremonies, Band and Choir Concerts, Matriculation and any designated Dress-up Day.

Any student who does not follow the guidelines below **will be subject to appropriate consequences** for a dress code violation.

**Ladies:** a modest style dress or skirt no shorter than 6 inches above the knee; dress slacks (no leggings, yoga, or skinny pants); no bare shoulders – strapless, one strap, or spaghetti strap tops **MUST BE COVERED** with a sweater or jacket; no cut-outs in the dress anywhere; no bare midriffs; no plunging necklines; for footwear – dress shoes, dress boots, or dress sandals with normal dark-colored soles (Uggs or Ugg-style boots or moccasins are not dress shoes!)

**Gentlemen:** dress pants (no shorts); a white or colored dress shirt and tie; calf high dress socks (no short “athletic” length socks); and dress shoes with normal black or brown soles (Any style boots, sneakers, or moccasins are not acceptable.) Sport coats or sweaters are optional.

**All:** ECCSS hair, jewelry, and shaving rules remain in effect. No flip-flops or any variation are permitted, regardless of the height of the sole.

**NOTE:** *The only current exceptions to the guidelines presented here are the high school sponsored dances – Homecoming, Christmas Dance, and the Prom. Students are expected to use good judgment when choosing attire for these dances, and any extreme attire, as determined by the administration, **will prevent the student from being admitted** into the dance. If students are in doubt they should ask before wearing a questionable item.*

**NOTE:** **If students are in doubt about any aspect of the dress code they should check with the administration prior to wearing a questionable item. (You can send your principal a description of the item in an email!)**

## **SMCMS DRESS CODE**

There are many details and styles of clothing that cannot be covered in the dress code. It is hoped that students and parents understand not only the "letter" but the "spirit" of the dress code and choose clothing that is appropriate for students attending St. Marys Catholic Middle School.

All pants, shorts, shirts, blouses, and vests must be of the conventional uniform\* style so as to match those available from Flynn & O'Hara Uniform Company.

Begun with the 2012-13 school year, all sweaters worn must be purchased through Flynn & O'Hara Uniform Company (or previously purchased from Schoolbelles).

The administration maintains the right to make the final determination concerning the appropriateness of any student's attire.

## **SMCMS Girls' Dress Code**

**Skirt:** Maroon plaid kilt skirt available from Flynn & O'Hara. The length shall be no more than 3" above the knee.

**Blouse:** Solid white short- or long-sleeve front button-down blouse (Peter Pan or Oxford type collar). Blouses may be worn with skirts, pants or shorts. Blouses must be tucked in at all times.

**Polo:** Solid white short-sleeve or long-sleeve polo. Polos may be worn with skirts, pants or shorts. Polos must be tucked in at all times.

**Weskit:** Maroon weskit from Flynn & O'Hara. The weskit/sweater vest must be worn with the blouse; it may be worn with the polo.

**Pants:** Khaki dress pants. Only dress pants are permitted – no outside sewn or cargo pockets, heavy seams, rivets, stretch fabrics, or form-fitting styles.

**Shorts:** Khaki dress shorts. Shorts cannot have outside pockets. Shorts should be no more than 2" above the knee or 1" below the knee. Shorts may be worn from April 15 through October 15.

**Belt:** Black, brown, navy or other neutral color belt. Belts must be worn with pants or shorts that have belt loops. Belts shall not have more than a few inches of excess length.

**Sweater:** Solid gray sweater from Flynn & O'Hara Uniform Company. This will be the only permitted style.

**Sweatshirt:** Solid maroon sweatshirt with ECCSS logo. Can be worn all year. Item will be available for sale from the ECCSS PTO.

**Socks:** Solid white, black, maroon, gray, tan or brown socks, tights, or hose. Navy may be worn with the "old" uniform. Socks or hose may not have any designs.

**Shoes:** Solid color black, brown or gray shoes that are cut below the ankle and have a heel or platform height of no more than 2½", measured at the back of the shoe. (Plaid/print shoes are not permitted, metallic colors are not permitted.) Boots, clogs, crocs, sandals, etc. are not permitted. Open-toed or open-heeled footwear may not be worn. Spike heels are unacceptable. Moccasins or moccasin-style shoes may not be worn. Shoes should be tied snugly, using all eyelets.

**Sneakers:** Predominantly white, black, navy, brown, gray, or tan sneakers. Sneakers should be tied snugly, using all eyelets.

**Hair:** Hair color must be complementary to your natural color, absolutely no unnatural hair colors or outlandish hair styles. Eyes must be visible. Students may not make drastic changes to hair color (extremely light to dark or the reverse.) Highlights, lowlights or streaks that drastically differ in from your primary hair color are not permitted.

In addition to the above guidelines, students may not have any unnatural colors layered under their normal color, such as pink or red. Highlights also may not be extreme and/or bleached in contrast to the normal hair color. The new "ombre" look is also not acceptable. Ombre is defined as hair color fading from dark to light, or vice versa.

If a student chooses to be creative with her hair color and/or style over the summer, there is no acceptable "grow out" period. All hair color and/or styles must be restored to a natural look and follow the guidelines presented in the Handbook before the first day of school.

**Please note that if a student participates in a fall sport, the Handbook guidelines begin with the first official day of fall sports season. All athletes must report with appropriate hair styles and colors.**

**Jewelry:** Only accepted earrings are posts or ½" long hoops. Bars or gages are not permitted. Maximum of two earrings per ear. A silver or gold dress necklace that is at least 16" in length is permitted. One bracelet per arm – including message bracelets. Only gold and silver jewelry is permissible. Plastic, leather, hemp/jute, beads and other materials other than gold or silver are not permitted. No anklets. No excessive jewelry. No visible tattoos. Any facial or visible body piercing is not acceptable. Tongue piercing is unacceptable. Band-aids worn over piercings are unacceptable. Plastic spacers worn in facial piercings are unacceptable.

**Nails:** Nail polish may be worn, but black is not permitted. Fake fingernails are not permitted.

**Make-Up:** Make-up may be worn, but not in excess. Only natural colors are permitted.

**Grooming:** Keep a neat and clean appearance at all times. Visible tattoos (fake or real) are not acceptable. Writing or drawing on the skin is not permitted. No stickers, pins or buttons may be worn on the uniform – permission for certain items may be granted by the administration.

## **SMCMS Boys' Dress Code**

**Shirt:** Solid white short-sleeve or long-sleeve front button-down dress shirt (Oxford type collar). Shirts must be buttoned all the way and tucked in at all times. Dress shirts are required from October 16 through April 14.

**Polo:** Solid white short-sleeve or long-sleeve polo. Polos must be tucked in at all times. Polo shirts may be worn from April 15 through October 15.

**Belt:** Black, brown, or other neutral color belt. Belts must be worn with pants or shorts that have belt loops. Belts shall not have more than a few inches of excess length.

**Shorts:** Khaki dress shorts. Shorts cannot have outside pockets. Shorts should be no more than 2" above the knee or 1" below the knee. Shorts may be worn from April 15 through October 15.

**Pants:** Khaki dress pants. Only dress pants are permitted – no outside sewn or cargo pockets, heavy seams, rivets, or form-fitting styles.

**Sweater:** Maroon v-neck sweater from Flynn & O'Hara. The "old" solid navy, gray, or white cardigan, crew-neck, or V-neck sweaters (without hoods) may still be worn.\*

**Sweatshirt:** Solid maroon sweatshirt with ECCSS logo. Can be worn all year. Item will be available for sale from the ECCSS PTO.

**Necktie:** Traditional ties that are of good taste. Ties should be snug to the collar, with the shirt's top button buttoned. The length of the tie shall be to the belt, give or take an inch. Ties must be properly tied. Ties are required from October 16 through April 14.

**Socks:** Solid white, black, navy, gray, tan or brown socks. No designs are permitted.

**Shoes:** Solid black or brown shoes that are cut below the ankle and have a heel or platform height of no more than 1½". Boots or sandals are not permitted. Moccasins or moccasin-style shoes may not be worn. Shoes should be tied snugly, using all eyelets.

**Sneakers:** Predominantly white, black, navy, brown, gray, or tan sneakers. Sneakers should be tied snugly, using all eyelets.

**Hair:** Hair should be kept neat and clean at all times. Hair must be CUT above the collar, ears, and above the brow. Hair is not permitted to be "greased or slicked" back. No outlandish hairstyles – shaving of the head shorter than ¼", designs, steps or visible lines are not permitted. Students may not make drastic changes to hair color (extremely light to dark or the reverse). Highlights, lowlights or streaks that drastically differ from your primary hair color are not permitted.

In addition to the above guidelines, students may not have any unnatural colors layered under their normal color, such as pink or red. Highlights also may not be extreme and/or



bleached in contrast to the normal hair color. The new “ombre” look is also not acceptable. Ombre is defined as hair color fading from dark to light, or vice versa.

If a student chooses to be creative with his hair color and/or style over the summer, there is no acceptable “grow out” period. All hair color and/or styles must be restored to a natural look and follow the guidelines presented in the Handbook before the first day of school.

**Please note that if a student participates in a fall sport, the Handbook guidelines begin with the first official day of fall sports season. Male athletes must report to practice clean shaven and all athletes must report with appropriate hair styles and colors.**

**Jewelry:** Earrings, bars or gages are not permitted. A silver or gold dress chain that is at least 16 inches in length is permitted. One bracelet per arm – including message bracelets. Only gold and silver jewelry is permissible. Plastic, leather, hemp/jute, beads and other materials other than gold or silver are not permitted. No anklets. No excessive jewelry. No visible tattoos. Any facial or visible body piercing is not acceptable. Tongue piercing is unacceptable. Band-aids worn over piercings are unacceptable. Plastic spacers worn in facial piercings are unacceptable.

**Hats:** Hats are to be removed in the building.

**Grooming:** Keep a neat and clean appearance at all times. Visible tattoos (fake or real) are not acceptable. Writing or drawing on the skin is not permitted. No stickers, pins or buttons may be worn on the uniform – permission for certain items may be granted by the administration.

### **SMCMS Gym Uniform (Boys and Girls)**

**Shirts:** Any Crusader T-Shirt (a shirt that has ECC, be., or Crusaders written on it), not necessarily maroon or gold. (Example: a gray T-shirt that says Crusader Basketball on it would be acceptable.) A gold T-shirt with the SMCESS logo or any ECCHS logo.

Dave's Pro Shop on Erie Avenue will have a gym class T-shirt available for purchase.

**Shorts/Pants:** Black shorts, wind pants or sweatpants. Shorts, wind pants or sweatpants may have stripes along the side. No snaps or zippers on the wind pants. No wording of any kind across the seat of the wind pants.

**Sneakers:** Non-marking soles.

### **SMCMS Relaxed Dress Code**

The following are the guidelines for relaxed dress days:

In an attempt to alleviate “grey” areas concerning appropriate dress for these specially designated days, the policy for shirts for both the boys and the girls is now a **standard**, loose-

fitting T-shirt or a **standard** sweatshirt. Flannel shirts and hooded sweatshirts will be permitted on relaxed dress days from October 15 through April 14 only. Any printing or logos must be consistent with our Catholic school environment. Additional directives for relaxed dress days are:

- Jeans, casual pants, or knee-length shorts that are in good repair and fit properly. Capri pants are acceptable for girls. Shorts and Capri pants are only acceptable from April 15 through October 14. No sweats, mesh, spandex, camouflage, pleather or mini-skirts.
- No beach sandals or flip-flops. Sandals are acceptable as long as they have a strap around the heel of your foot. Moccasins with hard soles and work boots may be worn.
- All clothing must be appropriate and in good taste.
- The hair, make-up, and jewelry code remains in effect for the duration of the relaxed dress code.

The Administration reserves the right to make the final determination whether any item of clothing is acceptable for relaxed dress. The alternative to the above guidelines is the regular school uniform. If a student is unsure about something, it is best if he/she asks the Principal or Vice Principal personally before wearing it to school.

Students who do not comply with these guidelines could lose all dress down privileges for the school year.

### **SMCMS Dress-Up Guidelines for All School Sponsored Events**

All SMCMS activities and functions are intended to be very impressive yet morally upright and respectable, resulting in a notable collection of memories over the student's years with ECCSS. With this philosophy at the forefront of all our decisions, all students need to be aware of the following guidelines that will be enforced for ALL school sponsored events – day or night. This includes, but is not limited to: National Honor Society, all Sports Awards Ceremonies, Band and Choir Concerts, Matriculation and any designated Dress-up Day.

Any student who does not follow the guidelines below **will be subject to appropriate consequences** for a dress code violation.

**Ladies:** a modest style dress or skirt no shorter than 4 inches above the knee; dress slacks (no leggings, yoga, or skinny pants); no bare shoulders – strapless, one strap, or spaghetti strap tops **MUST BE COVERED** with a sweater or jacket; no cut-outs in the dress anywhere; no bare midriffs; no plunging necklines; for footwear – dress shoes, dress boots, or dress sandals with normal dark-colored soles (Uggs or Ugg-style boots or moccasins are not dress shoes!)

**Gentlemen:** dress pants (no shorts); a white or colored dress shirt and tie; calf high dress socks (no short “athletic” length socks); and dress shoes with normal black or brown soles (Any style boots, sneakers, or moccasins are not acceptable.) Sport coats or sweaters are optional.

**All:** ECCSS hair, jewelry, and shaving rules remain in effect. No flip-flops or any variation are permitted, regardless of the height of the sole.

**NOTE: If students are in doubt about any aspect of the dress code they should check with the administration prior to wearing a questionable item. (You can send your principal a description of the item in an email!)**

## **STUDENT DRUG AND ALCOHOL POLICY AND ADMINISTRATIVE GUIDELINES**

### **Purpose**

Elk County Catholic School System recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. This policy, including its regulations and guidelines, is a coordinated effort to openly and effectively respond to the potential and current uses and abuses of alcohol, other drugs, and mood altering substances by students of Elk County Catholic School System.

Through the use of a drug and alcohol awareness curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, Elk County Catholic School System will strive to educate, prevent and intervene in the use and abuse of alcohol, other drugs, and mood altering substances by our students.

### **Authority**

**The administration prohibits the use, possession or distribution of any drug/alcohol during school hours, on school property at anytime and/or at any school sponsored event. This includes non-prescription or prescription medications.**

The privileged confidentiality between students and guidance counselors, school nurses, home and school visitors, and clerical workers shall not be revealed without the consent of the student or his/her parent unless the best interest of the student can be served only by doing so.

### **Definition**

Alcohol/Other Drugs/Mood Substances – shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood, mental, and/or physical functions. Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look-alike substances and any capsules or pills not registered with the nurse, annotated within the student's health record, and given in accordance with the school policy for the administration of medication in school.

The Core Team is a multidisciplinary team composed of school personnel (teachers, staff, administrators, Alcohol & Drug representatives, and Mental Health representative.) This team has been trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

Alcohol and Drug Abuse Specialist - a certified counselor with expertise in the area of chemical dependency.

Distribution - deliver, sell, pass, share, or give any alcohol, other drugs, or mood altering substance, as defined by this policy, from one person to another or to aid therein.

Possession - possess or hold, without any attempt to distribute, any alcohol, other drug or mood altering substance determined to be illegal or as defined by this policy.

Cooperative Behavior - shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the members of the building core team.

Uncooperative Behavior - is resistance or refusal, either verbal, physical, or passive, on the part of the student to comply with the reasonable request or recommendation of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendation of the members of the Elk County Catholic core team.

Drug Paraphernalia - includes any utensil or item which in the school's judgment can be clearly associated with the use of alcohol, other drugs, or mood altering substances.

Assessment - includes both psychological and physiological examinations.

#### \*\*\*\*\*RULES AND REGULATIONS\*\*\*\*\*

A student who on school grounds at anytime during a school session or anywhere at a school-sponsored activity is under the influence of alcohol, other drugs, or mood-altering substances or who possesses, uses, dispenses, distributes, sells, or aids in the procurement of alcohol, other drugs, or mood altering substances, shall be subject to discipline pursuant to the provisions and procedures outlined in administrative policy.

#### \*\*\*\*\*SCHOOL GUIDELINES\*\*\*\*\*

As an integral part of the Elk County Catholic Drug and Alcohol Prevention Program, these guidelines represent one component in a school-wide effort to respond effectively to alcohol, other drug, and mood-altering substance related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary standard response to alcohol, other drug, and mood-altering substance related incidents. Elk County Catholic School System will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The administration reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if those measures are not provided for in any rule or regulation enumerated herein.

## **ATHLETIC PROGRAM**

### **Crusader Sponsored Athletic Programs:**

#### **Fall**

##### **Varsity**

Football  
Girls' Cross Country  
Boys' Cross Country  
Girls' Soccer  
Boys' Soccer  
Girls' Tennis  
Volleyball  
Golf  
Cheerleading

##### **Junior Varsity**

Boys' Cross Country  
Boys' Soccer  
(when possible)  
Volleyball  
Golf

##### **Junior High**

Football (9)  
Football (7, 8)  
Girls' Cross Country (7, 8)  
Boys' Cross Country (7, 8)  
Co-ed Soccer (7, 8)  
Cheerleading (7, 8)  
Girls' Basketball (7, 8)

#### **Winter**

##### **Varsity**

Girls' Basketball  
Boys' Basketball  
Competitive Spirit

##### **Junior Varsity**

Girls' Basketball  
Boys' Basketball  
Cheerleading

##### **Junior High**

Boys' Basketball (9)  
Cheerleading (9)  
Girls' Volleyball (7, 8)

#### **Spring**

##### **Varsity**

Boys' Tennis  
Girls' Track & Field  
Boys' Track & Field  
Baseball  
Softball

##### **Junior Varsity**

Baseball  
Softball

##### **Junior High**

Boys' Track & Field (7, 8)  
Girls' Track & Field (7, 8)

Note: Girls Junior High Basketball is played in September, October, and November.  
Girls Junior High Volleyball is played in February and March.

### **Cooperative Sponsored Athletic Programs with St. Marys Area High School:**

#### **Winter**

##### **Varsity**

Gymnastics  
Girls' Swimming & Diving  
Boys' Swimming & Diving  
Wrestling

##### **Junior Varsity**

Gymnastics  
Girls' Swimming & Diving  
Boys' Swimming & Diving  
Wrestling

##### **Junior High**

Wrestling (7, 8, 9)

## **Athletic Mission Statement**

**To strengthen our student athletes in good sportsmanship, fair play, and honest competition while bringing them closer together as part of God's redeemed people.**

The mission statement is made easy when considering that we are an institution that has God and Christianity as its foundation. The focus is to develop Christian morals and values through competition in order to have a truly fulfilling high school experience.

## **Coaching Philosophy**

***Student First***

***Athlete Second***

***Winning Third***

- Decisions our coaches make and the behavior they display is based first on what is best for the student, next the athlete (within the context of the dynamics of the team) and third on what will improve the athlete's or team's chance of winning.
- Winning or more accurately, striving to win, is essential to competition. To play sports without striving to win is to be a "dishonest competitor," says Michael Novak in Joy of Sports.
- Competition is neither good nor evil. Whether competition is healthy depends upon how we compete and what significance is placed on winning.

## **Membership**

Elk County Catholic High School is a member in good standing of the Pennsylvania Interscholastic Athletic Association (PIAA). The school abides by all rules and regulations set forth by the association.

## **Contest Prayer**

We pray to you, oh God, in the spirit of Christian brotherhood.

We ask you to strengthen us in good sportsmanship, fair play, and honest competition.

We ask that what we do tonight will not separate us, but rather draw us closer together as part of your redeemed people.

We make this prayer in the name of Jesus Christ, your son and our Lord. Amen.

## **Sportsmanship**

Crusader fans are #1. Their loyal support and unyielding commitment to our school, our coaches, and our student athletes is a true testimony to their love for our school and dedication to our athletic program.

The administration of Elk County Catholic High School asks that all Crusader fans keep the goals and objectives of good sportsmanship in mind at all times.

Respect for the officials that work our games, an appreciation for the opponents that we compete against, and courtesy shown to the fans that support our opponents will serve as a positive statement about our school and athletic program.

The Athletic Department at Elk County Catholic endorses the PIAA emphasis on sportsmanship and will continue to educate fans through public address announcements, sportsmanship booklets, and positive modeling by administrators, coaches, and players.

## **Athletic Participation is a Privilege**

Participation in athletics is a privilege which carries with it responsibilities to the school, team, community, and to the students themselves. The obligation of good conduct, fair play, honest competition, and respect extend far beyond the actual contests to everything from bus trips to practices.

It is important that our coaches continue to stress the concept that participation in Elk County Catholic High School athletics is a privilege that can be taken away by inappropriate behavior, disregard for school regulations, or failure to comply with team rules.

Student athletes also need to understand their responsibility to be a positive role model for the youth of our community.

## **Cooperative Sports**

Elk County Catholic High School has a cooperative sporting arrangement with Saint Marys Are High School in four varsity sports: Boys' Swimming & Diving; Girls' Swimming & Diving; Wrestling; and Gymnastics. All regulations governing these sports are established by the



Saint Marys Area School District and all teams fall under the direction of the Athletic Department of Saint Marys Area.

Elk County Catholic High School students participating in the cooperative sports program at St. Marys Area will follow the academic rules and regulations for eligibility as established by ECCHS.

## **Award Criteria**

### **Letter Jackets**

To qualify for a letter jacket, a student athlete must meet one of the following criteria:

- Four year participant in a sport.
- Earn two Varsity letters (one of which can be a band letter).
- Manage or Stat the same sport for four years.
- If the 2<sup>nd</sup> letter is a band letter, the jacket is presented by the Music Boosters Association at the annual band banquet. The Music Boosters Association by-laws require the student to be a sophomore, junior, or senior to receive a letter jacket.
- If the 2<sup>nd</sup> letter is an athletic letter, the jacket is presented by the Athletic Association at the seasonal awards program. The student can be a freshman, sophomore, junior, or senior.
- Seniors who qualify as a four-year participant will receive their jacket from the Athletic Director three weeks after the first official contest (six weeks after the start of practice). The student will turn the jacket back to the Athletic Director prior to the awards program for the "official" presentation.

### **Letters**

In addition to the individual sport criteria, a student athlete may earn a varsity letter using the following criteria:

- A senior who participates in the same sport for four years will automatically qualify for a letter in that sport.
- States, managers, and student assistants who successfully complete four seasons (in the same sport) will be awarded a Stat/Manager's letter.

- Students who participate for a total of four years, regardless of participation as an athlete or as a state or manager, will receive a state letter as a senior.

Regardless of how a student athlete qualifies for a letter, the student MUST successfully complete the season. This includes participation in all season activities, district tournament events, and state tournament events.

If a student is on schedule to receive a letter and then becomes injured or has an illness that prevents him/her from completing the season, the student will be awarded a letter although they may not reach the total number of points earned on time played. To receive a letter the athlete must successfully complete the season by attending all team practices and team functions.

If a student is a senior and is injured or becomes ill prior to the start of the season, they may wish to join the team as a stat or manager and receive a letter for that participation. If they are an underclassman and they become injured prior to the start of the season they will not receive a letter.

A. Stats & Managers      A statistician or manager who successfully completes four seasons (in the same sport) will be awarded a Stat/Manager's letter. This is a regular Chenille letter with the word Stat or Manager written at the bottom of the letter. To qualify as successfully completing the season, the Stat or Manager must attend 90% of the events of that particular season.

B. Athletes                Unlike the Stat/Manager letter, the Athletic letter is not a PARTICIPATION LETTER. Therefore the athlete who successfully completes a sport season does not automatically qualify for a letter but must meet minimum playing requirements that are established for each sport.

Participation in district and interdistrict competition by a team can only help students meet minimum letter criteria. For example, if an athlete qualifies for a letter after regular season play, and then falls below the minimum criteria during playoffs, a letter will be awarded. On the other hand, post season play can help an athlete meet the minimum letter requirements.

An official Elk County Catholic letter will be awarded to students that earn a varsity letter through the cooperative arrangement with St. Mary's Area.

## **Fall Sports**

### **Football**

- Participate in  $\frac{1}{2}$  of the total number of quarters played. Participation on non-down specialty teams DOES NOT COUNT for a quarter played. 4<sup>th</sup> down punt, 4<sup>th</sup> down punt return and field goals counts toward quarters played.

### **Boys' & Girls' Soccer**

- Participate in  $\frac{1}{2}$  of the total number of minutes played in the season.

### **Golf**

- Participate in  $\frac{1}{2}$  of the varsity matches. This does not include invitationals.

### **Girls' & Boys' Cross Country**

- Five points are required to earn a letter. One point is earned in a dual meet competition by placing ahead of the opposing team's 6<sup>th</sup> runner or by being at least the 7<sup>th</sup> Crusader on the winning team. In District, State, or invitational meets, three points are earned by placing in the top 1/3 of all finishers, two points are earned for finishing in the second-third, and one point for finishing in the last third of all finishers.

### **Volleyball**

- Participate in  $\frac{1}{2}$  of the total number of games played.

### **Cheerleading**

- Participate in 90% of all scheduled games.

### **Girls' Tennis**

- Participate in  $\frac{1}{2}$  of the total number of matches played.

## **Winter Sports**

### **Girls' Basketball**

- Participate in  $\frac{1}{2}$  of the total number of quarters played.

### **Boys' Basketball**

- Participate in  $\frac{1}{2}$  of the total number of quarters played.

### **Competitive Spirit**

- Participate on the mat in 50% of all Competitive Spirit competitions and 90% of all scheduled games.

### **Swimming & Diving**

- The letter criteria for Swimming & Diving is set by the St. Marys Area High School.

### **Wrestling**

- The letter criteria for Wrestling is set by St. Marys Area High School.

### **Gymnastics**

- The letter criteria for Gymnastics are set by the St. Marys Area High School.

## **Spring Sports**

### **Boys' Tennis**

- Participate in  $\frac{1}{2}$  of the matches played.

### **Baseball**

- Participate in 40% of the total number of innings played.
- A pitcher may qualify by pitching in  $\frac{1}{4}$  of the total number of innings played.

- A player that is filling the position of designated hitter will receive credit for the total number of innings that he is "in the book" as the designated hitter and not just innings that he makes a plate appearance.
- Courtesy runners will receive credit for only the innings that they run.

### **Softball**

- Participate in 40% of the total number of innings played.
- A pitcher may qualify by pitching in  $\frac{1}{4}$  of the total number of innings played.
- A player that is filling the position of designated hitter will receive credit for the total number of innings that she is "in the book" as the designated hitter and not just innings that she makes a plate appearance.
- Courtesy runners will receive credit for only the innings that they run.

### **Track & Field**

- Athletes must earn a minimum of one 2<sup>nd</sup> place finish per dual meet.
- Single event athletes must rank as the #1 or #2 competitor in that event on the Elk Catholic team and must meet a standard based on the district qualifying standard.

### **Athletic Awards**

**Letter:** A chenille letter is awarded for the first varsity letter.

**Pin:** A metal pin is awarded for the second varsity letter.

**Certificate:** A certificate and pin is awarded for the third varsity letter.

**Plaque:** A plaque is awarded for the fourth varsity letter.

### **Coaches' Awards**

Each head coach may select two athletes to be honored at the annual awards program with the presentation of a trophy. The naming of the award is left to the discretion of the individual coach.

In the event of a very successful year, or if circumstances dictate, additional awards may be presented. One or more of the following should occur for additional awards:

- (1) District, regional, or state championship
- (2) Undefeated regular season
- (3) Top record in school's history in that particular sport
- (4) Establishment of school, district, or state records
- (5) Meeting other noteworthy criteria for the individual sport

### **Memorial Awards**

Allen Kopp	Excellence in Track & Field
Lee Foster	Excellence in Cross Country
Bill Gapinski	Excellence in Football
Linda Bolden	Excellence in Cheerleading
Paul Sidoni	Excellence in Football, Basketball, Track & Field
Gordon Daghir	Excellence in Girls' Tennis

### **Major Awards**

Scholar Athlete Award

Dave Geitner Award

Distinguished Athlete Award

Extra Effort Award

Twelve Letter Plaque

### **Tri-Athlete Awards**

Given to student athletes who participate in three sports throughout the course of one year. Serving as a statistician, student assistant, or manager counts for a season of participation.

### **2015-2016 Athletic Awards Program Dates**

- Fall - Wednesday, November 11
- Winter - Wednesday, March 16
- Spring - Wednesday, May 18

### **Ticket Information**

- \$3 and \$2 - Varsity Football, Varsity Girls Basketball,  
Varsity Boys Basketball, Varsity Volleyball, Boys Soccer,  
JV and JH Christmas Tournament, Varsity Baseball
- \$3 and \$1 - JH Basketball Tip-off Tournament
- \$2 and NC - JH Football, JH Girls & JH Boys Basketball, JH Volleyball
- \*Senior Citizens are admitted at student prices.**
- \$4 and \$2 - All County Tournament Events
- \$5 and \$2 - District IX Events
- \$6 and \$3 - District IX Semi-finals and Finals
- \$8 and \$4 - Super Saturday Basketball Event

### **Passes**

- Coach and Faculty Pass - Complimentary admission to holder & guest
- Student Passes - \$20
- Football Season Tickets - \$15
- Basketball Season Tickets
  - Boys Only - \$50
  - Girls Only - \$30
  - Combination - \$60

### **Early Release and Dismissals**

The Athletic Department of Elk County Catholic School System understands the importance of limiting early releases of student athletes. Due to travel considerations, time schedules, district and state tournament commitments, and invitational events early dismissals are inevitable.

Student athletes understand that it is their responsibility to see their instructors and get all homework assignments. It is also their responsibility to turn in all make-up work and complete tests and quizzes in the time-table established by the teacher.

Students who are currently academically ineligible will NOT be released early for any athletic contests.

### **Relaxed Dress Code for Early Dismissal**

If an athlete or team is dismissed before the start of 3rd period, they may dress in relaxed clothing. If they report to 3rd period for any portion of it, they will need to be in full uniform.

### **Student Eligibility**

Students who are involved in any athletic program must recognize that this participation must not interfere with their academic progress. Therefore, Elk County Catholic High School **may** require that all participants have less than two failures in any grading period, mid-quarter evaluation, or weekly evaluation. Two failures **may** result in a one-week suspension from interscholastic contests. The ineligibility will run from Sunday to Saturday with students and coaches being notified of eligibility on Friday by the Guidance Department. During this week of ineligibility, the athlete may not play but may practice at the discretion of the head coach.

ECCHS will follow the PIAA grading standards of eligibility for the first four weeks of the first semester. The PIAA standards are that the student athlete must pass four full credits to be eligible.

Any student who is ineligible for athletic contests will NOT be released from school to travel to competitions with their team. Students who are ineligible must remain in school for the entire day.

According to PIAA regulations, a pupil who has been absent from school during a semester for a total of twenty or more school days shall not be eligible to participate in any athletic contest until he has been in attendance for a total of sixty school days following his twentieth day of absence. For exceptions see Article III – Attendance Section 3 of the PIAA By-Laws.



A student shall be ineligible for interscholastic athletics for fifteen days if they have not passed at least four full-credit subjects during the previous grading period. Article X – Curriculum Section 2 of the PIAA By-Laws. ECC students **may** be ineligible for the first fifteen days if they have failed two subjects during the previous semester.

A pupil shall be ineligible for interscholastic athletic competition upon attaining the age of nineteen years, with the following exception: If the age of 19 is attained on or after July 1, the pupil shall be eligible, age-wise, to compete through that school year. Article I – Age Section 1 of the By-Laws.

To be eligible to participate in a sport, athletes must be amateurs in the sport. A complete list of amateur requirements can be found in Article II – Amateur Status and Awards Section 1 of the PIAA By-Laws.

Students are ineligible for interscholastic competition after they reach the end of their fourth consecutive year (8<sup>th</sup> consecutive semester beyond the 8<sup>th</sup> grade year) without regard to the actual period of attendance. Students are also ineligible if they have participated in 6 seasons beyond the 6<sup>th</sup> grade or 4 seasons beyond 8<sup>th</sup> grade.

### **Detention**

Students who are assigned a detention by the Assistant-Principal must fulfill their hours in detention hall as set forth in the school discipline code. Interscholastic events, practices or team meetings do not excuse a student from detention.

### **Student Absences**

A student must be in school a minimum of one half of a day in order to be eligible to participate in an interscholastic event or practice session that afternoon or evening. A student who comes to school late due to illness will not be eligible unless they are in school by 11:30 a.m.

A student who leaves school after 11:30 a.m. due to illness will be ineligible to participate in an interscholastic event or practice session that afternoon or evening unless they have express consent from the parent, coach, athletic department, and headmaster.

A student who is out of school with an excused absence will be permitted to participate in an interscholastic event or practice session that afternoon or evening. Excused absences include, but are not limited to, the following: doctors, dentists, or orthodontists' appointments; funeral or family emergencies; college visits; school field trips; excused family trips.

### **Student Tardiness after Games**

Students are expected to be in school following all contests and games regardless of the arrival time back at school. After the second tardy following a game the student athlete will have a meeting with the school administration with possible discipline action to follow.

### **Vacation Policy**

Student athletes and their parents are requested to plan their vacations as to be ready to participate on the first scheduled practice date for their particular sport. This is especially important for the start of fall practices. Due to roster limitations, there is no guarantee that a roster spot will be held for athletes who are not able to begin practice at the scheduled start time for their particular season. Please use common sense when dealing with family events and family vacations and understand that the student athlete many times does not have a say in when the vacation was planned.

### **Extended Absences**

According to PIAA regulations, a pupil who has been absent from school for a total of 20 or more school days shall not be eligible to participate in any athletic contest until he or she has been in attendance for a total of 60 school days following the 20<sup>th</sup> day of absence.

### **Transportation to Away Contests**

A student athlete must ride on official school transportation to any contests and home from any contests that are outside the confines of the St. Marys Area School District. Students who reside outside of the St. Marys School District may elect to join the team at the venue if that away venue is in their home town, provided they have a note.

A student may, with a written note signed by their parents, ride to or from a contest with an adult. Travel must be with the student's parent or, with parental permission, with an approved adult. This note should be presented to the head coach in a timely manner by the student.

### **School Cancellation Policy**

As a general rule, if school is closed or dismissed early because of inclement weather conditions, all school-related activities are canceled. **A school board policy does allow in special circumstances contests to be played. This policy was adopted in 2005.**

***In the event that school is canceled due to an unfavorable forecast, cold weather condition, or other unspecified event that does not materialize, or if unfavorable conditions that are present early in the day no longer pose a threat to travel, coaches and activity advisors may conduct activities that would be attended on a voluntary basis (attendance by participants cannot be made mandatory). Activities may only be held if permission is granted by two administrators in conjunction with the coach/advisor (adopted by ECC School Board on 12/11/03).***

### **Athletic Association**

The Athletic Association of Elk County Catholic School System provides the funding to support the entire athletic program at Elk Catholic.

Major fundraisers for the Athletic Association include monthly super bingos, a monthly lottery, the Diamond Dazzle raffle, and 50-50 drawings.

Student athletes are required to work Super Bingos as assigned by the Athletic Director and head coach. Students will be required to work a set-up, bingo session, or clean-up session.

### **Goal of the Athletic Department**

Provide a wide range of interscholastic sporting activities that not only allow for maximum participation of our students, but also provide an opportunity for each of our students to find an activity in which they can excel.

### **Athletic Trainer**

The school employs an Athletic Trainer who works in conjunction with the Athletic Director and Head Coach. Students who are injured should see the trainer as soon as possible. An appointment to see the trainer may be made through the coach or Athletic Director. Trainers are contracted through the Rehabilitation Department at Penn Highlands Elk, which is under the direction of Mark Hoffman.

Shawna Meyer will once again serve as this year's Athletic Trainer. Shawna will NOT have set "office hours" but will see athletes in the ECCHS training room directly prior to a home athletic event or during home events at the particular home venue.

### **Medical Clearance – Sports Physicals and Recertification**

The PIAA requires that all athletes have a Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE – Sections 1 through and including 6 completed) prior to the start of their initial sport season each school year.

The CIPPE evaluation is a comprehensive six page medical history form that is filled out prior to the sports physical and then taken to the Doctor's office for their sports physical. Forms also required include: Competitive Extracurricular Activity Drug Testing Form, and parent acknowledgement form which includes - acknowledgement of risk; trainer consent; consent to transportation in an emergency and for contests & practices. Original copies of all forms are kept on file in the Athletic Directors office.

Prior to the start of subsequent sports within the same school year, students are required to have a recertification form (Section 7) completed and signed by the parents.

When a student is injured during the season in order to return to competition during that season or to be eligible to participate in the next season a doctors recertification form (Section 8) is necessary.

Sport physicals are scheduled by the Athletic Department and are given during the summer months at no charge to the student athlete. Athletes may elect and are encouraged to schedule a physical from their own physician in lieu of getting one through the school. Athletes who miss the physical dates during the summer will be required to get a physical from their family physician.

Students may not practice without the completed physical form. Coaches should immediately turn in any medical forms, including completed physicals or recertification forms, to the Athletic Office.

### **Erie Diocese Policy on Contact Sports**

The Pennsylvania Catholic Conference has developed a policy which is supported by the Erie Diocese concerning girls participating in the sports of Wrestling and Football. The policy states that female students may not participate in football or wrestling.

In the event that an opponent has a female football player on its team, it is acceptable that our team participates against that team. In the event that a male wrestler is paired up against a female wrestler, the male wrestler is not permitted to participate against the female.

### **ECC Policy on Girls' and Boys' 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

### **Competitive Spirit Cheerleading**

Winter Cheerleading is now called "Competitive Spirit". Girls who elect to cheer in the winter will be on the "Competitive Spirit" cheerleading squad and will be responsible for sideline cheering at the basketball games and competition cheerleading at local, district, and state events. Fall cheerleading will remain as it has always been.

The Competitive Cheerleading Team will start practicing in the fall and students who are participating on this squad will be permitted to play a Fall Sport since Competitive Spirit is a Winter Sport.

### **Tobacco Products**

The PIAA and Elk County Catholic School System prohibits the use of tobacco products by coaches or athletes. This includes all practice sessions, games, locker areas, or traveling to or from games. Elk County Catholic School System and our entire school grounds are tobacco free.

### **Sports Insurance**

Elk County Catholic provides an "excess insurance policy" for all athletes. This policy will cover medical costs, as outlined by the carrier that are not covered by the family's policy. Coverage includes cheerleaders, athletes, and band members who are injured at practice or during interscholastic athletic activities.

The policy is written by the Bollinger Insurance Company and handled by Mr. Steve Straub from the Straub Insurance Agency in St. Marys. Any questions or concerns should be directed directly to Steve Straub at the Straub Insurance Agency at 834-2490.

### **Cutting Policy**

Roster limitations are established by the individual coaches. Some sports require that tryouts be held and a set number of athletes be carried on the team.

### **Hazing**

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in affiliation with any organization. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Athletic Department of Elk County Catholic joins with the Pennsylvania State Athletic Directors Association in opposing any form of initiation or harassment, known as hazing, as part of any school sponsored activity.

### **Weight Room**

**POLICY:** Due to concerns regarding supervision and potential liability, the administration of the Elk County Catholic School System deems it necessary to restrict access to its gymnasium, weight room, and athletic facilities. Effective August 15, 2011, only current employees and current middle and high school students of the Elk County Catholic School System shall be permitted to use these facilities. Other persons may be granted permission to use the facilities at the direction of the administration, upon specific request only.

### **Practice Limitations**

PIAA policy limits practice to no more than six days in any calendar week during the regular season. ECCSS policy does not allow practice to be held on Holy Thursday after 6:00 p.m., all of Good Friday, and from 6:00 p.m. on Holy Saturday through Easter Sunday. Practices on all other Sundays will only be permitted to be scheduled if unusual circumstances dictate and only with the approval of the building principal.

### **Multiple Sport Participation Policy**

Student athletes are permitted to participate in one interscholastic sport per sports season.

The "Indoor Track Team", "Color Guard", Drum Line", and ECC Marching Band are sponsored by ECCHS and are considered official activities but do not fall under the umbrella of the Athletic Program.

### **Vacation Policy**

Student athletes and their parents are requested to plan their vacations as to be ready to participate on the first scheduled practice date for their particular sport. This is especially important for the start of fall practices. Due to roster limitations, there is no guarantee that a roster spot will be held for athletes who are not able to begin practice at the scheduled start time for their particular season.

### **Switching/Changing Sports Once the Season Begins**

Athletes can not join a sport after the first week of practice without permission.

Athletes cannot switch sports after the second week of practice without permission.

Athletes that switch a sport must participate in the minimum required preseason practice.

### **Fall/Spring Sports Grooming Responsibilities Policy when School is not in Session**

Student athletes are expected to follow the established school policies for hair and grooming with the start of the fall sport practices (i.e before school is in session). Students are also expected to follow the established school policies for hair and grooming for spring sports when either the seniors have graduated or school is out for the summer. This includes, but is not limited to, color and length of hair, hair styles, facial hair, and jewelry.

Since the local media begins taking photos for publication of our athletes on the first day of practice, and since the school athletic program is an extension of our school and its policies, all such rules and regulations concerning grooming and appearance will be in effect from day #1.



## **ECCHS 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 drum line, and color guard. 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 St. 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**

- (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 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.

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.