

**BISHOP GUILFOYLE CATHOLIC HIGH SCHOOL**  
**“Goodness, Discipline, Knowledge”**

**ATHLETIC DEPARTMENT**  
**INFORMATION**  
**HANDBOOK**  
**2017-2018**



**For**  
**Parents of Athletes**  
**Students**  
**And**  
**Coaches**

Revised July, 2017

**ACKNOWLEDGEMENT Parents/Guardians and students must sign and return to the school the provided acknowledgement that they have read and agree to be governed by the policies and regulations of this Athletic Handbook and Student Handbook. Students who do not have a signed acknowledgement on file in the school office will be ineligible for school events and activities.**

DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_  
(please print)

PARENT NAME: \_\_\_\_\_  
(please print)

PARENT SIGNATURE: \_\_\_\_\_

School Year: 2017-2018

**Coaches must sign and return to the school the provided acknowledgement that they have read and agree to be governed by the policies and regulations of this Athletic Handbook.**

**Coaches, Please sign, detach page and return to the BG Athletic Department**

DATE: \_\_\_\_\_

COACH NAME: \_\_\_\_\_  
(please print)

COACH SIGNATURE: \_\_\_\_\_

School Year: 2017-2018

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## **Description of the School**

Bishop Guilfoyle Catholic High School is a secondary school serving students in grades 7-12. The school is governed by an independent Board of Trustees in partnership with the Diocese of Altoona-Johnstown. Guided by the founding values of GOODNESS, DISCIPLINE, and KNOWLEDGE, the school provides a faith-based, academically challenging, and progressive educational program on a contemporary and disciplined campus. The school welcomes students of all faiths who desire these educational values.

### **Mission Statement**

The MISSION of Bishop Guilfoyle Catholic High School is to prepare young men and women for rewarding and productive lives in our global society; young men and women of vision and passion who are securely grounded in Christian spirituality, academic proficiency, and personal accountability.

### **Vision Statement**

The VISION of Bishop Guilfoyle Catholic High School is to be an integral and perpetual resource for our community by providing exceptional educational experiences that guide and inspire students to fully develop and share their abilities and talents for the good of all God's children.

### **Belief Statements**

WE BELIEVE:

- That Catholic values and beliefs, grounded in our love for Jesus Christ, are the source and center from which we teach and learn.
- That celebration of the sacramental life of the Roman Catholic Church, within the parish as well as the school community, is the central source of strength for the Bishop Guilfoyle family.
- That we complement and support parents as the primary educators of their children.
- That we must nurture the spirit, mind, and body of all members of the Bishop Guilfoyle community.
- That instilling and integrating Christian values and teachings is imperative in preparing our students for the contemporary world.
- That all individuals are to be treated with dignity and respect from the moment of conception to the time of natural death.
- That accountability for one's actions and decisions and respect for all persons are necessary components of a disciplined and effective learning environment.
- That students should be met on their individual levels and educated toward lifelong learning.
- That we must help students to develop critical thinking, communication skills, and problem solving strategies within the context of a Christian approach to meeting life's challenges.
- That students should be prepared to understand and actively engage in the complexities of a global, interdependent society, creating rather than accepting the future.
- Bishop Guilfoyle Catholic High School does not discriminate with respect to race, sex or ethnic origin.

### **ATHLETIC PRAYER**

Dear God please bless this game and all players, coaches, officials and fans. May the athletes play with spirit, skill and good sportsmanship. Please keep them from injury or harm and return them home safely.

## **MISSION STATEMENT FOR ATHLETICS**

Bishop Guilfoyle Catholic High School supports the philosophy that a quality interscholastic athletic program is vital to the positive social, physical and educational development of its students. The interscholastic athletic program enhances and supports the academic mission of the school. We are committed to promoting the proper ideals of sportsmanship, ethical conduct and fair play at all athletic contests. We support high standards of good citizenship and propriety and regard for the rights of other persons.

## **INTRODUCTION**

Being a member of the interscholastic program is a privilege to be earned and maintained throughout the sport's season. Each time participants step into a school or onto the practice field, and any time they participate in a game, they are expected to represent themselves, their family, their team and the school in a responsible, sportsmanlike manner. It is our responsibility to provide challenging opportunities for our student athletes to compete successfully at the regional and state levels.

In addition to embracing and committing to the BG philosophy, we want to encourage and promote:

- The belief that athletes should participate in multiple sports activities and not limit themselves to any one specific sport.
- The concept of the broadest based participation possible by offering all of the sports programs that we can and by extending the opportunity for as many students as possible to participate.
- The premise that all teams are considered vital for our student athletes and each is a valued part of our athletic program.
- The approach that all teams be treated as fairly as possible.

## **ATHLETIC DEPARTMENT AUTHORITY STRUCTURE**

At Bishop Guilfoyle Catholic High School, the following authority is in effect:

Board of Trustees  
Principal  
Assistant Principal/Athletic Director  
Head Coaches  
Assistant/JV Coaches

The Bishop Guilfoyle athletic handbook is only a supplement to the Bishop Guilfoyle student handbook. All policies, procedures and guidelines outlined in the student handbook must be followed. If there are any questions or concerns involving some aspect of our athletic program, the athlete should first discuss the concerns with the appropriate assistant or JV Coach. If there is no resolution, he or she would then go the Head Coach and continue up the levels of authority until there is a satisfactory conclusion.

The Bishop Guilfoyle Athletic Advisory Board is a support organization which serves in an advisory capacity for the Board of Trustees and works in harmony with the Bishop Guilfoyle Catholic High School and its athletic program. The Director of Athletics and the Principal serve as the liaison between the Advisory Board and the school. The Athletic Advisory Board has several standing committees; parents are encouraged to become a part of this organization.

## **LAUREL HIGHLANDS ATHLETIC CONFERENCE**

Laurel Highlands Athletic Conference provides for and regulates wholesome interscholastic athletic competition for the high school boys and girls of the member schools. All LHAC schools must be members of the P.I.A.A. All LHAC schools must play all schools in every varsity sport, (exception football...opposite section on rotating basis) as scheduled and encompassed by the conference if the sport is provided by a member school, over a two-year period. The LHAC league schedules will serve as valid P.I.A.A. contracts. Each member school shall commit to LHAC membership for four years with the renewal commitment occurring every two years.

### **THE PLAYER – COACH RELATIONSHIP**

- The player-coach relationship is perhaps the most critical relationship in athletics. As parents, you can have a pronounced effect in a beneficial or non-beneficial way on this very important and sometimes delicate relationship.
- Unfortunately, many adults feel that they understand more and perhaps have a better understanding of the game than the coaches. This expertise may heighten appreciation of the sport, but parents are not the coaches.
- While you may not agree with all the coach's decisions, how and when you express your feelings can have a decided effect on your child. Expressing a negative opinion in front of your child may mean that he or she will return to practice the next day carrying negative convictions which in turn impair interactions with the coach.
- Giving technical or strategic instruction at home may interfere or conflict with the instructional process at practice sessions and at games. This may ultimately impede progress and affect playing time or total minutes when these students participate in the athletic contest.

### **THE PARENT – COACH RELATIONSHIP**

In your role as parent, you obviously love your children and are concerned about their welfare. You always want what is best for them. But an athlete can have only one coach. Allowing the coach to instruct and guide the team is crucial. One of the responsibilities which a coach has at the conclusion of a contest is to have a brief meeting with the players. Athletes should not pause to talk to parents or friends immediately after the game. These brief coaches' meetings are essential to the learning process involved in athletics.

### **SPORTSMANSHIP FOR THE ATHLETE**

- An athlete who is ejected from a game for unsportsmanlike conduct or fighting will not be permitted to participate in the next game.
- A substitute who leaves the team bench and enters the playing area during a fight will be ejected from the contest.
- The penalty shall be doubled the second time an athlete is disqualified in the same sport or any other sport during the school year.
- The third time an athlete is disqualified in the same sport or any other sport during the school year shall result in immediate dismissal from the team for the remainder of the season. The offending athlete shall be prohibited from any further participation in the interscholastic program for the remainder of the school year. Interscholastic participation by such individuals in

subsequent school years may be jeopardized and will be judged on a case by case basis.

- An ejection or disqualification prevents a player from attending the next regularly scheduled contest. This includes riding the bus, being present in the locker room, the sidelines, and the bench. The disqualified player may not be present anywhere on the contest site.
- Any player who physically assaults an official, a coach, another player or a spectator shall be immediately dismissed from the team for the remainder of the season.
- Once a player has been disqualified, appeals from a coach, a player, an official, or any other party will not be honored.

## **RESPONSIBILITIES OF ATHLETES**

Coaches expect an athlete to adhere to the following guidelines:

- The team's goals, welfare and success must come before the individual player.
- Athletes need to attend practice sessions consistently. This includes Saturdays and during school holiday periods.
- Players must be receptive to coaching.
- Team members are responsible for all issued uniforms and equipment.
- As members of a team, athletes must agree to the team rules and follow them.
- Athletes must remember that they are ambassadors and represent not only themselves, but also the coaches and the school.
- Athletes must report all injuries to the coach and/or the school's athletic trainer.
- Athletes are encouraged to complete the after season sports survey and return to the athletic office.

## **PROCEDURE FOR HIRING VARSITY HEAD COACHES**

If a varsity head coach is terminated or resigns while his/her sport is still in season, the Assistant Principal/Athletic Director, the Athletic Representative from the Board of Trustees, and the Principal will meet and designate an interim head coach.

If a varsity head coach is terminated or resigns out of season, the following steps will be taken to hire a person for the open position:

1. Memo and email will be posted for all school personnel, including coaches, announcing the job opening.
2. The coaching vacancy will be posted in the local newspaper and in the school newsletter.
3. A search committee of 4-6 people will be selected to review all applications, determine which applicants will be interviewed, conduct all interviews, check references on all candidates.
4. Interviewers, rate all interviewees, and determine which if any interviewee will be recommended for the position. At a minimum, the search committee will include the Assistant Principal/Athletic



Director, a representative from School Administration, a representative from the Athletic Advisory Committee and the Athletic Representative from the Board of Trustees.

5. Interviews will be conducted with the selected applicants. A standard rating/evaluation form will be used to help the committee in evaluating the interviewees.
6. If, after the interviews, a candidate has not been selected, a second interview will be conducted with the finalists for the position.
7. Once a candidate has been chosen, his/her name will be given to the athletic representative from the Board of Trustees and the Principal for approval.
8. Prior to being officially hired, the candidate must obtain all required clearances and complete all required training programs.

## **PROCEDURE FOR HIRING ASSISTANT COACHES**

At the conclusion of each season the Assistant Principal/Athletic Director will conduct a post-season interview/evaluation with the head coach of each sport. At that time, assistant coach evaluation forms will be given to the head coach. The head coach will meet with each his/her assistant coaches and go over their evaluations. After the head coach concludes the meetings with the assistant coaches, he/she will determine if the assistant will be retained.

When the head coach returns the evaluations of his/her assistant coaches to the Assistant Principal/Athletic Director, he/she will be required to submit a coaching roster for the upcoming season. At that time, if there are openings on his/her staff, the following steps will be taken:

1. Job openings for respective positions will be posted and email notices distributed to members of the faculty and to current coaches. The vacancy may also be posted in the school newsletter and/or the local newspaper.
2. Applications will be reviewed and interviews will be conducted, if deemed necessary or appropriate, by the head coach and the Assistant Principal/Athletic Director.
3. Once the assistant coach has been selected, his/her name will be submitted to the Athletic Representative from the Board of Trustees and the Principal for final approval.
4. The assistant coach must complete all necessary paperwork, clearances, and training requirements before assuming the position.

This same procedure will be used for hiring head coaches at the Junior Varsity and Junior High levels.

## **RESPONSIBILITIES OF THE COACH**

At Bishop Guilfoyle Catholic High School, all coaches have the following responsibilities:

- The adherence to and promotion of Catholic Christian values at all times.

- The selection of players who will make up the squad.
- The determination of the style of play and the playing philosophy. The philosophy must be in line with and support the philosophy of the school.
- The teaching and instruction at practice sessions.
- The determination of who starts and how long an athlete plays in a contest.
- The decision of who plays in what position.
- The establishing of team rules.
- The selection of team captains.
- The establishing of the requirements for earning a “letter”.
- The communication with athletes and parents with respect to when and where practice sessions will be held, and when practice sessions will start and finish.
- The reporting to the Assistant Principal/Athletic Director as soon as possible any discipline of student athletes.
- The submitting of a budget for their team. The budget should include all equipment, uniform replacements, clothing, camps, meals, leagues and any other monies spent on their team.
- The supervising of student athletes in the locker room before and after practice and game.
- The supervision of student athletes in the weight room.
- The supervision of student athlete in the gymnasium. Student athletes are not permitted to be in the gymnasium unless a coach is present.
- The securing of the school building before you leave practice or game.

## **ELIGIBILITY REQUIREMENTS FOR ATHLETES**

Each player must pass a medical exam and complete a physical conditioning test before he or she can practice with the team. The \$100.00 required fee must accompany the completed physical examination form. **If the required fee is not received prior to the first day of practice your child will be ineligible to participate in any and all extra curricular activities until his/her account is made current.**

- Each player must abide by the school’s drug and alcohol policy, which includes suspension or expulsion from the team for violations.
- Players must act like ladies and gentlemen both in and outside of school. Disruptive conduct in class may lead to ineligibility for athletic participation.
- For participation in all athletic activities, school eligibility policy guidelines will be enforced. The reasons for ineligibility are confidential. **Ineligibility is one week long and lasts from Monday through Sunday. Ineligibility is based upon a student’s failure to maintain passing grades in at least six (6) classes.** The only way that an ineligible student can become eligible during the week is if the Athletic Office notifies you of a change. It’s important that we follow the policy.
  - See 2017 – 2018 Athletic Fee Structure (page 15-16) for further requirements.

## **SENIOR NIGHT**

Prior to the beginning of a season, the head coach will designate a date for senior night for varsity sports. The athletic department will provide \$25.00 per senior student athlete per sport toward senior night. If the team is using the school, a facility usage form must be completed, returned to the athletic office and approved one month prior to the event. Parents of the junior student athletes are responsible for senior night set up.

## SPORTS PHOTOGRAPHS

All athletic photographs are taken by Moments Photography.

The following dates are scheduled for the 2017-2018 sports seasons:

Fall	Wednesday, August 16, 2017	2:00 P.M.
Winter	Tuesday, November 21, 2017	3:00 P.M.
Spring	Monday, March 12, 2018	3:00 P.M.

Student athletes should have an appropriate hair cut and no facial hair for all pictures this includes all pictures for the Altoona Mirror. All coaches should wear their coaching shirt.

Coaches will be responsible for envelope distribution prior to picture date.

## ATTENDANCE

To be eligible to participate in any school activities or athletic practices/games a student must be in attendance.

Students **arriving after 8:35 AM** are considered a half day absent and may not participate in any school activities or athletic practices/games held after school hours that day unless a medical excuse is provided or exception is granted by the administration.

Students who **leave school prior to 1:45 P.M.** will be considered a half day absent for the PM and may not participate in any school activities or athletic practices/games held after school hours that day unless a medical excuse is provided or exception is granted by the administration.

Coaches should receive the morning attendance by 10:00 A.M. and the afternoon attendance by 2:00 P.M. If the email is not received, please call the athletic office 814-944-8847 or email [bghsathletics@bguilfoyle.org](mailto:bghsathletics@bguilfoyle.org).

## PIAA ELIGIBILITY - TRANSFER POLICY

A transfer student may not participate in an athletic practice or game until the student is cleared by District VI and the PIAA. The necessary forms are included in the Application for Admission packet received from the main office.

## PIAA RECRUITING POLICY

Based on the PIAA

One of the purposes of this ARTICLE is to deter recruiting which is materially motivated in some way by an athletic purpose. Recruiting for athletic purposes is directly contrary to fundamental interests of PIAA and its member schools and any school engaged in such conduct should do so with the expectation that it will be treated harshly upon proof of such conduct. Recruiting which is materially motivated in some way by an athletic purpose is contrary to the fundamental objectives of

- (1) keeping athletics in their proper place and subordinate to academics;

- (2) protecting student-athletes from "exploitation" by adults and those having interests which might not be consistent with those of the student; and
- (3) maintaining competitive equity and a level playing field among PIAA member schools.

Recruiting which is materially motivated in some way by an athletic purpose is defined as efforts by a school, or any of its employees, agents, or representatives, to engage in, support, or condone conduct whereby a motivating factor is to seek out one or more athletes to attend a particular school; to promote a school's athletic program or personnel other than as part of the overall program at the school; and/or, to provide preferential treatment or attention to prospective enrollees who are athletes.

- A. Upon a Regional Panel's or District Committee's, within their respective jurisdictions, receipt of: either
  - (1) a signed complaint from the Principal of a PIAA member school, or
  - (2) otherwise credible information that (a) a representative of a school's Athletic Personnel, or any other person affiliated with the school, influenced, persuaded, or attempted to influence or persuade one or more students, or one or more parents or guardians of such student(s), or an adult with whom the student(s) reside, to Transfer to, or otherwise obtain athletic eligibility at, that school for the purpose of participating in athletics at that school, or (b) the school, its Athletic Personnel and/or individuals affiliated with the school in other ways engaged in recruiting of students for an athletic purpose, the Regional Panel or District Committee must give notice to the school of such complaint or credible information and shall convene a hearing to consider whether any such individuals or the school, by itself or through its Athletic Personnel or other persons affiliated with the school, has engaged in recruiting of students for the purpose of participating in athletics.
- B. The following is an illustrative, but not exhaustive, list of situations which may indicate recruiting which is materially motivated in some way by an athletic purpose:
  1. Placing an advertisement in a newspaper or other literature directed toward prospective recruits touting the athletic successes of a school's Teams and/or students.  
NOTE: A comprehensive brochure or comparable piece of literature discussing all or most aspects of the school, including, but not focusing on, the athletic program, will not be deemed to constitute recruiting for an athletic purpose.
  2. Providing a student-athlete of another school, including a lower level school, other than a Feeder School of that senior high school, with free transportation, tickets, or admissions to a Contest, unless such free transportation, tickets, or admissions are made available to all students, or to all students at the same school, or to all students in the same grade level at the same school. To promote interest in youth sports programs, member senior high schools may also provide free, or reduced-price, admission to Contests for all members of youth sports Teams, provided that public senior high schools make such offer only to Teams based within the geographic boundaries of their public school district and member Private senior high Schools make such offer only to Teams affiliated with that school's sponsoring entities or organization(s) or where at least 50% of the team members attend a feeder school for that member private senior high school.
  3. Using AAU or other amateur athletic coaches to steer students to a particular school.

4. Offering, to an athlete, scholarships or financial aid that is not available to other students at the school.
5. Encouraging the parents or relatives of an athlete attending a school, other than a Feeder School of that senior high school, to influence the student to enroll at that school to play sports there.
6. Promising playing time or a position on a team to a student.
7. Meeting with athletes of a school, other than a feeder school of that member senior high school, individually or as a group, to encourage them to enroll at a particular school.  
NOTE: This does not prohibit meeting with students who attend a school open house, which is open to all potential enrollees of that school. This also does not prohibit school personnel from visiting non-feeder schools of that member senior high school and speaking with entire classes, which may include athletes. The use of athletic personnel to engage in visits to non-feeder schools of a member senior high school is not prohibited but may be determined, following a hearing, to be recruiting for an athletic purpose if a focus of the appearance was on athletics, athletes, or promotion of the athletic personnel's role as a coach or member or representative of the athletic department.
8. Providing transportation or other inducements to any prospective student-athlete to take a qualifying examination at a school or to meet with school officials, unless such opportunities are provided to all students at a particular school or grade level.
9. Athletic personnel of a member senior high school directly, or through another person, encouraging a student or the parents of a student attending a school, other than a feeder school of that member senior high school, to have the student enroll at the school of the athletic personnel.  
NOTE: This restriction does not prohibit school personnel from responding to purely student - or student family -initiated inquiries to the personnel about athletic programs at the school.
10. Providing any item with school advertisement (such as shirts, pennants, caps, jackets, etc.) unless such offer is made to all students of a particular school or class.
11. Athletic Personnel of a member senior high school attending a lower level school Contest and, immediately before, during, or after the Contest, speaking to or with the players from one or both Teams. The Athletic Personnel are, however, permitted to speak to or with players from a Feeder School of the Athletic Personnel's school.  
NOTE: This restriction does not prohibit Athletic Personnel from simply attending and observing any Contest nor does it prohibit Athletic Personnel from having contact with students on a Team, if the Athletic Personnel's son(s) and/or daughter(s) is (are) on that team.
12. Participation by a student in non-school athletics (i.e. AAU, American Legion, club settings, etc.) on a Team that is affiliated with any school other than the school which the student attends, or attended the prior year, followed by a Transfer by that student to the affiliated school. A Team affiliated with a school is one that is organized by and/or coached by any member of the Coaching staff at, or any other person affiliated with, that school; and/or on which the majority of the members of the Team (participants in Practice and/or competition) are students who attend that school.

13. Organizing, leading, or participating in a sports camp or clinic or speaking at a sports banquet or function are not, by themselves, considered to be recruiting for an athletic purpose. However, if the Athletic Personnel involved in the camp, clinic, or speech use the opportunity to promote their own school, such effort may be deemed to constitute recruiting for an athletic purpose.
- C. If the Regional Panel or District Committee, within their respective jurisdictions, finds that the school, a representative of the school's Athletic Personnel, or any other person, affiliated with the school, approached a student, or a parent or guardian of that student, or an adult with whom that student resides, and attempted to influence and/or influenced that student to Transfer to that school for the purpose of participating in athletics at that school, or otherwise engaged in recruiting which is materially motivated in some way by an athletic purpose, the offending school will be subject to any of the penalties described in ARTICLE XIII, PENALTIES, of the PIAA By-Laws.
  - D. Any person determined to have engaged in recruiting which is materially motivated in some way by an athletic purpose shall be disqualified from coaching any athletic Teams of PIAA

### **CO-OP AGREEMENTS AND INDEPENDENT SPORTS OFFERING**

The PIAA offers Cooperative Sponsorship of a sport with the philosophy of promoting greater student participation. The PIAA encourages projects that combine smaller PIAA member schools for sponsorship of an activity rather than a small PIAA member school combining with a larger PIAA member school when the smaller PIAA member school cannot support the activity alone. There are numerous factors which decide whether or not the PIAA will grant permission for two schools to form a Cooperative Sponsorship. A full description of Cooperative Sponsorships or Agreements can be found in the PIAA Constitution and By-Laws, Article III Section 11.

Bishop Guilfoyle will attempt to form Cooperative Agreements for certain sports, but may be unsuccessful for various reasons. We will continue to make efforts to afford your child the opportunity to participate independently in a sport they so desire, which may not be offered in a Cooperative Sponsorship.

Bishop Guilfoyle will give students an opportunity to compete at the PIAA level in sports for which we do not have a "team". We currently offer students/athletes the opportunity to compete in Gymnastics, Swimming, and Wrestling thru the PIAA as a representative of Bishop Guilfoyle. For Wrestling, students may compete in individual tournaments throughout the season. Since PIAA District 6 is an open wrestling tournament, you are permitted to register and compete for the District Championships. For Swimming and Gymnastics, to qualify for District playoffs, an athlete needs qualifying scores to qualify for the District playoffs. Therefore, any student who wishes to compete for swimming and gymnastics will go to neighboring schools' matches and get official times and scores from certified PIAA officials in order for the opportunity to qualify for the District playoffs.

For more information on co-op sponsorship or independent sports, please contact the Athletic Office.

## **NEW SPORT**

The PIAA offers a wide variety of sports. Bishop Guilfoyle currently offers 17 varsity PIAA affiliated sports. Bishop Guilfoyle is always open to new sports and suggestions. If at any time, there is a request to add or dismiss a varsity sport at Bishop Guilfoyle, a written proposal must be submitted to the athletic office. The proposal will then be put on the Athletic Advisory agenda for discussion. The proposal should outline number of interested participants, costs, resources and field or gym availability. The school administration will analyze all aspects of the proposal and determine whether to recommend acceptance of a new sports or dismissal of a sport to the Board of Trustees.

## **RISKS OF ATHLETIC PARTICIPATION**

In spite of protective equipment, supervision, and sound instruction by the coaches, there are some risks associated with participation in athletics. Injuries in some of our activities can and do occur. In extremely rare cases, death could also result. All athletes and parents need to be aware of and understand these possibilities. We at Bishop Guilfoyle Catholic High School do all that we can to ensure a safe and healthy environment for our athletes. We will contract with athletic trainers for initial evaluation and treatment of all injuries.

## **PARTICIPATION ON AN ATHLETIC TEAM**

It is important to understand that participation on an athletic team at Bishop Guilfoyle Catholic High School is a privilege and not a right. Maintaining membership on a team means accepting all the responsibilities of an athlete. However, unlike recreational or intramural teams, equal or guaranteed playing time does not exist. In an effort to win, a coach will use players best suited to the demands and conditions of the contest at that time.

## **SAME SEASON MULTIPLE SPORT PRIORITY POLICY**

Students at Bishop Guilfoyle High School may participate in multiple sports within the same season provided they maintain good academic standard, meet the requirements of eligibility found in the handbook, and maintain a positive attitude toward cooperation between coaches. When a student athlete selects two sports in the same season, the student must declare a single sport preference. Once this declaration is made with parental permission the procedures are as follows:

- **Two Game Conflict**  
If two scheduled events occur at the same time the student/athlete will participate in the priority designated sporting event.
- **Game/Practice Conflict**  
If a practice and a game are scheduled for the same time the student/athlete participates in the game event.
- **Two Practice Conflict**  
If both practices are scheduled at the same time the coaches need to do the best they can to accommodate the student/athlete with the preference given to the priority designated sport.

## **SELECTING THE TEAM**

While our ultimate goal is to promote the greatest athletic participation possible at Bishop Guilfoyle

Catholic High School, at times it may be necessary in some sports to limit the team or squad. This may occur due to limitations of our facilities, regulations specific to some sports, travel restrictions and other factors. Each coach has the responsibility and authority for selecting his or her team. The criteria for selecting the team are developed by the coach. A copy of the written criteria is then distributed to our athletes prior to the tryouts and to our parents at our pre-season meetings. The decision to limit a team

or squad is to be determined by the athletic director and principal. School administration will determine the minimum number of players per team prior to constricting team numbers.

It is important to remember that there are no guarantees. Players from the previous year's JV team do not automatically have a place on either the JV or varsity squad the following year. Having been a member of a team during the previous year or even being a senior does not ensure that an athlete will make the squad.

Parents should expect that every candidate is treated fairly and given every consideration. Coaches are sensitive to the feelings of disappointment, will handle the issue as positively as possible, and will be available to answer the athlete's questions.

## **THE PURPOSE OF A JV TEAM**

JV teams exist to provide those athletes not participating on the varsity squad an opportunity to develop skills and gain experience. While the athlete's age, size or skill level may be the limiting factor in not making the varsity team, participation on a JV team may enhance the athlete's potential to make the varsity squad in the future. However, being a member of a JV team does not guarantee that an athlete will automatically move up the following year to the varsity squad. The athletes best suited for varsity competition will make the squad each year. Striving to win is important in athletics; however, compiling a great record or winning a championship should not be the ultimate purpose of a JV squad. Acknowledging the value of winning, learning the game and being a member of a team are the ultimate objectives.

## **MOVING FRESHMAN TO THE VARSITY LEVEL**

Unique situations arise which legitimately merit consideration for moving freshmen student-athletes to the varsity level. These situations include:

1. Lack of participants at the varsity level (a certain number of student athletes are needed to effectively field a varsity/junior varsity team).
2. A freshmen student-athlete who is athletically, physically, and emotionally ready to compete at the varsity level.

The following procedures will be followed to determine if a freshman student-athlete should be moved to the varsity level:

1. The head varsity coach presents a written request to the Assistant Principal/Athletic Director to move the student-athlete to varsity level. The request will provide the reasons for move. The request will also include all supportive documentation.
2. The Assistant Principal/Athletic Director and the Principal will meet with the head varsity coach and Junior High coach separately, if deemed necessary, to review the request.



3. Consideration will be given to the athletic, physical, and emotional maturity of the student athlete. Consideration will also be given to the impact the move will have on the varsity program and the impact the move will have on the junior-varsity or junior high program.
4. If deemed necessary, the Assistant Principal/Athletic Director and head varsity coach will meet with the student-athlete and his/her parents to discuss all pros & cons of the request and to obtain their input.
5. If deemed necessary, the Assistant Principal/Athletic Director will meet with members of the existing varsity team to discuss all pros & cons of the request and to obtain their input.
6. Once all meetings are concluded, the Assistant Principal/Athletic Director, Administration and Principal will determine whether or not the student-athlete will be permitted to move to the varsity level.

## **PRACTICE SESSIONS AND GAMES**

Practice sessions are generally closed to spectators. These sessions are the equivalent of a teacher's classroom where quality instruction is taking place. Interruptions and interference with an athlete's concentration and focus in practice cannot be allowed any more than a disruption would be tolerated in an academic setting. Education in any setting cannot be compromised.

Bishop Guilfoyle Catholic High School practice sessions:

- May last two hours.
- May start and end at different times due to the schedule of the coach or facilities. Check with the coach for the specific times.
- Will not be held when school is dismissed early or is not in session due to inclement weather.
- May be held on Saturday or over holiday periods when school is not in session.
- Will NOT be held on Sunday.
- Will not be held on Thanksgiving Day, Christmas Eve, Christmas Day, New Years Day, and the Easter Triduum (Holy Thursday evening, Good Friday, Easter Sunday)
- If practice is held on a Holy Day of Obligation, students must be afforded the opportunity to attend Mass.

At Bishop Guilfoyle Catholic High School, the following game day guidelines for players and spectators are to be followed:

- Prepare for a game by getting adequate rest, focusing on the upcoming game without clowning or other distraction for themselves and the other members of the team.
- Be enthusiastic and help each other during the game to develop team "energy" and to encourage each other to perform at their best level.
- Never talk to fans during the game.
- Do not "Hot Dog" or taunt any opponent during the game.
- Always be courteous and respectful to the opposing team members and to their coaches and the game officials. Address them in a courteous manner, i.e. "Sir" or "Madam."
- Never argue with teammates or the coaches on the playing area or on the bench.
- Hustle at all times, during warm-ups and during the game.

- Spectators are encouraged to be positive and support the athletes in their performance during and after the contest.

## **POST- GAME AND PRACTICE RESPONSIBILITIES**

Student athletes waiting and or loitering in the lobby and hallways pose potential problems. Risk of injury and property damage can result from unsupervised gatherings. To address this issue, the following guidelines are in effect:

The coach is responsible to:

- Supervise the locker room while athletes change.
- Secure all equipment, the locker rooms, and the gymnasium.
- Supervise the lobby area and hallways until the last athlete's transportation has arrived and the athletes have all departed from the school property.
- Call in the game results.

The athlete is responsible to:

- Arrange in advance for transportation after practices and games.
- Leave the building and grounds within approximately one-half hour after the conclusion of a contest or practice session. Waiting, or "hanging out" in the lobby area past this point is not permissible.

## **PROTOCOL FOR MEDICAL EMERGENCIES**

The following procedures are to be followed if a student athlete is injured or becomes ill at any sporting event or practice:

1. The coach must send for the certified athletic trainer or the emergency medical personnel who is assigned to the event or practice; the coach or assistant coach will remain with the injured/ill student athlete until relieved by the athletic trainer or emergency medical personnel.
  - The certified athletic trainer or the emergency medical personnel will assess the student athlete's injuries or illness and determine the course of action to be taken.
  - This course of action can include:
    - Review the student athlete's emergency medical information.
    - Administer CPR/First Aid or other treatment as needed (based on his/her respective qualifications).
    - Contact an ambulance.
    - Contact the student athlete's parents.
    - (If an ambulance or the student athlete's parents are contacted, the athletic trainer, emergency medical personnel, coach, or assistant coach will remain with the student athlete until relieved by EMR personnel or the student athlete's parents).
    - The coach and/or assistant coach will provide the certified athletic trainer or the emergency medical personnel with access to the student athlete's emergency medical information.
    - The coach and/or assistant coach will provide other assistance as requested by the athletic trainer or the emergency medical personnel.
    - The coach and/or assistant coach will provide appropriate supervision of the other members of the sports team.

- The coach and/or assistant coach must contact/inform the Assistant Principal/Athletic Director of all medical emergencies as soon as possible after the medical assessment is completed.
  - Complete the school's official Incident Report Form.
2. If a certified athletic trainer or other emergency medical personnel is not present at the event or practice, the coach is to send for the game manager; the coach or assistant coach will remain with the injured/ill student athlete until relieved by the game manager.
- The game manager will, to the extent of his/her capabilities, assess the student athlete's injuries or illness and determine the course of action to be taken. This course of action can include:
    - Review the student athlete's emergency medical information.
    - Administer CPR/First Aid as needed (based on his/her respective qualifications).
    - Contact an ambulance.
    - Contact the student athlete's parents.
    - (If an ambulance or the student athlete's parents are contacted, the athletic trainer, emergency medical personnel, coach, or assistant coach will remain with the student athlete until relieved by EMR personnel or the student athlete's parents).
    - The coach and/or assistant coach will provide the game manager with access to the student athlete's emergency medical information.
    - The coach and/or assistant coach will provide other assistance as requested by the game manager.
    - The coach and/or assistant coach will provide appropriate supervision of the other members of the sports team.
    - The coach and/or assistant coach will contact/inform the Assistant Principal/Athletic Director of all medical emergencies as soon as possible after the medical assessment is completed.
    - Complete the school's official Incident Report Form.
3. If an athletic trainer or game manager are not present at the event or practice, the coach will, to the extent of his/her capabilities, assess the student athlete's injuries or illness and determine the course of action to be taken.

This course of action can include:

- Review the student athlete's emergency medical information.
- Administer CPR/First Aid as needed (based on his/her respective qualifications).
- Contact an ambulance.
- Contact the student athlete's parents.
- If an ambulance or the student athlete's parents are contacted, the athletic trainer, emergency medical personnel, coach, or assistant coach will remain with the student athlete until relieved by EMR personnel or the student-athlete's parents.
- The coach and/or assistant coach will provide appropriate supervision of the other members of the sports team.
- The coach and/or assistant coach will contact/inform the Assistant Principal/Athletic Director of all medical emergencies as soon as possible after the medical assessment is completed.
- Complete the school's official Incident Report Form.

Each head coach must maintain emergency medical information for each of his/her student athletes and must ensure that this emergency medical information is available at all games and all practice sessions.

4. The primary purpose of HIPAA (Health Insurance Portability and Accountability Act) is to protect the student athlete's confidentiality. The sharing of information with the media is clear-cut under HIPAA. Personal health information can be provided to sports information staff or the media only with authorization from the student athlete. There is a right to privacy issue. Professionalism – "No Comment", "Internal Matter" are acceptable responses to anyone asking about a student athlete who is being disciplined or who is injured.

## **LOCKER ROOM RULES**

- Students are to be supervised at all times.
- The locker room is a place for changing or showering. Horseplay and practical jokes are not proper and will not be tolerated.
- The last young lady or gentleman out of the showers is to make sure that all showers are turned off.
- Writing on or defacing the lockers is not permitted.
- Toilets are to be flushed after each use.
- The locker rooms are to be kept clean and tidy.
- You may not bring friends or any non-team members into our locker rooms without permission from the head coach.

## **EQUIPMENT RETURN POLICIES**

Student athletes will be notified of the date, time and place to return equipment/uniforms. If equipment/uniforms are not returned, the coach will notify the Equipment Manager who will inform the Assistant Principal/Athletic Director.

If the equipment/uniform is not returned within five (5) school days of the specified date, a letter will be sent by the Assistant Principal/Athletic Director via US Mail to the parents/guardians of the athlete requesting immediate return of the equipment/uniform and stating the amount of payment that is due for unreturned equipment.

If the equipment/uniform is not returned, or payment is not made within ten (10) school days from the mailing date of the above letter, a notice will be sent by the Assistant Principal/Athletic Director via US Certified mail [Return Receipt Requested] to the parents/guardians of the student athlete. The notice will inform the recipients that the cost of the equipment/uniform has been added to the student's tuition billing.

Non-payment of the equipment/uniform costs will incur the same policy and procedures as does the non-payment of tuition. The policy and procedures are in the Bishop Guilfoyle Catholic High School Student Handbook. Diplomas and transcripts will not be issued if the financial obligations to the school have not been satisfied.

## **TEAM CAPTAINS**

There are several good reasons for having captains of a team. These athletes serve as positive role models or links between the team members and the coaches and the officials. Team captains should be leaders of the team and assets to the team and the coaching staff.

While some coaches may allow their team to select captains, the ultimate responsibility lies with the head coach. It is important to understand that serving as the team captain is not reserved solely for seniors on a team; rather, the position of captain is for the athlete who is best suited to fulfill the responsibilities.

## **RESPECT FOR OTHERS**

A Bishop Guilfoyle Catholic High School student is one who respects and cares for others regardless of differences including but not limited to age, gender, sexual orientation, set of interests, race, country of origin, ethnic, geographic or financial background. Any student who teases, hazes, disrespects, harasses, fights, or attacks another act in direct opposition to this belief. Lack of respect can manifest itself in the overt ways mentioned above, or in more subtle ways such as cyber-bullying, snobbery, gossip, exclusion, and unfriendliness. In any case, the result is the same. The other is hurt and alienated. Bishop Guilfoyle Catholic High School often refers to itself as a family. Therefore, we must absolutely reject disrespectful attitudes and behaviors that hurt and alienate others.

## **HAZING – ANTI-HAZING POLICY**

Bishop Guilfoyle Catholic High School prohibits any form of hazing of or by employees, volunteers or students. Hazing is defined as: "Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding." (From Act 2016-31)

Any student who experiences some form of hazing or staff member who becomes aware of hazing should report it to the school administration. Any staff member who permits or encourages hazing will face disciplinary action, including possible dismissal. Any student who engages in hazing is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct.

## TRAVEL POLICY

The school's policy on travel to athletic contests includes:

All team members must travel as a group to and from all athletic contests. The appropriate dress for travel to away games will be announced by the head coach at the beginning of the season. The head coach shall be responsible for the appearance and discipline of his or her team. For all home and away games, our student athletes are required to dress in a uniform that is consistent with the entire team. Shorts or jeans are not acceptable.

- Exceptions to this mode of travel must be approved in advance by the coach and the Assistant Principal/Athletic Director.
- A team member may be released to the custody of a parent/guardian at the conclusion of an away contest if the following rules are adhered to:
- A transportation waiver from the parent seeking permission to transport the athlete home after a contest must be received by the coach and approved at least 24 hours prior to the date of the athletic contest.
- Prior to leaving the away game site, the coach must speak with the parents to confirm that they, and not another student or friend, are transporting the student athlete home.
- Coaches may not transport students in their own vehicles.

## OVERNIGHT TRAVEL POLICY

The athletic department will not endorse any overnight trips during regular season or the school year for any sports teams, PIAA or club sport unless:

1. A sports team is playing in a state playoff game or any other approved playoff or competition in which:
  - a. is farther than 140 miles from the school and
  - b. is playing at an unconventional time  
i.e. – Saturday morning game
2. A sports team is unable to fill a schedule with competition that does not require travel.
3. When attending a sporting event and/or competition that take place on a weekend, coaches and advisors must take seriously the catholic mass obligation. Every effort must be made to find and attend a vigil mass on Saturday evening or a Sunday morning mass. While it may be inconvenient or mean making an adjustment to scheduled plans, student athletes must attend mass.

If a sporting event does not fall into this category, then overnight travel will not be permitted. A written supervision plan is to be submitted by the coach and must be approved by administration prior to travel. The missing of any classroom time will not be permitted unless prior approval is granted by administration.

## ATHLETIC FEE AND FUNDRAISER STRUCTURE

There are two parts to the athletic fee and fundraiser structure:

### I. PARTICIPATION FEE

All Bishop Guilfoyle student athletes are required to pay a \$100.00 participation fee per sport. The participation fee must accompany the student athlete's physical or recertification form. **If the required fee is not received prior to the first day of practice your child will be ineligible to participate in any and all extra curricular activities until his/her account is made current.** Participation fees are not refundable after the first regular season contest date.

The Athletic Office will no longer apply fundraisers or volunteer services to the participation fee.

### II. FUNDRAISING REQUIREMENTS

In addition to the participation fee, all Bishop Guilfoyle student athletes are required to fulfill fundraising requirements as outlined below. Fundraiser requirements must be satisfied by May 1, 2018. Fundraising credits do not carry over from year to year.

- a) \$100.00 for a BG student athlete participating in one sport
- b) \$150.00 for a BG student athlete participating in two or more sports
- c) \$50.00 for a 7<sup>th</sup> or 8<sup>th</sup> grade student athlete

### 2017-2018 SCHEDULED FUNDRAISERS

- 1. Lottery Calendars (10.00 per calendar sold)
- 2. Basket Bingo Tickets (\$10.00 per ticket sold)
- 3. Pig Skin Raffle Tickets (\$25.00 per ticket sold)

Athletes may opt to pay the fundraising requirement in lieu of participating in any of the listed fundraisers.

If the Athletic Department chooses to sponsor any additional fundraisers, participation is voluntary.

<b>Bishop Guilfoyle Student Athlete</b>	<b>Participation Fee</b>	<b>Fundraising Requirement</b>
One Sport	\$100.00	\$100.00
Two Sports	\$200.00	\$150.00
Three Sports	\$300.00	\$150.00

<b>7<sup>th</sup>/8<sup>th</sup> Grade Student Athlete</b>	<b>Participation Fee</b>	<b>Fundraising Requirement</b>
One Sport	\$100.00	\$50.00
Two Sports	\$200.00	\$50.00
Three Sports	\$300.00	\$50.00

Please note: if participation fees and fundraising requirements are not satisfied, students will be ineligible until payments are received. Also, in compliance with school policy outlined in the Student Handbook, all financial obligations must be paid in order for students to meet graduation requirements.

## INDIVIDUAL SPORT FUNDRAISING PROJECTS

Individual sports are permitted to conduct fundraising projects for specific projects that may not be funded by the athletic department's general fund provided the following guidelines are followed:

1. Requests for fundraising projects must be submitted to the Assistant Principal/Athletic Director on an official request form available at the athletic office at least one month prior to the requested start of the proposed fundraising project.
2. Fundraising projects cannot be undertaken until written approval is obtained from the Assistant Principal/Athletic Director and the school administration.
3. All money raised through the fundraising project must be deposited into the individual sport's account with the athletic department. An official deposit slip must accompany all deposits.
4. All bills associated with the fundraising project must be paid by check through the athletic department. In order to be paid, all invoices must be signed by the individual responsible for the fundraising project and attached to an official request for payment form.
5. At the end of the fundraising project, the person responsible for the project must complete, sign, and submit a fundraising project report with the Assistant Principal/Athletic Director. The report will be reviewed by the school administration and filed for audit.
6. All money raised through fundraising projects must be solely used for the benefit of the students participating in that sport. **No fundraising or solicitation should be done for coach's gifts.**
7. All fundraising projects must be truly voluntary. Student athletes cannot be punished for failing to participate in a fundraising project.
8. The individual sport may keep 100% of the proceeds from all clinics, seminars, camps and sponsors.
9. The individual sport may keep 90% of the proceeds from all other fundraising projects; 10% of the proceeds will be retained by the athletic department for administrative purposes.
10. Fundraising projects conducted by individual sports are prohibited from soliciting businesses and corporations without prior written approval from the Assistant Principal/Athletic Director and school administration.

## SURVEY

End of season athletic surveys are emailed to the student athletes through survey monkey. Student athletes are to complete the survey by the due date.



## CLUB SPORTS

Certain sports may not be fully supported by the BG Athletic Department, but still represent the Bishop Guilfoyle Catholic High School. The teams will use the BG name, uniform, and colors and may be partially supported by the BG Athletic Department. As with all other extracurricular activities, there must be an individual participation fee that will be paid to the BG Athletic Department if use of BG facilities, transportation, and BG athletic awards are to be provided to these Club Sport teams. The participation fee is currently \$100.00 per student athlete for each sport in which they participate. Funds to support the Club Sport teams must be part of the BG Athletic Department budget. Fund solicitation by Club Sport teams must not compete with the fundraising of the BG Athletic Department.

## LOCKER DECORATION

The decorating of lockers is a custom that helps build school spirit and honors our students. Like all customs, this one has grown to the point where it appears that some controls have become necessary in order to improve the appearance of the school, protect the locker surfaces and facilitate maintenance procedures. Please read and observe the following guidelines:

- Anything placed on the locker must be attached with small magnets only – NO tape or paste of any kind.
- Nothing that hangs loose (ribbons, long mobile decorations, etc.) may be placed on the locker.
- All items should be flat against the surface of the locker and fit well within the measured borders of the locker.
- Everything placed on the locker should be in good taste and relevant to the activity being recognized. In honoring a particular team or activity, all members' lockers should be decorated.
- Any locker decoration that does not follow the above guidelines will be removed.
- The dates for the 2017-2018 locker decorating by parents of student athletes are as follows:

Fall Sports	September 12, 2017	4:30 P.M. to 8:30 P.M.
Winter Sports	November 29, 2017	5:30 P.M. to 9:30 P.M.
Spring Sports	April 3, 2018	5:00 P.M. to 9:00 P.M.

Thanking you in advance for your help in encouraging our student athletes and for your cooperation!

## FACILITIES USE AND REPAIRS

To ensure efficient maintenance supervision and coordination of school facilities, coaches must complete a Facilities Use Form for all events/activities in any area of the school. The completed Facilities Use Form must be completed two weeks prior to the scheduled event. For an event that requires maintenance, security, or extensive work, the form must be turned in one month in advance. The only exception will be practices and games. Forms are available in the athletic office.

Maintenance problems and needs are reported to the Athletic Office. Any vandalism must be noted and reported to the Assistant Principal/Athletic Director. Coaches are responsible for the general appearance and care of the locker rooms in which they supervise.

## **ACADEMIC REQUIREMENTS FOR HIGH SCHOOL STUDENTS WHO PLAN TO PARTICIPATE IN COLLEGE ATHLETICS**

Students who plan to participate in athletics when they attend college should note that the National Collegiate Athletic Association (NCAA) maintains very rigorous academic standards for potential college athletes. To be eligible to participate in college level athletics, students must successfully complete specific college preparatory courses of study while in high school. Potential college athletes should contact the school guidance counselor and the Assistant Principal/Athletic Director to ensure that they are enrolled in appropriate college preparatory courses of study.

### **NATIONAL SIGNING**

Signing of letters of intent will only be done when the administration receives an official signed letter of intent from the college.

### **CONCLUSION**

We hope you will find this handbook useful and informative.

We, the BG family, can do something positive for our children and the school by working together. Join in the effort! Communication is the key. If we don't know, we can't help.

**2017-2018**

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# COACHES ADDENDUM

## ATHLETIC DEPARTMENT AUTHORITY STRUCTURE

See page 3

## AWARDS

Awards and honors vary from sport to sport. Head coaches should submit the methods used to establish awards to the administration for approval prior to finalizing a recipient of an award. This should be done prior to the Sports Awards Assembly. Approval for any athletic award nominations should be forwarded to and approved by the athletic director.

## COACHING EXPECTATIONS AND RESPONSIBILITIES

The overall goal of these expectations and responsibilities is to enhance our coach's abilities to meet and exceed the mission and vision statements of Bishop Guilfoyle Catholic High School.

### Leadership Skills:

- Set an appropriate example at all times.
- Demonstrate at all times strong leadership characteristics such as but not limited to honesty, forward-looking, competence and inspiring students in a positive and pro-active manner.
- Demonstrate positive teaching techniques on the side lines during all sporting events
- Demonstrate all above characteristics in the off-season, in the community and personal life.
- In preseason, meet with the entire team and their parents conveying to them the mission and vision statements, the programs short and long term goals as well as the upcoming seasons goals.
- Insure all coaches attend annual training sessions, sports specific or motivational.

### Organizational Skills:

- Provide to the Assistant Principal/Athletic Director, in detail, a preseason, in season and postseason training program. The program shall include all levels, 7<sup>th</sup> grade through varsity. Provide the information within 30 days of the end of the season or one week prior to the coach's annual review with the Assistant Principal/Athletic Director.

### Community Skills:

- Coaches are encouraged to be active in a community oriented committee and/or manage a program, event, training session or camp promoting the values of Bishop Guilfoyle such as offering each year in the off season a fundamentals camp to all area elementary boys and girls.

## **Communication Skills:**

- During the regular season, meet with the Assistant Principal/Athletic Director weekly, providing detailed practice schedules and content. Communicate and discuss any and all player issues such as injuries, grades or other issues with the Assistant Principal/Athletic Director as soon as the coach becomes aware of an issue.
- At all times provide positive, forward looking and inspiring comments to the team and media after each event.
- At all times portray our athletes to the media and community in a positive, forward looking manner.
- Coaches accept constructive criticism in a professional manner.
- Develop a feedback avenue for parents immediately after the season is complete. An example would be a survey asking for the three most positive items that took place and the three issues that need to be improved upon. The Assistant Principal/Athletic Director and head coach will review the anonymous surveys together.
- Meet with the entire coaching staff once a month in the off season. Notify the Assistant Principal/Athletic Director of the meeting schedule. If the AD can not attend the meeting the head coach will provide complete, detailed meeting minutes to the Assistant Principal/Athletic Director within one week of the meeting date.

## **CONFIDENTIALITY**

In performance of the duties of their positions, coaches may become aware of confidential information. Strict adherence to honoring such information and respect for every individual's right to privacy are absolute requirements of every coach. Violation of confidential matters is subject to grave disciplinary action.

Under no circumstances should a student athlete's contact information be given out, this includes the media. If the media is looking to highlight one of our student athletes, they should contact the student athlete's parents.

See #4 page 16.

## **DRESS CODE**

The head coach shall be responsible for the appearance and discipline of his or her team. For all home and away games, our student athletes are required to dress in a uniform that is consistent with the entire team. For games, both home and away, our coaches are to be dressed in an appropriate manner. Long pants and collared shirt are required. Shorts or jeans are not acceptable.

Also, student athletes and coaches are to dress appropriately for practice. Shorts, both practice and uniform must have a minimum of a 4" inseam. No undergarments are to be exposed. Boys must wear a tee shirt at all times during practice. No bare chests. Girls should not wear any clothing that shows their midriff or any clothing that exposes a sports bra. By the first day of practice, student athletes should have an appropriate hair cut and no facial hair.

## **ELECTRONIC COMMUNICATION TO STUDENTS**

School Email is considered the official electronic method of communication to Bishop Guilfoyle students. All students are assigned a school email account ([lastname.first\\_name@bguilfoyle.org](mailto:lastname.first_name@bguilfoyle.org)).

Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s), especially when using the 'reply' command during email correspondence. Finally, although many users regard e-mail as being like a telephone in offering a quick, informal way to communicate, users should remember that e-mails can be stored, copied, printed, or forwarded by recipients. As such, users should not write anything in an e-mail message that they would not feel just as comfortable putting into a memorandum.

All use of email will be consistent with other Bishop Guilfoyle Catholic High School policies.

## **ELIGIBILITY REQUIREMENTS FOR ATHLETES**

The following guidelines govern student participation in extracurricular activities:

- Students must pass at least six (6) classes to be eligible to participate in all structured extracurricular activities. Structured extracurricular activities include all school-related activities except those that a student may attend as a spectator.
- Ineligibility based upon a student's failure to maintain passing grades in at least six (6) classes shall be in effect for one full week. This ineligibility will run from Monday through Sunday.
- Students who fail to maintain an acceptable disciplinary and attendance record will be ineligible to participate in extracurricular activities.
- Students may not participate in any extracurricular activity during any in-school or out-of-school suspension.
- All school-related financial obligations, including tuition payments, must be current to the previous sixty (60) days of the year for a student to participate in all structured extracurricular activities. Exceptions will only be made if the student's parents/guardians have signed a financial payment plan that has been approved by the school administration.
- Parents are notified by the school that their son/daughter is ineligible.
- Coaches will be informed by the athletic department that a student is ineligible. Due to confidentiality, coaches should advise parents to contact the main office or the athletic office if they have questions concerning a ineligibility.
- Student athlete will not practice, dress for games or attend games until he/she is eligible
- Athletic Office does not know the reason for ineligibility.

Coaches are not to call the parents, main office or business office. Coach will be notified by the Assistant Principal/Athletic Director when student may participate again.

See page 7 for further clarification

## **EMAILS AND ANNOUNCEMENTS**

- All email contact between coaches, parents or athletes should include a copy to the athletic office at [bghsathletics@bguilfoyle.org](mailto:bghsathletics@bguilfoyle.org).
- Win or lose you need to email Mrs. Nancy McConnell [nmccconnell@bguilfoyle.org](mailto:nmccconnell@bguilfoyle.org) before 7:30 **A.M.** in brief fashion the outcome of your games. This can be as simple as a two line email. Also, remember to copy (cc) the BG athletic office at [bghsathletics@bguilfoyle.org](mailto:bghsathletics@bguilfoyle.org) to all emails sent to Mrs. McConnell at the main office.
- Any announcement concerning practices need to be e-mailed by 7:30 A.M. to Mrs. Nancy McConnell at [nmccconnell@bguilfoyle.org](mailto:nmccconnell@bguilfoyle.org) and a copy also sent to the athletic office [bghsathletics@bguilfoyle.org](mailto:bghsathletics@bguilfoyle.org).

- If you are unable to use e-mail, please call the main office at school 814-944-4014 before 7:30 A.M. and let a voice message for Mrs. McConnell.  
Only emergency announcements will be made in the afternoon.

## **EMPLOYEE/VOLUNTEER'S CODE OF CONDUCT**

Our children are the most important gifts God has entrusted to us. As an employee/volunteer, I promise to strictly follow the rules and guidelines in this Employee/Volunteer's Code of Conduct as a condition of my providing services to the children and youth of Bishop Guilfoyle Catholic High School.

### **As an employee/volunteer, I will:**

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth without prior written approval from parents or guardians and the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from parents or guardian and the pastor or administrator.
- Report suspected abuse as directed by PA Mandated Reporting guidelines and requirements.
- Cooperate fully in any investigation of abuse of children and/or youth.

### **As an employee/volunteer, I will not:**

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while working or volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

I understand that as an employee/volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my dismissal as an employee or removal as a volunteer with children and/or youth.

## **EMPLOYMENT REQUIREMENTS**

All employees and volunteers at Bishop Guilfoyle must successfully complete Act 126 Training and the Youth Protection Program which replaces the Protecting God's Children training program. By both Diocesan and school policy, BG is not permitted to maintain the employment of any individual or to utilize the volunteer services of any individual who fails to complete all components of Youth Protection Program/Protecting God's Children. Coaches must also complete Pennsylvania Child Abuse History Clearance, Criminal Record Check, and Fingerprint Clearance. Criminal record checks are done yearly on coaches.

Under directives by the PIAA it is mandatory that the varsity head coach and the Jr. High head coach attend their respective Rules Interpretations Meeting. Coaches must sign the attendance sheet. By doing so, PIAA will know that BG has a representative present. Failure to attend these meetings will result in a \$100.00 fine.

School policy requires all coaches to be certified in CPR/First Aid/AED. If a coach does not have their certification by the beginning of their sports season, they will not be permitted to coach. The Athletic Department will provide training at the school during the summer. If you are unable to attend the training provided by the Athletic Department, a list of training facilities will be provided.

## **AGE REQUIREMENT FOR COACHING**

A varsity head coach or assistant coach must be 21 years of age. Volunteer assistants are not required to be 21 years of age. Volunteer assistants must complete all required clearances and on line training. Volunteer assistants under the age of 21 may not ride the bus to away games, may not sit on the bench during a game, and he/she may not be on the field or sidelines during a game. At no time should the volunteer assistant under the age of 21 be alone with the student athletes.

## **EQUIPMENT**

When assigning uniforms or equipment to student athletes, please complete the Equipment/Uniform Inventory Form. The forms are available in the athletic office and must be returned to the Assistant Principal/Athletic Director. See page 16 and 17.

## **FUNDRAISING**

The only mandatory fundraiser for a BG student is the money raffle. The athletic participation fee is required for participation in athletics. Any team holding camps, etc is required to complete a fundraising summary. Pre approval from administration is needed before any fundraising is conducted. Forms must be completed and filed with the school administration at least four (4) weeks prior to the planned fundraising project. Forms are available in the athletic office.

BG has one mailing address and that is 2400 Pleasant Valley Blvd., Altoona, PA 16602. Coaches should not have checks or fundraising monies sent to their home or work address. Envelopes must be mailed to school and your sport clearly marked on the envelope.

## **GUEST COACHES or SPECIALIST**

Under no circumstances are any coaches permitted to bring in a guest coach or a specialist unless prior approval is granted for the Assistant Principal/Athletic Director. Failure to get approval from the Assistant Principal/Athletic Director is a direct violation of school and athletic policy.

## **GYMNASIUM**

Student athletes must be supervised at all times. Students are not to wait in the gym after school hours for the coach. After school care is provided in the cafeteria with adult supervision. Students must wait in the cafeteria until a coach is present. For coaches and athletes, there is no food permitted



in the gymnasium. For practices, water bottles or water jugs are the only beverage allowed in the gymnasium. During games, players and coaches are the only ones permitted to have water and or a sports drink in the gymnasium.

## INCIDENT/ACCIDENT REPORTING INFORMATION FORM

This form is to be completed by any employee, coach, and/or volunteer at Bishop Guilfoyle Catholic High School working with any student participating in school and/or extra-curricular activities in the event of any accidents regardless of the severity of the injury. This form is also to be utilized when any employee, coach or volunteer is injured.

Injured Party: \_\_\_\_\_

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

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

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

Description of Injury: \_\_\_\_\_

Emergency Action Taken: \_\_\_\_\_

If a student: By Whom and when was parent notified: \_\_\_\_\_

Was 911 Called? \_\_\_\_\_ Yes \_\_\_\_\_ No

Other information: \_\_\_\_\_

Reported by: \_\_\_\_\_ Signature \_\_\_\_\_

Name (Print)

Signature

This report is required for incidents/accidents that occur in school or on school trips/activities. Forms are to be submitted to the athletic office for incidents involving athletes. All other forms are to be submitted directly to the principals' office.

## INVENTORY/EQUIPMENT

- Assigning uniforms and uniform collection is the responsibility of the head coach.
- The equipment/uniform inventory form is available in the athletic office.
- All equipment must be stored at the school.

## KEYS

Each coach will be issued a set of keys prior to their sports season. At the end of their respective sports season, the coaches will be required to return the keys to the Assistant Principal/Athletic Director. Certain coaches will be permitted to keep their assigned keys due to off season work out programs and use of the facility. Keys are marked "Do Not Duplicate". If a coach has a school key duplicated they are violating school policy.

## OFFICIAL SITES FOR BG SOCIAL MEDIA

Disclaimer for Social Media:

Bishop Guilfoyle Catholic High School is only responsible for quality of the information posted by the official BG account represented and not for the quality of the information posted by other users.

The official sites of Bishop Guilfoyle Catholic High School are listed below

Home Website <http://www.bishopguilfoyle.org>

Facebook <http://facebook.com/BGCHS>

YouTube <http://www.youtube.com/user/BishopGuilfoyleCHS/>

Twitter [http://twitter.com/BGCHS\\_PA](http://twitter.com/BGCHS_PA) or <https://twitter.com/MarauderMirror>

Student Online Newspaper [www.maraudermirror.org](http://www.maraudermirror.org)

## PAY PERIOD

Coaches shall receive their coaching stipend immediately following the season upon completion of all administrative duties.

The following is a list of administrative duties:

- A list of honors for team and individuals.
- A complete inventory list including uniforms and equipment. All equipment must be stored at the school.
- Recommendations to improve your sport.
- A final list of all scores for the season.

## PRACTICE

A seasonal schedule of practice with the starting time and ending time must be turned in to the athletic office for all sports. The practice schedule should be turned in a week prior to the beginning of the season. Be sure to include any time spent reviewing films, lifting weights, etc. Any change in the practice schedule should be reported immediately to the Assistant Principal/Athletic Director. Coaches must stress safety issues with student athletes while on school property. No horseplay should be tolerated. See pages 13 and 22.

## PRACTICE SCHEDULE FORM

Coaches who are not coaching sports in the gym are required to fill out a weekly **Practice Schedule Form**. This form must be returned to the Athletic Office weekly. Additional copies are available in the Athletic Office. When we receive your eligibility form, you will be receiving a weekly **Attendance Sheet**. This also must be returned to the Athletic Office weekly.

## CHILD PROTECTIVE SERVICE LAW

Any person who, in the course of their employment, occupation, or practice of their profession come into contact with children shall report or cause a report to be made to ChildLine (800-932-0313) when they have reasonable cause to suspect, on the basis of their medical, professional or other training and experience, that a child coming before them in their professional or official capacity is a victim of child abuse. (Source: Commonwealth of Pennsylvania Department of Public Welfare)

## NOTICE OF CRIMINAL ACTIVITY

As part of Bishop Guilfoyle Catholic High School's effort to maintain a safe environment, all coaches and volunteer coaches are required to immediately disclose any and all felony or misdemeanor charges; pending criminal actions; past, present and future felony or misdemeanor criminal convictions, including pleas of guilty or nolo contendere (no contest), to the school administration. Failure to comply with this reporting requirement will constitute grounds for disciplinary action.

## YOUTH PROTECTION PROGRAM

- No one is permitted to work with our student athletes without being certified by the **Youth Protection Program** which replaces the Protecting Gods Children training. Log on to dioceseaj.org click on the Youth Protection link and follow prompts.
- A coach is not to host parties for their team at their home. Parties can be held in the cafeteria or another public facility.

## PROTOCOL FOR NATIONAL ANTHEM

The Star-Spangle Banner is the national anthem. When the flag is displayed all present except those in uniform should stand at attention facing the flag with the right hand over the heart. When the flag is not displayed, all present should face toward the music and act in the same manner they would if the flag were displayed.

## PUBLIC MEDIA

All inquiries and communication with reporters from the media must be authorized by the school administration. Should you be approached by a reporter relative to Bishop Guilfoyle, please direct him/her to the school administration.

## PURCHASE ORDER

Coaches are **NOT** to purchase or order items without a purchase order. **All** purchases will need a purchase order signed by the Assistant Principal/Athletic Director prior to purchase. If items are ordered without prior purchase order, the athletic department will not pay for the items.

## REQUIREMENTS FOR PROFESSIONAL DEVELOPMENT

Act 126 Clearance – [www.IU08.org](http://www.IU08.org)  
Background Clearances every three years

-H-

CPR Clearance every two years

Act 31 Clearance

[https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab\\_group\\_group\\_id=2\\_1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_group_id=2_1)

Cardiac course yearly. <http://www.sportsafetyinternational.org/content/cardiacwise-pats>

NFHS Concussion yearly <http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>

## ROSTERS

Coaches must submit a complete and up-to-date roster of all players at least one week prior to the first game or match.

## SCHOOL COLORS/BRANDING

Bishop Guilfoyle has established policies and standards for the official school seal, Marauder logo, and school colors being purple, vegas gold, and white. All gear **MUST** be approved through the athletic office before it is ordered and/or purchased.

## SOCIAL MEDIA POLICY

### A. Introduction/Purpose

1. Social media technology can serve as a powerful tool to enhance education, communication, and learning. This technology can provide both educational and professional benefits, including preparing Bishop Guilfoyle Catholic High School (BGCHS) students to succeed in their educational and career endeavors.
2. The Board of Trustees, President and Principal are committed to ensuring that all BGCHS stakeholders who utilize social media technology for professional purposes described below, including staff and students, do so in a safe and responsible manner. BGCHS strives to create professional social media environments that mirror the academically supportive environments of our schools.
3. These Social Media Guidelines (“Guidelines”) provide guidance regarding recommended practices for professional social media communication between BGCHS employees, associated personnel<sup>1</sup>, and BGCHS students.
4. In recognition of the public and pervasive nature of social media communications, as well as the fact that in this digital era, the lines between professional and personal endeavors are sometimes blurred, these Guidelines also address recommended practices for use of personal social media by BGCHS staff.<sup>2</sup> Please refer to the BGCHS’s [Network Acceptable Use and Safety Policy \(“NAUSP”\)](#) for additional guidance.

### B. Definition of Social Media

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+, Flickr, Instagram, Tumblr, and Pinterest.<sup>3</sup>

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<sup>1</sup> BGCHS employees and associated personnel include teachers, principals, school staff, coaches, activity moderators, volunteers, etc.

<sup>2</sup> These Guidelines do not address student-to-student communication via social media. The Student Handbook sets forth expected standards of behavior with respect to student communication. The Discipline Code establishes the range of disciplinary options and guidance intervention that can be used when students engage in misconduct involving social media.

<sup>3</sup> These Guidelines do not address the professional use of third-party collaboration tools for purposes other than social media.

1. Professional social media is a work-related social media activity that is either school-based (e.g., the BGCHS principal establishing a Facebook page for his/her school or a BGCHS teacher establishing a blog for his/her class), or non-school-based (e.g., a BGCHS coach or volunteer establishing a Facebook page or twitter account to facilitate communication with supporters and the community at large).
2. Personal social media use is a non-work-related social media activity (e.g., a BGCHS central administrative employee establishing a Facebook page or a Twitter account for his/her own personal use).

### C. Applicability

These Guidelines apply to all BGCHS employees, associated personnel, and others who may be seen as representing the school on social media or online.

### D. Professional Social Media Use

#### 1. Maintaining Separate Professional and Personal E-mail Accounts

BGCHS employees who decide to engage in professional social media activities should maintain separate professional and personal e-mail addresses. As such, BGCHS employees should not use their personal e-mail address for professional social media activities, rather, employees should use a professional e-mail address that is completely separate from any personal social media they maintain. Regular and continuous use of a personal e-mail address for professional purposes, including social media use, may result in BGCHS considering the e-mail address, and the corresponding use of that address, as a professional account.

**Use of Official Name and Logo.** Use of the school name or logo for branding or titling pages of for accounts related to the functions and activities of BGCHS is permissible, but must be approved in writing prior to use. Requests for prior consent to use such names or logos will be made to the Principal or designee. Any uses in existence at the time of adoption of this policy are not grandfathered and would be authorized pursuant to this policy. Permission to use the name or logo of the school may be revoked at any time. Using the name of the school in the title or branding of personal accounts is not permitted.

#### 2. *Communication with BGCHS Students*

BGCHS employees, coaches, volunteers and others who work with students and communicate<sup>4</sup> with students through professional social media sites<sup>5</sup> should follow these guidelines:

- a. Professional social media sites that are school-based should be designed to address reasonable instructional, educational, school activity, or extra-curricular program matters;<sup>6</sup>
- b. Each school year, BGCHS parents<sup>7</sup> will be notified about the professional social media activities their children may participate in. Here is [sample language](#) schools can use. BGCHS will instruct parents to contact the school with any questions or concerns;

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<sup>4</sup> The term “communicates”, as used in this Guidance, refers to activity, including, but not limited to, “friending,” “following,” “commenting,” and “posting messages” using social media sites.

<sup>5</sup> The term “site” and “sites” refer to an online social media account or usage.

<sup>6</sup> BGCHS employees should use school-based professional social media sites that involve BGCHS students for professional purposes only.

<sup>7</sup> The host parent means the student’s parent or guardian, or any person in a parental or custodial relationship to the student. This includes: birth or adoptive parent, step-parent, legally appointed guardian, and foster parent.

### 3. Guidance Regarding Professional Social Media Sites

- a. BGCHS employees should treat professional social media space and communication like a classroom and/or a professional workplace. The same standards expected in BGCHS professional settings are expected on professional social media sites. If a particular type of behavior is inappropriate in the classroom or a professional workplace, then that behavior is also inappropriate on the professional social media site.
- b. BGCHS employees should exercise caution, sound judgment, and common sense when using professional social media sites.
- c. When establishing professional social media sites, supervisors and employees should consider the intended audience for the site and consider the level of privacy assigned to the site, specifically, whether the site should be a private network (for example, it is limited to a particular class, group of participants, or particular grade within the school) or a public network (for example, anyone within the school, a larger group within the BGCHS community can participate or individuals outside of the BGCHS). It is recommended practice for professional social media sites to be private networks, unless there is a specific school need for the site to be a public network.
- d. To the extent possible, based on the social media site being used, BGCHS supervisors or their designees should be given separate administrator rights providing limited access to the professional social media accounts established by BGCHS employees. See [FAQ #22](#), for more information.
- e. BGCHS employees should obtain their supervisor's approval using a registration form the school chooses before setting up a professional social media presence. This approval shall not be unreasonably withheld. BGCHS will provide supervisors with a [sample registration form](#).
- f. If a professional social media site undergoes a significant change (for example, a Facebook page being used to share questions about reading assignments will now be used to share ideas with a class at a school in another country), consider whether a revised registry form and revised parental notification is needed. As needed, schools can continue to inform families about newly created social media sites.
- g. The principal and their designees are responsible for maintaining a list of all professional social media accounts within their particular school or office.
- h. Professional BGCHS social media sites should include language identifying the sites as professional social media BGCHS sites to differentiate from personal sites. For example, the professional sites can identify the BGCHS class, activity, or particular grade that is utilizing the site. See [FAQ 11](#) for more information.
- i. Individuals that wish to create a social media presence for their professional purpose should work with the technology office, or other designee of the principal to insure guidelines are being followed.
- j. Professional social media sites (including those that are not school-based) should have a clear relationship to the mission and function of BGCHS.
- k. BGCHS employees should use privacy settings to control access to their professional social media sites with the objective that professional social media communications only reach the intended audience. However, BGCHS employees should be aware that there are limitations to privacy settings. Private communication published on the Internet can easily become public. Furthermore, social media sites can change their current default privacy settings and other functions. As a result, each employee has a responsibility to understand the rules of the social media site being utilized.
- l. Professional social media communication must be in compliance with the BGCHS [Network Acceptable Use and Safety Policy](#), other BGCHS policies and applicable laws, including, but not limited to, prohibitions on the disclosure of confidential information and

prohibitions on the use of harassing, obscene, discriminatory, defamatory or threatening language.

- m. No personally identifiable student information may be posted on professional social media sites that are open beyond the classroom. If images of students are to be posted online there must be a [media consent form](#) on file at the school for each child featured.
- n. BGCHS students who participate in professional social media sites may not be permitted to post photographs or videos featuring other students without the approval of the teacher or other BGCHS employee responsible for the site.
- o. It is not recommended that BGCHS employees post photos of other BGCHS employees on professional social media sites without prior permission of the photographed employee.
- p. If the owner of the professional site decides to no longer maintain or be active on the site, login information and control of the site should revert to the school administration who may decide to assign control of the account to another employee or volunteer. In this way disruptions can be minimized and the value and support for students/families can continue even as employees and volunteers change over time.

#### *4. Monitoring of Professional Social Media Sites*

- a. BGCHS supervisors, or their designees, are responsible for monitoring and providing feedback regarding their employees' professional social media sites. The monitoring responsibilities include reviewing the professional social media sites on a regular basis. If supervisors discover questionable communications or behavior on professional social media sites, they are required to contact the appropriate authorities for assistance.<sup>8</sup>
- b. BGCHS supervisors (i.e., principal/designee, etc.) reserve the right to remove postings and/or disable a page, of professional social media sites that do not adhere to the law or do not reasonably align with these Guidelines.
- c. Employees using professional social media have no expectation of privacy with regard to their use of such media. BGCHS supervisors, or their designees, will regularly monitor professional social media sites to protect the school community. The person creating the site must assist in enabling monitoring and must not interfere with reasonable attempts to monitor the site and postings

#### *5. Press Inquiries*

- a. Any press inquiries received via professional social media sites should be referred to the BGCHS President or Principal

### **E. Personal Social Media Use**

#### *1. Communication with BGCHS Students*

In order to maintain a professional and appropriate relationship with students, BGCHS employees, coaches, volunteers, and other adults associated with the school should not communicate<sup>9</sup> with students who are currently enrolled in BGCHS schools on personal social media sites. BGCHS employees' communication with BGCHS students via personal social media is subject to the following exceptions: (a) communication with relatives and personal family friends established prior to attending BGCHS, outside and apart from the school (b) if an emergency situation requires such communication, in which case the BGCHS employee should notify his/her supervisor of the contact as soon as possible.

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<sup>8</sup> Existing BGCHS reporting requirements must be followed.

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## 2. Guidance Regarding Personal Social Media Sites

BGCHS employees should exercise caution and common sense when using personal social media sites:

- a. As a recommended practice, BGCHS employees are encouraged to use appropriate privacy settings to control access to their personal social media sites. However, be aware that there are limitations to privacy settings. Private communication published on the Internet can easily become public. Furthermore, social media sites can change their current default privacy settings and other functions. As a result, employees are responsible for understanding the rules of the social media site being utilized.
- b. It is not recommended that BGCHS employees “tag” photos of other BGCHS employees, BGCHS volunteers, BGCHS contractors or BGCHS vendors without the prior permission of the individuals being tagged.
- c. Personal social media use, including off-hours use, has the potential to result in disruption at school and/or the workplace, and can be in violation of BGCHS policies.
- d. The posting or disclosure of personally identifiable student information or confidential information via personal social media sites, is prohibited.
- e. BGCHS employees should not use the BGCHS’s logo or make representations that their personal social media sites speak in an official BGCHS capacity. Use of the BGCHS logo that is automatically populated on personal social media sites, such as LinkedIn, is permitted.
- f. Notwithstanding the guidelines above, postings by a BGCHS employee may be protected activity under applicable labor laws and collective bargaining agreements.

### F. Applicability of BGCHS Policies and Other Laws

1. These Guidelines provide guidance intended to supplement, not supersede, existing BGCHS policies and laws. Users of professional social media sites must comply with all applicable federal, state and local laws, including, but not limited to the Children’s Online Privacy Protection Act ([COPPA](http://business.ftc.gov/privacy-and-security/children)) (<http://business.ftc.gov/privacy-and-security/children>), Family Educational Rights and Privacy Act ([FERPA](http://www2.ed.gov/policy/gen/guid/fpco/index.html)) (<http://www2.ed.gov/policy/gen/guid/fpco/index.html>), and intellectual property laws.
2. Public social media are not intended for the use of children under the age of 13. Any site that is oriented toward youth between the ages of 13 and 18 must require registration for all users and must be password-protected so that only registered users may access the site. Users of such a site may not post images of minors without the prior written consent of a parent or legal guardian of any minor depicted. The school may maintain this permission; site owners are encouraged to verify that permission is on file with the school.
3. Anyone who submits content online must comply fully with copyright law. Any posting of materials to social media must adhere to all copyright laws. Images and other materials from the school websites will not be copied and uploaded to other forums without the prior written consent of the Principal or designee.
4. BGCHS employees who are mandated reporters<sup>10</sup> are required to abide by the same reporting responsibilities in a social media context.

### G. Additional Inquiries

This document is meant to provide general guidance and does not cover every potential social media situation. Should any questions arise, please contact the BGCHS President or Principal.

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<sup>10</sup> Various BGCHS Regulations impose reporting requirements on employees for issues such as child abuse, child maltreatment, school-related incidents and crimes, abuse, unlawful discrimination or harassment by employees, student-to-student sexual harassment, and student-to-student bias based harassment, intimidation, and/or bullying.



## H. Frequently Asked Questions (FAQ)

### *General*

1. Why is the BGCHS issuing guidance regarding social media?

Social media technology offers many educational benefits. BGCHS is issuing this guidance to provide recommended practices for employees to take advantage of this technology in a manner that encourages professionalism, responsibility, safety, and awareness. In addition, these Guidelines provide recommended best practices for employees who use social media for personal communications.

2. May BGCHS parents, students and employees provide feedback on these Guidelines?

Yes. BGCHS welcomes feedback regarding these Guidelines and the FAQs. Because technology and best practices change rapidly, BGCHS plans to review and update its guidance as necessary.

3. Do the Guidelines apply to all BGCHS employees or just school-based employees?

The Guidelines apply to all BGCHS employees: school-based staff, as well as coaches, activity moderators, parent volunteers, religious clergy, and others who interact with students or represent the school with students and the public.

4. Do the Guidelines apply to e-mails, video chat, and instant messaging?

No. The Guidelines apply to sites that are used primarily for the purpose of social media as defined in [Section B](#). BGCHS is not including, nor do the Guidelines address, sites that are primarily utilized for one-to-one communication such as e-mail, Voice Over Internet Protocol (such as Skype or Facetime), or chat (such as Gchat or AIM).

5. What are some common types of social media?

**Blogs** - Short for 'web-logs', these are sites that can function as ongoing journals with multiple entries. Typically, entries are categorized with 'tags' for easy searching. Most blogs allow for reader comments. Examples: Blogger, WordPress, Type Pad.

**Micro-Blogs** - These blogs allow for shorter content posts, typically with a limited set of typed characters allowed. Micro-blogs can be used for status updates and to quickly communicate information to 'friends' or 'followers.' Examples: Twitter, Tumblr.

**Networking** - These sites allow people to connect with each other around common interests, pursuits and other categories. Examples: Facebook, LinkedIn, Google+, Ning, Pintrest.

**Photo/Video** - These sites allow people to share videos, images, slideshows, and other media. Often these sites allow viewers to comment and share posted content. Examples: YouTube, Vimeo, Flickr, Instagram, Snapchat.

6. The Guidelines state that they are intended to supplement not supersede, existing BGCHS policies, what does this mean?

This means that all social media use should be in compliance with existing Regulations, BGCHS policies, and applicable laws. Therefore, before using a student's name or other personally identifiable information on social media, BGCHS employees should pay attention to legal precautions linked to individual students and the Network Acceptable Use and Safety Policy

## *Personal Social Media Sites*

7. Why is it a recommended practice to have separate professional and personal social media sites and e-mail addresses?

The reason for this distinction is to ensure separation between personal and professional spheres of online communication for BGCHS employees. In this context, this separation is intended to clarify that professional social media and personal social media are different. Professional social media is work-related and may involve employee-to-student communication. Personal social media is not work-related and, subject to certain exceptions noted in the Guidelines, does not involve employee-to-student communication.

8. May BGCHS employees using social media for personal use communicate with BGCHS colleagues?

These Guidelines do not address communication between employees on personal social media sites. BGCHS employees who use personal social media are encouraged to use appropriate privacy settings to control access to their personal social media sites.

9. What are recommended best practices for BGCHS employees with personal social media sites that are professional in nature and involve students but are unrelated to the BGCHS? For example, a BGCHS staff member who runs a book club in their free time.  
Employees should follow the identified best practices as stated in the Guidelines. Employees should think about their privacy settings and limit their audience. Also remember, even though an employee is “off the clock,” students will think of the employee as an authority figure. If an employee discovers that he or she is engaging with BGCHS students through social media in this type of activity, the BGCHS employee should notify the students’ parents or guardians.

## *Employees*

10. What if BGCHS employees are already using social media for either professional or personal purposes?

Professional social media use: BGCHS employees currently using social media for professional purposes should examine whether their use aligns with the Social Media Guidelines and these FAQs. Any use not consistent with these documents should be altered or amended within a reasonable period of time. We will answer any questions and address concerns during training sessions. If employees have linked a professional social media site to a personal e-mail address, they should transition the site to a professional e-mail address.

Personal social media use: The Guidelines recommend that BGCHS employees who use social media for personal purposes should remove current BGCHS students, from those sites. There are exceptions noted in the Guidelines.

Employees should periodically review the Social Media Guidelines and FAQ – which will be updated as needed – to ensure familiarity with the recommended practices. BGCHS will notify employees when the Guidelines are updated. School administrators will ensure their teachers and other staff are informed.

11. When using social media, when and where should the BGCHS logo be used?

The BGCHS logo should be used for official BGCHS business. Websites that officially represent a school may use the BGCHS logo. BGCHS employees should not use the logo if they are creating a non-official communication. A blog, for example, where an employee discusses education, but where the employee does not officially represent BGCHS, should not have the

BGCHS logo. Please note that when a social media site, such as LinkedIn and Facebook, generates the BGCHS logo automatically, it does not pose a problem.

12. What other technology-related guidance exists to guide BGCHS employees participating in social media?

BGCHS's [Network Acceptable Use and Safety Policy \(IAUSP\)](#) governs all electronic activity of users using and accessing BGCHS's network, including e-mail. Student use of BGCHS Internet systems, including social media, is also governed by the IAUSP and applicable law.

13. Who monitors professional social media sites and how frequently are they monitored?

The Guidelines recommend that professional social media sites should be reviewed and monitored by supervisors, or their designees, on a regular basis.

The specific frequency and level of review required for each professional social media site will depend on the particular characteristics of the site. Sites that are interactive, for example, those that allow comments and posting, should be monitored more closely. Other factors that impact the frequency include the level of privacy assigned to the site, specifically, whether the site is a private network (for example, limited to a particular class) or a public network (open to anyone within the school or a larger group within the BGCHS community). Employees who decide to establish professional social media sites can engage in a voluntary review of their specific site on a regular basis.

14. What should BGCHS employees who want to develop professional social media for their classroom, school, or office do?

Employees should review the Social Media Guidelines and FAQ periodically to ensure that they are familiar with their contents and are aware of any updates. Employees should research and familiarize themselves with the social media site they intend to utilize.

If the proposed professional social media use involves students, employees are required to review the social media site's regulations and determine at what age children are allowed to use the site. For example, if a teacher planned to create a Facebook page for his class, he would learn that Facebook requires users to be 13 or older to use their site and insure that every student is above this age.

Employees should understand the default privacy and viewing settings for the social media site. Where possible, we recommend that BGCHS employees establish groups or pages, rather than individual profiles, for educational purposes.

### *School Leaders*

15. How does BGCHS address parents expressed concerns about their children's use of social media?

BGCHS recognizes the powerful benefits for students, teachers, and school communities through the thoughtful use of social media. After understanding the benefits and reasons for social media use, if parents have concerns the school will address them case basis for the benefit of the student. We inform parents of the opportunities social media will provide with respect to college and career readiness. Families should know that use of technology, and more specifically technology-based tools, is an important piece of what it means to be work-ready in today's society.

Skills learned by using social media responsibly cover all five of the most frequently reported applied skills employers rated as “very important:” Professionalism/Work Ethic, Oral and Written Communications, Teamwork/Collaboration, Critical Thinking/Problem Solving and Ethics/Social Responsibility, as reported in a study entitled [Are they Really Ready to Work?](#), highlighting employers’ perspectives on skills needed for the 21st century workforce.

16. What are effective methods that BG administrators may use to monitor information that is posted on professional social media sites?

Maintain a register of all professional social media sites being created and used by faculty, staff, coaches and volunteers,  
Designate an administrative point person,  
Ask to be made a member of all professional social media sites to view posted materials,  
Depending on the site, set up e-mail notifications to alert you when any new material is posted,  
Consider having more than one person monitor the sites set up for professional use, and prioritize which sites need to be monitored more frequently.  
Highlight examples of model social media usage as training for others.

17. Certain social media sites are blocked at school. How can we access blocked websites?

If the Principal agrees, a site can be unblocked.

#### *Teachers and Other School-Based Staff*

18. What happens if a BGCHS employee changes the privacy or access level of a social media site beyond what was initially approved during the school year?

If the professional social media site undergoes a significant change (for example, a Facebook page being used to share questions about reading assignments will now be used to share ideas with a class at a school in another country), the BGCHS employee should inform the principal.

19. Should parents be notified regarding their child’s social media use for school-related activities?

Yes. BGCHS will notify parents on an annual basis if their child is invited to participate in professional social media activities. Parents who have questions or concerns about their child's use of social media for school purposes should contact the school for more information.

20. The Guidelines recommend that principal (or their designees) have administrator rights. Does this mean that teachers or school-based staff are required to hand over their professional social media username and password to principals and their designees?

It does not. Teachers and staff can give the principal or principal’s designee administrator access to a site. The purpose is to provide supervisors with limited access, using their own log-in username and password. For example, if a teacher is out recovering from an extended illness, the principal or designee, or network point person can continue to monitor the professional social media site.

21. Are teachers mandated reporters when it comes to online activity?

Yes. Teachers are mandated reporters.

## *Relating to Students*

22. How should BGCHS employees or other associated adults respond to “friend” requests by current BGCHS students on their personal social media sites and accounts?

If BGCHS employees or associated adult receives a request from a current BGCHS student to connect or communicate through a personal social media site, they should decline the request. Here’s a suggested response: “Please do not be offended, but I cannot accept your request. As a BGCHS employee, it’s best for us to communicate using my professional social media account. The school’s Social Media Guidelines discourage interactions with current BGCHS students on personal social media sites. If you do want to connect, please contact me through the school (or class) page or group at \_\_\_\_ [insert link to your page].”

23. What should BGCHS personnel do when they discover or receive a report of inappropriate activity?

They should report it to the BGCHS principal or president and the person who administers the social media site. They may also be required to report it to legal authorities depending on the nature of the inappropriate activity.

24. How can BGCHS employees and supervisors determine what constitutes confidential information or personally identifiable student information that should not be posted or disclosed? What about graded work?

Posting student names, contact information, graded material, etc. may be in violation. Questions should be addressed to the principal or president.

25. Are teachers or other school-based staff personally liable for student posts on professional social media sites?

No. For example, if a teacher views an inappropriate post, the teacher is required to follow existing BGCHS regulations regarding reporting obligations. BGCHS also recommends that teachers act as moderators for professional social media sites – and that students should not be able to post on professional social media sites without teacher approval.

## **STORAGE AREAS**

Each coach is responsible for maintaining their storage area. They are to keep a “full” inventory of their uniforms and equipment at all times. The storage areas should be well neat and orderly. A full uniform inventory and a full equipment inventory is to be submitted to the Assistant Principal/Athletic Director prior to and following each sports season.

## **TEAM RULES**

Coaches must submit to the Assistant Principal/Athletic Director, prior to the beginning of their respective sport, a list of team rules, regulations and penalties. Upon approval by the Assistant Principal/Athletic Director, all rules, regulations and penalties must be explained fully at the start of their respective sport season by the coach. Also, each student athlete should receive in writing a list of team rules, regulations and penalties.

## TEXT MESSAGING

Text messaging, multimedia messages, and other form of person to person communication between students and adults can be useful tools for educational purposes. These communications must adhere to the follow rules:

- Inappropriate content is not permissible. If you would not share it with a responsible adult face to face, do not send it electronically.
- Adults should use group texting websites to communicate with students rather than one-to-one.
- Parents and supervisors are to be invited to join the group text.
- Adults are to keep a record of all texts sent and received to/from students.

## TRANSPORTATION WAVIER

Our school does not permit the practice of bringing along a family member to games and events in our vehicles on a regular basis. Exception would be if the passenger is actually acting in a volunteer capacity and actually helping the coach. If a volunteer, he/she would have to have clearances similar to a head or volunteer coach. Prior permission should be obtained in advance from the Principal or Athletic Director. Additionally, a waiver form must be completed by the head coach. The form would hold BG harmless, and make the coach primary for costs and liability arising from accidents which harm the child of the coach or any other non-BGCHS or BGCHS passenger in the vehicle at the time of the accident. **See page 19 and 20**

## VAN USAGE PASSENGER

Bishop Guilfoyle Catholic High School provides two twelve-passenger vans for the purpose of student transportation for school related events and activities. The following is the policy for its proper usage.

- **Who Can Operate a Van:**  
All operators of the vans must have approval from the Business Office. Approval is obtained by completing a Motor Vehicle Record (MVR) application. MVR's must be completed a minimum of 3 days in advance for a new driver. MVR's are required annually for all drivers. All drivers are fully insured by Bishop Guilfoyle.
- **Scheduling a Van for Usage:**  
Van usage is scheduled through Nancy McConnell in the main office. The monthly school calendar is established by the 15<sup>th</sup> of the prior month. Transportation requests ideally should be scheduled accordingly. Van usage may be obtained on a later notice if available.
- **Van Key Pick-Up/Drop-Off:**  
Van keys are stored in the main office and can be obtained through Mrs. McConnell. Keys need to be returned to the main office or placed in the after-hours drop box. The drop box is at the back side of the school. If usage needs to occur over a weekend, the driver will need to obtain a key during normal business hours on Friday from the main office. The fuel credit card and a van usage reporting sheet will accompany the key.

- **Valid Van Usage:**  
Vans are for the purpose of transporting students. If there are adult groups who choose to use the van for a school-related activity, this usage must be approved. Student groups take precedence and priority over adult groups.
- **Passenger Restrictions:**  
School vans are exclusively for transporting Bishop Guilfoyle students, Bishop Guilfoyle employees, and Bishop Guilfoyle Volunteers. Family members and/or friends are prohibited to be passengers in the vans.
- **Van Structural Surveillance:**  
Each driver should scan the body of the van for any visible damage or defects prior to operation. If any issues are found, the driver should report them to Mrs. McConnell.
- **Van Usage Questions:**  
All questions on exceptional usage should be presented to Principal, Joan Donnelly or Assistant Principal/Athletic Director, Mike Cacciotti.