

PENSACOLA CATHOLIC HIGH SCHOOL

ATHLETIC DEPARTMENT HANDBOOK



2024-2025

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Athletic Director: Richard LaBounty

TABLE OF CONTENTS

I.	Athletic Eligibility	3
II.	Administrative Responsibilities	5
III.	Travel and Transportation	6
IV.	Facilities and Equipment	8
V.	Budgets and Fundraising	10
VI.	Athletic Awards	10
VII.	Coach Responsibilities	11

Appendix A	Athletic Eligibility Paperwork Deadlines
Appendix B	FHSAA Forms
Appendix C	Student Insurance and Accidence Forms
Appendix D	CHS Vehicle Policy
Appendix E	CHS Finance Office Policies
Appendix F	Athletic Department Policies and Processes
Appendix G	Ethics in Education Policy
Appendix H	Social Media Policy
Appendix I	Crisis Management for Coaches

ATHLETIC DEPARTMENT HANDBOOK

I. Athletic Eligibility

Eligibility of Athletes:

1. It is the responsibility of each coach to be informed of all current Florida High School Athletic Association (FHSAA) regulations concerning eligibility as published each year in the FHSAA By-Laws. [The Principal and Athletic Director will have a current copy of these By-Laws.]
2. It is the responsibility of each coach to update themselves each year on any changes in these regulations.
3. If a student expresses a desire to play a sport after that season's starting date, he/she must see the Athletic Director to obtain permission to be allowed to play.
4. If an athlete who quit a program expresses a desire to play in that program the following year, he/she must see the Athletic Director to obtain permission to be allowed to play.
5. The annual FHSAA athletic physical form and consent form must be submitted to the Head Coach/School Office prior to the first day of the practice season or the athlete may *not* participate in any practice.

COACH SHOULD GIVE A LIST OF KIDS TRYING OUT TO THE ATHLETIC DIRECTOR 3 WEEKS BEFORE TRYOUTS.

Paper Work Necessary for Athletic Participation:

All forms which must be completed by the individual athlete **or** the coach of any team must be handed in to the School Office or Coach Haynes **no fewer than FIVE SCHOOL DAYS** before the tryouts start in order for athletes to be eligible to participate in the first competition during the current season. These forms include:

1. Authorized birth certificates
2. Team roster
3. Physicals

An Emergency Medical Form will be completed by the School Office and signed by Sr. Kierstin, Coach LaBounty, and the head Coach of the given sport. This form must be taken to **all athletic contests** during that season. All athletes who are eligible to participate must be listed on this form.

It is the responsibility of the head coach to distribute a team roster to all faculty members *at least one week prior to the beginning of competition for that season*. This will ensure that each teacher is aware of the student(s) in his/her class who participate in any CHS athletic program and who will merit an *absence for school-sponsored activities* when he/she is absent due to an athletic competition.

Athletes must be officially on the team, attending all practices and meeting all team responsibilities *prior to the first regular season competition* in order to be a member of the team unless they are representing CHS in another sport from the prior season.

Grades and Academic Eligibility:

It is the responsibility of each coach to:

1. Check the grades of his/her athletes throughout each grading period.
2. Work with the Guidance Office to ensure that athletes are academically eligible.
3. Obtain reports every two weeks from teachers of athletes who are in academic jeopardy. It is **NOT** the responsibility of the teachers to approach coaches regarding the academic deficiencies of athletes. Failure to show improvement in grades should result in disciplinary action by the coach.
4. A student who is academically ineligible for a semester will be allowed to participate once eligibility is gained **only if** he/she has attended all practices and home games during the time of ineligibility.

Safety of Athletes:

It is the responsibility of the coach to oversee and ensure the safety of his/her athletes. This responsibility includes:

1. Providing a safe environment for practices and games.
2. Having a medical kit, water, and ice at all practices and games.
3. Providing sufficient water breaks in each practice schedule and open fountain rule.
4. Having copies of the Emergency Medical Form and insurance forms (see appendix B and C) and telephone numbers readily available at all practices and games.
5. Supervising dressing rooms before and after practices and games.
6. **Remaining on campus until everyone in the coach's charge has left the school grounds or athletic event, home or away .**
7. **Stressing the importance of locking valuables in Lockers during practices and games.**
8. Securing locker rooms during practices and games.
9. Being aware of and trained in appropriate safety measures to protect his/her athletes (e.g. CPR, location and use of the CHS defibrillator, bloodborne pathogen response kit, etc.)

Procedures in Caring for an Injured Athlete:

1. In the event of an injury at practice or during competition at home, the head coach is responsible for ensuring that:
 - a. **Appropriate emergency first aid is immediately provided utilizing established procedures that ensure the safety of both coach/first responder and athlete. The school trainer should be on campus; he should be contacted immediately when an injury occurs. If it is a serious injury, call 911 immediately.**
 - b. Immediate contact is made with the parent(s)/legal guardian of the athlete in order to report details of the injury and recommended follow-up care as well as to explain the procedure for utilizing school provided accident insurance coverage
 - c. A copy of each of the required insurance forms is completed:
 1. The school log form must be completed and submitted to the school administration by the following school day
 2. The school-provided insurance reporting form must be completed and submitted to the school administration by the following school day and supplied to the parent immediately thereafter
 3. Always be on safe side and fill out a form.
2. **ALWAYS MAKE A FOLLOW-UP PHONE CALL TO THE PARENT(S)/LEGAL GUARDIANS TO CHECK ON THE STATUS OF THE INJURY AND TREATMENT RECEIVED BY HEALTH CARE PROVIDERS. THIS SHOULD BE DONE ON THE SAME DAY AS THE INJURY.**
3. **NOTIFY COACH LABOUNTY IMMEDIATELY.**

Suspension of Athletes:

An athlete suspended from school for discipline reasons is ineligible to participate in any games/competitions for a prescribed number of contests which will be delineated by the Dean of Students, in collaboration with the School Administration.

Transition of Athletes from One Team to Another during the School Year:

Athletes may **NOT** quit one sport and begin practice for another before the first team's season ends. Any exception to this policy must be obtained from Coach LaBounty.

II. Administrative Responsibilities

Schedules and Contracts:

The coach's responsibility regarding scheduling of athletic contests and the contracts required therein includes:

1. Scheduling and/or overseeing the scheduling of all varsity **and** junior varsity contests.
2. Completing all contracts for these scheduled contests in a timely fashion.
3. Providing the Coach LaBounty, Sr. Kierstin, and School Office with a schedule no fewer than **thirty days** before the first contest of the season.
4. Meeting with Coach LaBounty no fewer than **ten days** before the first contest of the season to obtain permission for all required early dismissals of athletes in the program (Varsity and JV) for any of the team's regular season competitions. Also, anticipating any needed "late arrivals" on the day after out-of-town games ending late on a school night and giving the request for these to Coach LaBounty.
5. Providing Coach LaBounty with copies of all contracts 30 days prior to the beginning of the season.
6. Having a copy of the contract available at all games.

Officials:

It is the responsibility of the head coach to schedule officials for all home contests in his/her sport. This includes:

1. Providing the Finance Office with the required information to complete payment of the officials (names, dates, amounts for checks) at least 10 days prior to the beginning of the season.
2. Making arrangements to obtain the checks for the officials from the Finance Office and providing a plan which guarantees their timely payment.
3. **Calling the officials' association every two weeks to check that the association has the correct dates for games.**

District Meetings:

It is the responsibility of each head coach to attend the District Meeting for his/her sport. The Athletic Director will provide the coach with information regarding the date, time, and location of the meeting.

Professional Meetings:

It is the responsibility of each on-staff coach to attend all Faculty, Cluster, New Teacher (where applicable) and Department Meetings and to remain until the end of each meeting. Athletic practice **IS NOT** a legitimate reason to miss any professional meeting.

III. Travel and Transportation

Transportation of Athletes to School-Related Events:

It is the responsibility of the head coach (or on-staff moderator) to plan the transportation for his/her team. Each head coach should make sure they and all assistant coaches have been cleared to drive school owned vehicles by completing the Diocese of Pensacola-Tallahassee Driver Information Form and are in compliance with all requirements. Drivers are required to be cleared to drive every year. If a personal vehicle is used, the minimal acceptable liability limit for privately owned vehicles is \$100,000/\$300,000.

In order to reserve the use of any school vehicle, a schedule of competition dates which require transportation and the details of the needed transportation must be completed and submitted to the Athletic Director before your season starts. The following guidelines apply to transportation of athletes:

1. Students may meet the coach at all "in town" schools. "In town" includes all Pensacola schools, Gulf Breeze, Tate, and Pace.
2. Student-athletes are **not** to drive to out-of-town games.
3. It is the responsibility of each head coach to obtain information on the driver's license required to transport students. If the head coach does not obtain the appropriate license and other drivers must be contracted to provide transportation to athletic contests, the stipend paid these drivers is charged to the team budget. Coaches/moderators will not be remunerated for driving a vehicle containing their athletes to/from competitions (over and above the stipend for coaching/moderating).
4. It is the responsibility of the coach to promptly request payment for drivers of vehicles who transport teams.
5. Any rental of vehicles for transportation of athletes can be done only with the approval of Sr. Kierstin and Coach LaBounty.
6. Insurance statements from parents using private vehicles to transport athletes must be filed with the Coach LaBounty.
7. Any volunteer driver must complete the Diocesan Volunteer Driver Information Sheet (See Appendix D) and be cleared to drive at least 2 days prior to the event for which he/she will provide transportation.
8. No food or drinks are to be consumed in school vehicles.
9. It is the responsibility of the head coach/moderator (for teams with off-staff coaches) to ensure that vehicles are left clean and presentable for use at the end of a trip.
10. It is the responsibility of the driver of any school vehicle carrying students to ensure that: seat belts are worn by each student at all times; vehicles do not exceed the posted speed limit; whenever 2+ vehicles are traveling to the same destination they will travel in pairs.
11. In the event of a blowout the brakes should *not* be applied.

Hotel/Motel Accommodations:

Arrangements for hotel/motel accommodations at out-of-town athletic contests must be approved by the Coach LaBounty. It is the head coach's responsibility to check each room which has been occupied by his/her athletes to ensure that it is left in order and that there is not damage to the hotel/motel property. Any apparent damage to the facility must be reported to the hotel/motel manager before departing and to Coach LaBounty upon return to CHS.

Travel for Post-Season Competition:

If the competition is in Tallahassee or closer, the team will leave and return the day of the competition. The team has the option of departing for post-season play earlier than the day/time suggested by the Administration Only IF:

1. The earlier departure does not involve missing more school time than the time suggested by the Administration
2. The team's special account (earned through team fundraising) pays for all extra expenses incurred, including rooms and coaches' meals. Solicitation of parents for funds to cover the expenses of post season competition may be done only with the permission of the Principal and Athletic Director.

Rules for Out of Town Trips:

ON ANY ATHLETIC TRIP WHICH REQUIRES OVERNIGHT STAY OUT OF TOWN THE COACH IS TOTALLY RESPONSIBLE FOR SUPERVISION OF ATHLETES AT ALL TIMES. THE FOLLOWING GUIDELINES ARE IN EFFECT REGARDING SUPERVISION OF ATHLETES:

1. The team must stay together at all times under the supervision of a designated coach who is employed by the school.
2. Students are not allowed to separate from the team for any reason unless approved by Coach LaBounty.
3. **An itinerary of the trip which clearly describes the location and activity of athletes at all times throughout the trip must be approved by Sr. Kierstin and Coach LaBounty at least two days before it is distributed to the athletes/parents.**
4. **The itinerary of the trip must be distributed to the Athletic Director and athletes/families at least two days prior to departure.**
5. Room curfew will be 11:00 p.m. If the team returns to the motel after 11:00 p.m., curfew will be no more than 30 minutes after the return time. The head coach has the option to establish an earlier curfew if desired. Coaches will check for lights out 15 minutes after the established time for lights out.
6. An athlete who leaves the room after the established curfew will not participate in any remaining athletic competition on that road trip.
7. It is the responsibility of the head coach to check each room used by his/her athletes before departure to ensure that no damage or vandalism has occurred. Any damage to the room must be reported to the hotel/motel manager before departure and Coach LaBounty upon return to CHS.
8. **On an out-of-town trip a player may ride home with their parents or other parent if they have written permission.**
9. **Before leaving for an out-of-town trip during the school week, the coach must request the time when athletes must report in to school the next day if they anticipate an especially late arrival home on the evening of the game.**

Moving Up Athletes:

Junior Varsity athletes may be moved to the Varsity level with permission of the Athletic Director if the Coach intends for these athletes to travel with the Varsity team during post-season play. Their names must be given to Coach LaBounty at least 2 days prior to the game to ensure accuracy of attendance records.

When moving an athlete, the Athletic Director, Coach Haynes, and the administration must be notified.

Credit Card Procedure:

All credit cards for gas should be checked out through the Finance Office and returned on the day after its use. Credit cards are **NOT** to be kept through the season. A receipt recording the purchase should be handed in at the time the card is returned. All credit card receipts must contain the number of gallons of gasoline purchased and the total cost. In order for a school issued credit card to be utilized, the coach must have successfully passed a credit check in accordance with Diocese of Pensacola-Tallahassee policy.

***Do not use my credit card until you get my permission.**

Facilities and Equipment

Security and Cleanliness of Facilities and Equipment:

Since the Physical Education Department uses the locker rooms, Gym, and Fitness Center for classes, it is the responsibility of that department to ensure the security and cleanliness of these areas during the school day. (See Appendix E for Policies Regarding the Use of the Gym and Athletic Facilities).

It is the responsibility of the head coach of each sport to ensure the appropriate use of these areas after school time. This includes:

1. Appropriate storage of all equipment after practices and games.
2. Making certain that facilities and storage areas are kept clean and in order.
3. Turning out all lights when practices and games are completed.
4. Locking all doors when practices and games are completed.
5. **Ensuring that no food or drinks are brought into the Gym, on the stage, in the Fitness Center or locker rooms.**

Keys to Athletic Facilities:

Each head coach will be provided with the needed key(s) for the use of his/her facility and other needed parts of the buildings. However, **UNDER NO CIRCUMSTANCES** may a coach have copies made or give a copy of any CHS key (to doors or padlocks) to any other person, including assistant coaches.

In the event that an assistant coach (on or off-staff) is in need of key(s) to any part of the CHS property it is necessary to communicate that need to the School Office and obtain a properly authorized key.

Failure to comply with this policy or in any way jeopardizing the safety/security of school facilities may result in immediate termination of any employee.

Use of the Fitness Center:

Use of the Fitness Center's facilities by coaches and their teams is highly encouraged. At all times the following guidelines for its use must be observed:

1. The head coach must be present at all times during lifting by his/her athletes. Under **no circumstances** are athletes to be allowed to enter the Fitness Center or to use its equipment if not accompanied by their head coach or a coach delegated for this purpose by the head coach.
2. It is the responsibility of the head coach to consult with the on-staff weight-lifting specialist before allowing athletes to use the equipment in order to ensure that the rules of use of the facility and proper/safe use of the equipment are understood and observed.
3. The weight lifting specialist will help head coaches to become aware of the appropriate conditioning exercises to be used to best prepare the athletes for safe and successful competition in that sport. However, it is not the responsibility of the weight lifting specialist to be present during lifting by teams other than his/her own.
4. At no time should food or drinks be brought into or consumed in the Fitness Center.
5. It is the responsibility of the head coach to ensure that all equipment has been restored to its correct position and that the facility is left in order before his/her team leaves.
6. It is the responsibility of the head coach whose team uses the facility last on a given day to ensure that the security system is correctly set and the building secured.
7. Under **NO CONDITIONS** may the security system code number or a key to any facility be given to an athlete or ANY other person by a coach.

Maintenance of Facilities and Equipment:

Maintenance of any CHS playing field is carried out by the person who is contracted for that responsibility. This includes routine cutting of the playing surface as well as striping of fields before home contests during the season. At least two weeks before the first home game of any sport it is the responsibility of the head coach of the program to:

1. **BE KNOWLEDGEABLE IN THE SET-UP AND USE OF THE SCOREBOARD FOR THAT FIELD FOR HIS/HER SPORT.**
2. **CHECK THE SCOREBOARD, LIGHTS, AND ANY OTHER FIELD EQUIPMENT TO ENSURE THEIR PROPER FUNCTIONING ON THE FIRST DAY OF PRACTICE.**
3. **REPORT AN EQUIPMENT MALFUNCTION TO COACH LABOUNTY AT LEAST TWO WEEKS BEFORE THE FIRST HOME GAME.**

Non-routine repair of any facility requires completion of a maintenance request form in order for the school maintenance staff to address the repair. Permission of Sr. Kierstin and Coach LaBounty must be obtained **before** approaching any parent and/or business to arrange for work on a facility. Once the appropriate permission is obtained it is the coach's responsibility to complete a purchase order for any work for which will the school will be charged.

Use of the School Utility Vehicle:

All school utility vehicles are intended for the use of **COACHES ONLY**. Under no circumstance are students/athletes allowed to operate the vehicles. Any program/sport that allows students to drive a utility vehicle while in the use of that program will relinquish the right to use it for any purpose.

The vehicles need to be emptied of trash after each trip!

Inventory of Equipment:

It is the responsibility of the head coach to collect all equipment and/or uniforms from his/her athletes no later than one week after the completion of the season and to store them according to the directions of the Athletic Director. At this time each coach must submit to the Coach LaBounty an itemized inventory of all uniforms and equipment.

Uniforms or parts of uniforms **are not** to be given to athletes to keep unless express permission to do so has already been obtained from Coach LaBounty.

Uniforms:

All Crusader uniforms are to contain the school colors of **green** and **gold**. At the time of purchasing new uniforms the selection of the uniform to be purchased must receive the approval of Sr. Kierstin and Coach LaBounty before the purchase is finalized. **CHECK UNIFORMS 6 MONTHS BEFORE THE FIRST PRACTICE.**

Purchase of Equipment/Uniforms:

Before contracting to purchase any uniform or equipment the head coach must:

1. Secure a minimum of 2 estimates of the purchase price of the uniforms/equipment.
2. Obtain a purchase order signed by Coach LaBounty for the purchase. Any purchase made without a purchase order will NOT be paid for by the school.
3. Approval for purchase must be obtained from Coach LaBounty and Sr. Kierstin before any new uniform is selected and purchased.

Any coach who wishes to place a group order for the purchase of personal uniform items which will be owned by the

athlete (e.g. shoes, sweat suits, etc.) must:

1. Collect the appropriate amount from each athlete before placing the order.
2. No merchandise which must be paid for by the individual athlete may be given to an athlete before full payment for it is received.
3. BEFORE ORDERING, obtain a signed purchase order for the equipment/uniforms to be purchased.
4. Reimburse the Finance Office for the full amount of the order at the time the purchase order is filed.

Money from a team's budget may *not* be used to purchase clothing that will be owned and kept by the athletes.

In accordance with school policy, hooded sweatshirts and jackets worn at school during school hours must have the hood down. This includes all team-ordered hooded sweatshirts and jackets. Any hooded sweatshirt or jacket worn during school hours must have the hood down. Hooded clothing may not be worn to a school Mass.

Program Budgets:

Budgets for each sport are prepared by Coach LaBounty in collaboration with the head coach of each sport in February for the following academic year. Once the budget is finalized by the Diocese (in April) and the coach is informed of the budget amount for his/her sport, it is the responsibility of the head coach to operate within this budget throughout the year. An itemized record of all purchases must be kept by the head coach to ensure that he/she is operating within the allowed budget.

Fund Raising:

All fund raising for athletic purposes is done with the permission of the Athletic Director. Team Fundraising should begin at least within 4 weeks of the first regular game. Fired signs should be sold and hung before the first game of the season. When a team raises funds to help subsidize the team's regular operating budget, the coach must **FIRST**:

1. Obtain permission from Coach LaBounty for the expenditure (e.g. trip, clothing, etc.) itself. Obtain permission from Coach LaBounty to schedule any fund-raising activity to help fund this expenditure.
2. Have all bills paid before uniforms are given out. **NO EXCEPTIONS!**

V. Athletic Awards

Athletic Awards:

1. It is the responsibility of the head coach of each sport to recognize his/her athletes and their accomplishments as well as the team's success at the end of their competitive season. The nature and scheduling of the event at which the recognition is to be given is left to the discretion of the head coach. A per capita allotment to be used for purchase of awards will be supplied by the school and administered by Coach LaBounty. Any awards to be bestowed (with the exception of the varsity letter) will be selected and purchased by the head coach using this allotment.
2. **It is strongly recommended by the Administration to not give individual awards. If an individual award is to be given, it must be approved by the Athletic Director.**
3. Information concerning certificates, letters, and awards to be prepared for distribution must be submitted to Coach LaBounty and the School Office at least **ONE WEEK PRIOR** to the celebration in order to provide adequate time for preparation.
4. All end-of-the-season team celebrations must be funded by the athletes or the team's special account. The team's regular season operating budget may *not* be used for this purpose.
5. Athletes who do not complete the season due to disciplinary action, or not finishing the season will **not** be allowed to letter. There are no exceptions to this unless permitted by the AD and principal.

Athletic Awards System:

The following awards are bestowed upon CHS athletes and managers who qualify:

1. Squad man Award and JV Player: presented to all athletes at the culmination of the season; distinguishes between an athlete who earns a letter (letterman) and one who does not earn a letter (squad man).
2. Letter Award: presented to athletes meeting established requirements of a sport at the conclusion of the season. Requirements include attendance at 100% of practice and game time unless excused by the coach. Athletes receive only one letter during the four years of high school regardless of the number of sports played.
3. Sport Pins: presented to athletes upon lettering for the first time.
4. Bars: presented to 2nd, 3rd, and 4th year lettermen.
5. Letter jackets may be purchased **only by varsity athletes.**
6. Letters, pins, and bars are available from Coach LaBounty.

Pensacola Sports Scholar-Athlete Program:

The Athletic Department will work with the Administration in order to provide nominees to Pensacola Sports for the Scholar-Athlete Award Program in the Spring. If the nominee does not complete their application forms

VI. Responsibilities of

Coaches Employee Conduct

All employees are expected to adhere to the PCHS Standards of Ethical Conduct policy, Social Media Policy, the Diocese of Pensacola-Tallahassee Code of Business Conduct and Conflict of Interest policies and all policies set forth by the Diocese of Pensacola-Tallahassee.

Administrators, faculty, staff and coaches are not permitted to any type of tobacco-related products when in the presence of students or student athletes.

Pets on School Campus: In accordance with the Diocese of Pensacola-Tallahassee Pet Policy, with the exception of certified service animals, pets are not permitted on School property.

CPR/AED Training

At least one coach from each team is required to be trained annually in CPR and AED usage. Training is provided, free of cost, annually to all CHS coaches, faculty and staff in August. It is the responsibility of the Head Coach to ensure that at least one member of the team's coaching staff is trained and certified.

Safety and Security Measures

The safety and well-being of students, employees and visitors is paramount. Employees who observe unsafe conditions, threatening behavior or violations of School policy as it pertains to safety and security have the responsibility to report any and all instances to the School Administration.

- To Dial 911 from all phones on campus: Dial 9, wait for dial tone, then dial 9-1-1.
- Students are required to wear their School ID on a breakaway lanyard at all times.
- Teachers are required to wear their School ID and classroom key on a breakaway lanyard at all times.
- Non-teaching employees are required to wear their School ID on a breakaway lanyard at all times.
- All visitors must check-in at the School Office. Visitors will be issued a School Visitor Badge that is required to be worn while on campus. Any student or employee who observes someone on campus without a School ID or School Visitor Badge should report it immediately to the School Office. Visitors must present a photo ID when checking in, surrender it to the school receptionist, and receive it back when checking out.
- All rooms must be locked at all times throughout the day, whether attended or not.
- Gates should be locked at all times unless they are attended. Padlocks should be locked even when they are not in use.
- All student lockers should be locked securely at all times. Teachers are asked to remind students of this daily. If a locker is found to be without a lock, the locker number should be reported immediately to the Dean of Students.

- All electrical panels should be locked securely at all times. If an electrical panel is found unlocked, it should be reported immediately to the Director of Facilities and Events.
- Perimeter fencing must be intact at all times. Should an employee observe damage or breach to the perimeter fence, they should notify the Director of Facilities and Events immediately.
- Exterior areas are to be well lit at night. Employees should report all lighting outages to the Director of Facilities and Events immediately.
- *Staff* are encouraged to program ICE (In Case of Emergency) information into their personal cellular devices.
- For privacy purposes, do not post the name and photos of students and staff in public places.
- Students and staff are reminded to keep valuable items in vehicles out of view.

School ID's

All coaches will be issued a Pensacola Catholic High School ID. Coaches are required to have their school issued ID in their possession at all times if needed as proof of employment. School IDs must be worn if on campus during school hours.

Team Policy Statement:

At the beginning of each season, it is the responsibility of the head coach to define and describe to the team the rules and policies for which the athletes will be held accountable.

Also, it is necessary to ensure that all team members are aware of FHSAA eligibility requirements.

Pre-Game and Half-time Music:

1. **Music played at games, during warm-ups, pre-game and half-time, is for the benefit of the fans in attendance, not the team.**
2. **All music must be reviewed by the Coach, to ensure it is fan-friendly, before being given to Coach LaBounty for approval.**

Practices:

1. Each coach must notify athletes and parents of the dates, times, and locations of practices and games. Each practice and game will begin with a prayer.
2. Coaches are expected to set stringent guidelines for attendance at practices, promulgate these at the beginning of tryouts for that sport, take attendance at every practice and have this roll available for Coach LaBounty and/or Sr. Kierstin upon request. (see Athletic Award System, Letter Award criterion).
3. If an athlete has an unexcused absence from a practice or game, the athlete will *not* be permitted to participate in the next competition unless permission to do so is granted by the Athletic Director. **If a player misses practice, the coach must give their name to Coach LaBounty.**

Athletes in Physical Education Classes:

All student athletes enrolled in physical education classes are required to dress out each day for class including game days.

School Attendance:

1. It is the responsibility of the head coach of each sport to ensure that his/her athletes are observing school attendance policies. These include:
 - a. **Students participating in school-sponsored events or practices must be in school by 10:00 a.m. in order to be eligible to participate in the event or practice that day. Students who are absent or leave school before dismissal will be ineligible to attend a school-sponsored event or practice later that day unless approved by Coach LaBounty or Sr. Kierstin.**

- b. When teams must leave school early to travel to contest areas, all student athletes must attend all classes until the scheduled departure time.
2. Process for early dismissal of athletes for regular season games:
 - a. The head coach of the team meets with Coach LaBounty/Sr. Kierstin at least one week prior to the beginning of athletic competition in his/her sport to establish dismissal times for athletes who must leave school prior to the end of the school day for any competition throughout that season.
 - b. Once approval has been obtained, the Coach emails Sr. Kierstin a list of who will be dismissed and the dates and times of each approved early dismissal.
 - c. These early dismissal times will be listed on the school calendar and also on the daily attendance sheet and are emailed to each faculty member.
 - d. If a competition necessitates that only a part of the team be dismissed from class time, it is the responsibility of the head coach to post the names of those who will miss class at least one week prior to the competition.
 3. Process for early dismissal of athletes for district and post-season games:
 - a. As soon as information on competition schedules is available, the coach should contact Coach LaBounty to identify days and times athletes will need to miss school. This includes early dismissals and desired "late arrivals."
 - b. Coach LaBounty will communicate these days/times to Sr. Kierstin and will email Sr. Kierstin the names of the athletes who will be attending post-season games.
 - c. Sr. Kierstin will then distribute this information to the faculty and have it placed on PowerSchool.

News Media:

It is the responsibility of each head coach to report schedules, statistics, and results of athletic contests to the news media. This includes:

1. Calling in scores, statistics, etc. to the Pensacola News Journal immediately after every home contest.
2. Ensuring that Coach LaBounty and Sr. Kierstin are informed of the results of district and post-district competitions so that they may be reported to FHSM in a timely fashion.
3. Returning completed pre-season reports and all-star selections to the media requesting them in a timely fashion.
4. Informing Coach LaBounty and Sr. Kierstin of a visit by the news media to any practice or the interviewing of any athlete (other than at athletic contests) **before** the visit/interview.

Gate/Concession Workers for Games:

The head coach of any program which runs a concession stand and/or collects an admission fee is responsible for establishing a schedule of volunteers who will work the gate and/or concession stand at home contests and home playoff games. **The gates and concession stand are to open one hour before the game begins.**

It is the responsibility of each parent to work their assigned shift at both the gate and concession stand as assigned by the Coach of the team. **If the parent does not fulfill this obligation, then their student's ability to participate will be impacted. Parents scheduled to work must arrive one hour before the game begins. If the scheduled parents do not show up, the Head Coach is responsible for finding a replacement for the parent.**

Loyalty and Unity:

It is the responsibility of every coach to:

1. Work to promote unity among all coaches, athletes, and parents.
2. Promote the total athletic program rather than only his/her sport. Coaches are encouraged, as much as possible, to attend major competitions of other sports, particularly post-season games, in order to show the unity and support of the athletic program and to model this for all athletes and students.
3. Communicate with one another clearly and responsibly, particularly to resolve differences that may arise without involving the athletes or parents; every effort should be made to resolve a difference between two coaches by the coaches themselves before the mediation of Coach LaBounty is sought.
4. Once a decision has been made by Sr. Kierstin, Coach LaBounty or other member of the administration, all are expected to abide by it respectfully and responsibly.

Other Responsibilities of Coaches:

In order to support and help to guarantee the smooth running of the entire athletic program in a professional manner, each coach is expected to:

1. Communicate to any assistant off-staff coaches in his/her program the need to be approved for direct contact with students through completing the Diocesan-mandated fingerprint screening process. A record of fingerprint clearance indicating no criminal record must be obtained by the Principal **BEFORE** a coach may have direct contact with student-athletes either in practice or in games. A VECHS waiver must also be submitted to the CHS administration.
2. All newly-hired coaches must watch the required Virtus videos as assigned by Coach LaBounty, be fingerprinted, be Virtus-compliant, and complete all required CHS documents **before** they may have any contact with student-athletes.
3. Inform Coach LaBounty immediately of any problem(s) that arise with athlete(s) on his/her team.
4. **New coaches cannot come on staff after the first day of practice without the head coach first obtaining the permission of Coach LaBounty.**

Use of Cameras and Other Recording Devices

Coaches must ensure that their athletes are aware of the school's policy regarding the use of cameras, cell phones/videos:

No photos, videos, or audio recordings may be taken during the school day without explicit permission from a teacher/administrator/coach. No photos or videos may be taken in the locker rooms or the restrooms at any time. Violation of this will be treated as a serious disciplinary issue.

Policies Regarding Recruitment of Athletes:

Recruitment of athletes from another secondary school is a major violation of the ethical standards of the education profession and is banned by the Catholic High School administration as well as by FHSAA. It is the responsibility of every Catholic High coach to thoroughly read and understand the FHSM Recruitment Policy (see Appendix to this Handbook), to abide by it in its entirety, and to communicate its tenets thoroughly to the parents of his/her athletes when pertinent. It is the responsibility of every CHS head coach to communicate this policy clearly and completely to his/her assistant coaches and to require their adherence to it.

Involvement in recruitment activities will result in termination of employment as a CHS coach if, after an FHSAA investigation the coach is found guilty of recruiting.

Involvement in recruitment activities by an assistant coach is grounds for the termination of employment of the head coach of the program in which the assistant coach is involved if the head coach was aware of and/or involved in the recruitment activity. If the head coach was not involved in the recruitment activity, his position can be retained.

Appendix A - ATHLETIC ELIGIBILITY PAPERWORK DEADLINES 2024-2025

Athletic eligibility paperwork for each athlete including:

1. Original birth certificate (if not already witnessed at the time of initial registration)
2. Annual physical form
3. Consent Forms
 - a. Consent & Release from Liability Certificate
 - b. Consent & Release from Liability Certificate for Concussion & Heat-Related Illness as well as a list of all athletes to be included on eligibility lists to FHSAA for a sport must be handed in to the School Office by the following dates for each sport during the 2024-25 school year.

FALL SPORTS--before the first day of tryouts

Cheerleading	July 29, 2024
Cross Country	July 29, 2024
Golf	July 29, 2024
Swimming	July 29, 2024
Volleyball	July 29, 2024
Football	July 29, 2024

WINTER SPORTS-before the first day of tryouts

Girls Soccer	October 14, 2024
Girls Basketball	October 14, 2024
Boys Soccer	October 14, 2024
Boys Basketball	October 14, 2024

SPRING SPORTS-before the first day of tryouts

Softball	January 23, 2025 (exact date tba)
Baseball	January 23, 2025 (exact date tba)
Lacrosse (Boys & Girls)	January 23, 2025 (exact date tba)
Track	January 23, 2025 (exact date tba)
Tennis	January 17, 2025 (exact date tba)
Weightlifting	January 9, 2025 (exact date tba)

Appendix D – CHS VEHICLE POLICY AND PROCEDURES



The safety of the Catholic High School faculty, staff and students is a top priority. Please be advised of the following policy and procedures when driving any CHS vehicle:

1. Only persons designated by CHS, who have completed the necessary driver training MVR clearance, and appropriate documentation, may operate a vehicle owned by CHS. At no time should a student be permitted to operate a CHS vehicle.
2. Seatbelts are to be worn by the driver and passengers at all times.
3. Vehicles should be operated within the designated speed limits and in a safe manner.
4. A traffic accident involving any CHS vehicle should be reported immediately to local law enforcement. Medical attention should be obtained immediately if deemed necessary. All incidents should be reported to Coach LaBounty and Sr. Kierstin Martin immediately.
5. Prior to departure, designated drivers should review appropriate behavior and conduct with the passengers (i.e., no passenger should have any body part outside the vehicle, no loud radio, no trash or debris is to be left in the vehicle, etc.)
6. Vehicles should be secured when they arrive at CHS or their destination. Windows should be rolled up and all doors locked.
7. All vehicles should be returned to CHS in good condition. Willful destruction of CHS property will result in appropriate actions being taken against the perpetrator.
8. It is the responsibility of the designated driver to ensure that any mechanical or structural problems with the vehicle be reported immediately to CHS.

Operation of CHS Yukon and CHS Suburban:

Keys:

1. Keys will be assigned to a designated driver through Coach LaBounty.
2. The designated driver is responsible for all keys received and should remain in that person's possession at all times.
3. Locking gas caps are installed on each vehicle. Keys to the gas caps are located on the key chain with the ignition key. The Yukon and Suburban use **Unleaded Gasoline** only.

Prior to Departure:

1. Inspect the interior and exterior of the vehicle for any problems.
 - a. Tires - wear, damage, inflation
 - b. Lights - functional
 - c. Windshield-windows, wipers
 - d. Gauges - fuel, oil, brake, etc.
2. Ensure that all cargo is safely stored in the vehicle and no item could become a projectile in the event of an accident.
3. Ensure all passengers are in a designated seat with their seatbelts engaged.
4. Review appropriate behavior.

Upon Arrival/Return:

1. Vehicle should be parked away from other parked vehicles.
2. Secure the vehicle when not in operation.
3. Upon return to CHS, park the vehicle in the same location you departed from.
4. Ensure all items have been removed from the vehicle.
5. Ensure that all windows are closed and all doors are locked and secure.
6. Inspect the interior and exterior of the vehicle for any problems.
7. Return the key to Coach LaBounty upon return. Report any difficulties or concerns to Coach LaBounty at this time.

Operation of CHS 15 Passenger Buses:

Keys:

1. Keys will be assigned to a designated driver through Coach LaBounty.
2. The designated driver is responsible for all keys received and remain in that person's possession at all times.
3. Locking gas caps are installed on each vehicle. Keys to the gas caps are located on the key chain with the ignition key and rear cargo key. The 15 passenger busses use **Diesel Fuel** only.

Prior to Departure:

1. Check the fluids underneath the hood of the vehicle.
 - a. Oil, brake fluid, etc.
2. Inspect the exterior of the vehicle
 - a. Tires - wear, damage, inflation
 - b. Undercarriage - exhaust, lines, MorRyde, etc.
 - c. Lights - functional
 - d. Windshield -windows, wipers
 - e. Cargo has been properly stored in the rear cargo compartment and the door is locked and secured.
3. Inspect the passenger coach of the vehicle
 - a. First aid kit, fire extinguisher, reflector flares
 - b. Egress window and hatch functional
 - c. All items are secure in the overhead bins
 - d. The center aisle is free of obstruction
 - e. All passengers have their seatbelts engaged
 - f. Driver's seat adjusted, mirrors adjusted
4. Review with passengers
 - a. Emergency exit procedures
 - b. Appropriate behavior and conduct.
5. Start engine
 - a. Check gauges
 - b. A/C functional
 - c. Adjust interior lighting, instruments, controls
 - d. Engage strobe light

Operation of Vehicle-SKM & RRL

1. Driver and passengers should wear their seatbelts at all times.
2. All posted speed limits are observed.
3. Carefully approximate needed stopping distance and needed space intervals
4. Monitor gauges
5. Movement within the coach during operation should be kept to a minimum.
6. No passenger should remain standing when the vehicle is in motion.
7. Strobe light should remain on at all times.

Upon Arrival/Return:

1. Vehicle should be parked away from other parked vehicles.
2. Upon return to CHS, park the vehicle in the same location you departed from.
3. Secure the vehicle when not in operation.
4. Ensure all items have been removed from the coach and rear cargo area.
5. Ensure that all windows are closed and all doors, including rear cargo door, are locked and secure.
6. Inspect the interior and exterior of the vehicle for any problems.
7. Return the key to Coach LaBounty upon return. Report any difficulties or concerns to Coach LaBounty at this time.

Appendix E - CHS FINANCE OFFICE POLICY INFORMATION

Jennifer Simon - Payroll/HR

Anne Marie DeMatteo - Worker's Comp, Accident Reporting, Receipts & Disbursements

Yvonne Harmon - Budgets, Planning & Procedures

****All Finance related questions should be directed to finance@pensacolachs.org****

1. Payroll

- a. Pay Days: Coaches will receive ½ of their stipend mid-season and the remaining ½ at the conclusion of the season.
- b. All paychecks will be direct deposited to the employee's designated account. Should an employee change their banking institution, it is the coaches' responsibility to notify the Finance Office immediately.
- c. W-4 - can change withholding and allowance at any time
- d. Address - It is the coaches' responsibility to notify the Finance Office when an employee's address has changed. Imperative that we have an accurate address on file so that w-2 will be received in a timely manner.

2. Workman's Compensation

- a. Any injury incurred by an employee during regular school hours or while on a school related activity or event MUST be reported immediately to the Principal; then reported to the Diocese
- b. Worker's Compensation management company must be notified; only approved service providers can be utilized; indicated on form/poster in faculty lounge.

3. Procedure/Forms for Reporting an Accident

- a. **Student Accident Report** - If you witness a student involved in any school-related accident it is your responsibility to fill out an Accident Report immediately. After you finish filling out the form, it will need to be signed by Principal and returned to the Finance Office where it is then forwarded to the Diocese.
- b. **Student Insurance Form** -You will also need to complete Part A of the Student Insurance Form. Once this form is complete it is to be submitted with the Student Accident Form and given to the Principal. **Do not give to the parent. The Finance Office will submit all information directly to the Parent.**
- c. **Turn all forms in to Coach LaBounty for him to review.**

4. Disbursements - Purchase Orders and Check Requests

a. Purchase Orders (THE ABSOLUTE FIRST STEP FOR ANY PURCHASE):

1. Obtain a quote (written is preferable) from the vendor. A written quote may be as simple as going online and printing off a page from a website showing the item needed and its cost. If there are shipping & handling charges involved, include this in the amount.

2. Submit the quote to the AD. Once the AD receives the quote and approves it, he will ask you to prepare a purchase order or he (the AD) will prepare one for Principal's approval.
3. If you are preparing the Purchase Order (PO), blank PO's are located in the faculty lounge area in the cabinet on the south wall in the copier area. There is also a PO log for you to enter the number of the PO you are taking and for you to sign your name. Using the approved quote, complete the PO
4. Enter the date you are writing the PO. Enter the date the item needed is required.
5. The "To" section of the PO is the vendor's name (from whom we are ordering items).
6. Enter your name and team in the shipping info area.
7. Complete the body of the PO with information from the quote.
8. Note the name of the team & sign the PO.
9. Attach the written quote to the PO & submit to the AD for approval.

b. Purchasing from a Vendor - CHS Billed Directly:

1. Once the PO is approved, you may place your order.
2. When you place your order, the item is being sold to Pensacola Catholic High School.
3. When you place your order, be sure to give the vendor the pink copy of the PO or at least the PO number and request that the PO number be referenced on their invoice when the item is shipped. The yellow copy of the PO remains with you. The white copy should be given to Mrs. DeMatteo in the Finance Office.
4. When the items are delivered or picked up, an invoice should accompany the goods. If not, please request an invoice (again, with our PO number referenced). Many vendors will send the invoice directly to CHS and the Finance Office will match the PO to the invoice for payment.
5. Should you receive damaged, incorrect, etc. merchandise let the Finance Office know immediately so that we can hold payment until the discrepancy is resolved.
6. **Do not purchase anything without a purchase order.**

c. Purchasing from a Vendor - Reimbursement of Personal Funds Used to Purchase:

1. Once the PO is approved, you may place your order.
2. When you have received the goods and paid for them with your personal funds, a request for payment must be completed and submitted with the approved PO. (Request for Payment forms are located near the POs in the copy room).
3. The **original receipt** must accompany the check request.
4. Check requests are kept in the same area as PO's.
5. All documentation must be legible.

d. Requesting Reimbursement for Expenses Associated with Travel:

1. An approved PO must have been completed BEFORE THE TRAVEL OCCURRED.
2. Upon return, a request for payment must be submitted along with the approved PO and **original detailed receipts**. The detailed receipt should show the individual items purchased. Request for Payment forms are located near the POs in the copy room.
3. A summary receipt is NOT acceptable and reimbursement will not occur from a summary receipt.

5. Receipts

1. DO NOT hold on to money. Any money collected/received should be turned into the Finance Office daily. The Finance Office will secure the monies until your collection is complete.
2. If money is received by mail or in the Front Office, a copy of the check or cash receipt will be provided to the coach to prepare a deposit form.
3. If money is received directly by the coach or after hours, a copy of the checks and/or cash receipts should be made. The original check/cash should be given to Mrs. DeMatteo in the Finance Office (if money is received during the school day) or, if after hours, placed in an envelope with a description of what the funds are for on the outside of the envelope and placed in the lockbox near the time clock. A cash receipt book is located

there as well for any cash that may be received.

4. All check copies and cash receipt copies should be treated as legal tender and a deposit form completed and submitted to the Finance Office by the next business day.
5. Using the check and cash receipt copies, coaches must count all checks and cash submitted for deposit. The CHS Deposit Form is located on a shelf in the Faculty Lounge on the south wall of the copy area.
6. The CHS Deposit Form is required to be verified and signed by two people- the coach and the person verifying the completed deposit form is correct. A copy of all checks submitted with the deposit should be included with the deposit form.

6. **Team Accounts**

- a. All receipts and disbursements will be made through the individual team account always using approved purchase orders and check requests. The balance in individual team accounts, along with transaction details, will be given to the Head Coach monthly.

Appendix F - CATHOLIC HIGH SCHOOL ATHLETIC DEPARTMENT 2024-25

Policies Regarding the Use of the CHS Gym and Athletic Facilities:

The consistent and diligent care of all athletic facilities and equipment is the responsibility of each coach.

1. Students should not be allowed to enter the Gym from an outside door directly. This drags excessive sand onto the floor. Instead, they should come into the Gym from the hall door opened by the PE teacher.
2. Street shoes should not be allowed on the playing area in the Gym.
3. All facility doors (i.e. Gym, Fieldhouse, Weight Building, Locker Rooms) are to be kept locked at all times when the facility is not in use. Any coach who completes a game/practice has the responsibility of making certain that all doors are locked and that the facility is completely secured.
4. The Gym floor will be dust mopped at the beginning of each practice/game. The dirt collected will be thrown away using the dust pan and brush which will be left at the front of the Gym on the girls' locker room side. If either are missing, please report it to Coach Adams *immediately*. Not finding the dust mop/dust pan where they should be located is NOT an excuse for not maintaining the floor properly. **FIND THEM OR ASK FOR A NEW ONE IMMEDIATELY!!**
5. All athletic equipment must be kept locked in the Team's Storage area(s) at all times and used only during practice/games. It is each coach's responsibility to be certain that equipment is appropriately secured after each game/practice.
6. ***The stage is off limits to any students at any time except those instructed to turn lights or sound systems on or off!!! Students should not be on the stage for any reason!!***
7. If the Gym sound system is used by a team during practice/games, it is the responsibility of the coach to ensure that it is appropriately secured at the end of the game so that all microphones, cables, etc., are locked in to secure storage and the system is turned off.
8. It is the coach's responsibility to be certain that all Locker Rooms are locked during practice/games for security and that all are left locked after practice/game is over.
9. Athletes must be instructed to pick up all items of clothing and personal belongings in the Locker Rooms and Shower Rooms and to take personal pride in the appearance and use of these rooms. Locker rooms should NEVER have personal belongings anywhere except in the athlete's lockers.
10. At no time should any students be allowed to come into the Gym to use it unsupervised whether they

are members of a varsity/JV team or not. The last period PE teachers have the responsibility of waiting until all students are dressed and out of the Gym. They then either lock the Gym and turn out all lights or leave it in the hands of a coach who has after school practice. If a coach is not present in the Gym at the end of the school day when the PE teacher must leave, the last period PE teacher will close and secure the Gym and ensure that no students are present.

11. If you are the last coach using any athletic facility during the week or on a weekend ***please turn OFF all lights and lock securely.***
12. It is the responsibility of each head coach to ensure that his/her athletes have a secure place to store their personal belongings during practice/games. For sports that do not have their own designated locker rooms in which to do this, coaches are asked to work with Coach LaBounty before the beginning of their season so that there is a plan clearly in place that ensures the security of an athlete's personal belongings during practices/games.
13. **No student should be allowed in the gym during the school day if they are not supposed to be in a PE class at that time.**

Appendix G - CHS STANDARDS OF ETHICAL CONDUCT

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
 - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny a student's legal rights.
 - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination. social
 - h. Shall not exploit a relationship with a student for personal gain or advantage.
 - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
 - j. Is aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct.
4. This commitment requires that our employees:
 - a. Shall maintain honesty in all professional dealings.
 - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs,

marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

- c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
- e. Shall not make malicious or intentionally false statements about a colleague.

Training Requirement

All instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

Reporting Misconduct by Instructional Personnel and Administrators

All employees and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to the chief school administrator. Reports of misconduct committed by administrators should be made to the Superintendent of Schools, (850) 435-3540.

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted in the Faculty Room and on our Web site at Faculty: Professional Practices.

Reporting Child Abuse, Abandonment or Neglect

All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.
Notify Coach LaBounty immediately after calling the Abuse Hotline.

Signs of Physical Abuse

The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

Signs of Sexual Abuse

The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

Signs of Neglect

The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

Patterns of Abuse

Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

Liability Protections

Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203) An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)

Appendix H - Social Media Policy

Pensacola Catholic High School

Social media provides a platform for communities to inform, communicate, and network. Social media tools will enhance communication among Pensacola Catholic High School (PCHS) families and fans. Social media sites cannot be accessed on school-issued computers. A student's participation in social media sites is not necessary for classroom use or athletic participation and is completely left to the discretion of a parent or legal guardian.

How to Follow Us

Social media outlets for PCHS include but are not limited to Facebook, Instagram, and X. Those participating in these social media outlets are encouraged to interact with and contribute to school-sponsored social media accounts.

Expanding Our World and Protecting Our Values

PCHS is committed to developing responsible Christian individuals by providing the finest in Catholic education. The following policies provide a foundation for appropriate online communication at PCHS. While we respect the right of students, faculty and staff to utilize a variety of social media options, we require that the policies be followed at all times. The guiding principles and policies stated in the PCHS Parent/Student Handbook must be observed at all times.

Social Media Participation Policy

Students, faculty and staff must behave in an ethical manner when using social media sites by demonstrating a Christ-centered respect for the dignity of all people. Students, faculty and staff who participate in online interactions must remember that their posts reflect on the entire PCHS community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct and Diocese Conduct of Business Conduct. Social media sites will be blocked by the school's content filter and any attempt to access them from a school-owned computer will be met with disciplinary action. Posts and comments made on PCHS-sponsored sites including social media, are welcomed and encouraged, and we look forward to

hearing from our community. To promote respectful discussion, we request that students, faculty and staff be courteous, productive, and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, or otherwise objectionable. Social media often fosters debate of issues; participants must engage in such exchanges with mutual respect for others' opinions.

Please be aware that any content posted to PCHS-sponsored sites may be made available to the public. In consideration of this fact, the school recommends that social media users avoid posting personal information that should not be publicly accessible.

PCHS may review all posts and comments, edit them to preserve readability and demonstrate respect for other users, reject or remove them for any reason, and determine at its sole discretion which submissions meet the school's qualifications for posting. Any submissions that fail to follow this policy in any way may be removed. PCHS may also ban future posts from people who violate this policy.

In posting material on PCHS-sponsored social media accounts, participants agree not to:

- Post material that is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post phone numbers, email addresses, or other confidential information belonging to any person other than yourself. If participants choose to post individual, private contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the rights of PCHS or any individual or entity.
- Post material that violates the privacy of individuals.
- Post material that violates the intellectual property rights of any individual or entity.
- Post material that promotes or advertises a commercial product, solicits business, membership, or financial support in any business, group or organization except those which are official sponsors of PCHS, except in designated areas specifically marked for this purpose.
- Post the same comment multiple times.
- Post spam.
- Allow others to use your accounts to submit posts or comments.
- Submit posts or comments under multiple names, alias, or false identity.

Posting Photos, Videos, and Audio Files

For the protection and safety of all in the PCHS community, those using PCHS-sponsored social media sites should never identify a student, parent, or employee using his or her full name with a picture, video, or audio file.

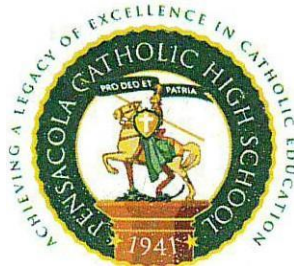
A participant agrees to indemnify and hold harmless the Diocese of Pensacola-Tallahassee, Pensacola Catholic High School, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material a participant has posted on PCHS sponsored sites. By posting a comment or material of any kind on a PCHS-sponsored site, the participant hereby agrees to the policy set forth above.

No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.

Process for Reporting Abuse

Because of the fast-paced nature of social media, participants are encouraged to immediately report any content that seems inappropriate. Please e-mail the PCHS Technology Department (tech@pensacolachs.org) with any concerns so the issue may be investigated in a timely fashion. Be sure to provide a detailed

description of the post's location such as the URL. PCHS appreciates your assistance in keeping school-sponsored social media a safe and respectful place to be involved in the school's online community.



Catholic High School

3043 W. Scott Street
Pensacola, FL 32505

Crisis Management Manual Crisis Team

- Page 2: Crisis Team Members
- Page 3: Crisis Response Team and Chain of Command
- Page 4: Responsibilities **Before** Crisis and Crisis Codes
- Page 5: Evacuation and Reverse Evacuation of Buildings
- Page 6: Code Red and Code Yellow Lockdowns
- Page 7: Intruder/Unidentified Person on School Property
- Page 8: Weapons on School Property
- Page 9: Active Assailant on School Property
- Page 10: Severe Weather
- Page 12: Fire
- Page 14: Bomb Threat
- Page 16: Gas Leaks/Serious Injury-Medical Emergency on Campus
- Page 17: Accident Involving Students Traveling with School
- Page 18: Death on Campus/Responsibilities After Any Crisis
- Page 19: School Maps

Appendix I – Pensacola CHS Crisis Management for Coaches

Instructions for the Use of this Manual

1. Familiarize yourself with this manual; your life and the lives of others may someday depend on it.
2. Keep this manual readily accessible.
3. No emergency procedures can be perfect for every situation. You must be able to apply these procedures with flexibility based upon your assessment of the situation at hand.
4. Focus your pre-crisis efforts on learning the protocols (key emergency procedures such as evacuation, lockdown, etc.).
5. Use this manual during drills and exercises so you are ready to follow proper procedures in an actual crisis.

Media Procedure and Mass Notification

All requests for information by the media will be handled through the Diocesan Communications Office. All teachers, students and other school personnel should avoid being interviewed or providing information to the media and should, instead, direct such inquiries to the Diocesan Communications Office at (850) 435-3528.

Only the Diocesan Communications Office provides information to the newspaper, radio, or television representatives. In emergency/crisis situations, it is imperative that no statements be made to the media. If pressed for information, simply state that all media requests must go to the Diocesan Communications Office. Media personnel may be requested to leave the campus property if their presence significantly interferes with normal school administration or the resolution of the crisis. Filming the campus may be prohibited unless expressly permitted by the Diocesan Communications Office.

Mass Notification

To help inform and contain misinformation, the Administrator-in-Charge will, at their discretion, use their mass notification system to disseminate information via text, email or telephone to parents/guardians about exactly what is known to have occurred.

School Crisis Response Team and Chain of Command

The School Response Team (CRT) is a group of individuals that are equipped with two-way radios and who are in charge of the school's response in the event of any crisis.

CRT Members in order of Chain of Command are:

Staff Name/Title	Work Phone	Cell Phone
Sr. Kierstin Martin, Principal	850-436-6400 ext. 114	850-304-5979
Mr. Jim Edler, Asst. Principal	850-436-6400 ext. 109	850-619-4244
Mr. Matt Adams	850-436-6400 ext. 113	850-418-5565
Mr. Richard LaBountv	850-436-6400 ext. 112	850-696-9636
Mr. Trov Faucheaux	850-436-6400 ext. 111	850-341-9768

Other Important CHS Numbers

Staff Name/Title	Work Phone	Cell Phone
Steve Herring	436-6400	805-765-5617
Anne Marie, DeMatteo, Finance	436-6400 ext. 116	850-380-8265
Ty English, Maintenance		850-336-9274
Lew Bacchieri, Maintenance		850-293-0037
Mary Kyte, Guidance	436-6400 ext. 120	850-232-5846
Melody Lipscomb, Receptionist	436-6400 ext. 110	850-572-3681
Peyton Finelli, Guidance	436-6400 ext. 121	850-572-6413
Pam Acromite, Admin. Assist.	436-6400 ext. 123	850-380-5889
Sherry Bacchieri, Admin. Assist.	436-6400 ext. 135	850-293-1233

Diocesan Emergency Phone Numbers

Catholic High School Main Office	850-436-6400
Catholic High School FAX	850-436-6405
Diocesan Office of Catholic Schools	850-435-3516
Superintendent of Schools	850-879-4415
Rob Bennett	850-324-0737

Community Phone Numbers

For Any Emergency	911
Escambia County Sheriff's Department	850-436-9630
Escambia County Fire Department (Non-Emergency)	850-475-5530
Pensacola Police Department	850-595-1214
Poison Control	800-282-3171
Florida Dept. of Children & Family Abuse Hotline	800-453-5145

Before Crisis: Routine responsibilities on a daily basis

Campus Security:

1. Unlocking all external access doors for student arrival each day - **Steve Herring**
2. Locking external access doors once the tardy bell rings for first period:
3. Gym Foyer - **Jak-y Kohr**
4. West facing doors to McLellan Hall - **Sr. Kierstin**
5. Media Center doors - **Jim Edler**
6. Locking/Unlocking Media Center and McLellan Hall doors before and after lunch - **Troy Fauchaux**
7. SLC, STEM Innovation Center, & all classroom doors should be locked at all times.

Emergency Equipment Maintenance:

1. Monthly AED Checks - **Troy Fauchaux**
2. Annual Fire Extinguisher and Fire Alarm System Checks - **Matt Adams**
3. Monthly communication of AED Locations & CPR certified staff members - **Troy Fauchaux**
4. Ensuring that a copy of the checklist used when a person receives a bomb Threat is placed near every phone that can receive outside calls - **Troy Fauchaux**

Monitoring Weather Status

1. Monitoring of news for weather and/or events that could impact the school day, including weather radios-**Sr. Kierstin and Melody Lipscomb**
2. Storm/Severe Weather Preparation: When a hurricane is projected to make landfall locally outside of school hours
 - a. Organize and communicate responsibilities of securing classrooms and offices - **Sister Kierstin**

- b. Oversee securing of grounds - **Matt Adams**
- c. Oversee securing of buildings - **Sr. Kierstin**
- d. Securing records vault in guidance - **Mary Kyte**

During a Crisis, the Codes and Communication of the Crisis will be Communicated to the Faculty, Staff and Students by:

FIRE Will be signaled by means of the fire alarm and a confirmation announcement to evacuate

BOMB THREAT Will be signaled by communication using a written note to evacuate

LOCKDOWN Will be communicated over the PA by an audible calling for Code Red or Code Yellow

SEVERE WEATHER/TORNADO Will be communicated over the PA by the term "Shelter in place."

Evacuation of Buildings

Evacuation is called when there is a need to move students and faculty from one location to another.

Staff Responsibilities in Evacuations

1. Ensure that the evacuation route(s) posted in the room are followed.
2. Bring your class roster, the Crisis Management Manual, and exit the building.
3. Close classroom doors when leaving the room.
4. Once outside, keep all members of your class together and take attendance.
5. Report missing student(s) ASAP to the Administrator in your area
6. Remain with classes and wait for further instructions from the Administration

Administration Responsibilities:

1. Signal an evacuation from the building by using the fire alarm. Follow up with an audible announcement that this is a verifiable evacuation.
2. Call 911 (Give a detailed description of the location within the campus.)
3. Check restrooms and other isolated areas for unattended students and escort them to a safe area.
4. Notify the Diocesan Schools Office.
5. If an off-site evacuation is needed, direct the staff to use the Off-Site Evacuation Plan.
6. Take the Emergency Supply Kit and an AED.
7. Administrators and maintenance personnel should have radios with them at all times. During any emergency, radios should be set on Channel 3, the emergency channel.
8. Take iPads to all evacuation and crisis events and make them available to law enforcement, if needed.
9. In the event of a Code Red, take laptop and be prepared to travel to reunification site -Jim Edler.

Reverse Evacuation

Reverse Evacuation means to rapidly return students and staff into the building when an evacuation had begun. This action is taken when there is some threat outside the building. The Administration will direct whether Code Yellow/Code Red Lockdown will be followed upon return to the building.

1. Move students/staff inside as quickly as possible, using an audible announcement to direct this move.
2. Give instruction as to whether to implement Code Yellow/Code Red Lockdown, or severe weather procedures upon return to the building.
3. Take attendance in the classroom once back inside.
4. Wait for further instructions.
5. Give attendance information to the administration as soon as possible, using the classroom

- phones if in a Code Yellow, or relaying later once a Code Red has ended.
6. If students cannot be moved safely into the building, they should be evacuated to a predetermined area.

Code Red Lockdown

Code Red is the designation used to inform the faculty and students to move into a complete lockdown.

1. Initiate lockdown procedures—a Code Red will be announced over the PA: *Code Red-- Lockdown, locks, lights, out of sight.*
2. Lock classroom door.
3. Secure students from visibility (away from all windows/doors), close blinds and turn off lights.
4. Cover the window in the door.
5. Do not open the door for anyone; wait for responders to open it with a key.
6. Students who are temporarily outside of your classroom will be taken to other areas.
7. Using class roster, take roll. Do not use classroom phones for any reason.
8. Direct all students to turn OFF cell phones and place them in a central spot near where they are seating during the lockdown.
9. Make a list of students NOT in your classroom.
10. Make a list of any additional students in your classroom.
11. Be prepared to give these lists to the administration when the lockdown is over.
12. Use of the *Classroom Emergency Toilet* may be required during an extended lockdown. Use provided components (tarp, duct tape, etc.) to provide privacy for users.

Remain in this total lockdown status until a responder opens the door and indicates that all is clear.

Code Yellow Lockdown

Code Yellow Lockdown is used to designate that there is a possible crisis. It will be announced audibly and calls for these actions:

1. Lock doors.
2. Students remain in classroom. Instruction continues but the teacher is prepared to move into a Code Red if it is announced.
3. Student in hall/open areas should be placed in nearest classroom.
4. Using class roster, take attendance.
5. Make a list of students NOT in your classroom.
6. Make a list of any additional students in your classroom.
7. Be prepared to give these lists to school personnel when the lockdown is over.
8. Teachers may call other rooms to notify them of extra students in their class.
9. Do not use cell phones or allow students to use their cell phone; all phones should be turned off and placed in a central location.
10. Students may NOT leave the classroom. As a result, the use of the *Classroom Emergency Toilet* may be required during an extended lockdown. Use provided components (tarp, duct tape, etc.) to provide privacy for users.
11. An announcement over the PA will indicate that Code Yellow is over.

Intruder/Unidentified Person on Property

All visitors must check in at the School Office, be processed through the RAPTOR visitor management system and be provided a red visitor lanyard with RAPTOR-produced ID.

Definition of Intruder/Unidentified Person: Being present on school property without permission OR unauthorized presence in restricted areas of the buildings, school grounds (including students withdrawn, suspended or expelled from the school) without having undergone RAPTOR screening.

Staff Responsibilities

1. If you hear about a possible weapon on campus, **Do NOT** attempt to approach or confiscate the weapon.
2. Notify the Administration immediately, isolate the area and do not touch the weapon.
3. Await further instructions from the Administration.
4. Law enforcement will be contacted and will secure it for evidence.

Administration Responsibilities

1. Identify the problem and location
2. Approach the subject cautiously and determine the nature of their business
3. Ask for their identification
4. Request for them to accompany you to the Office. If the suspect is looking for a specific student, check to ensure that the suspect has a right to see this student (court orders, etc.)
5. If there is no acceptable reason for the intruder to be in the building, explain the seriousness of their unauthorized visit and ask them to leave the campus

If They Refuse to Leave

1. Call 911 or local law enforcement
2. Be prepared to give a detailed description of the intruder and of the location within the facility or campus
3. Call the Superintendent's Office to report the incident
4. Await law enforcement's response
5. If appropriate, declare "Code Red/Code Yellow Lockdown"

Weapons on School Property

Follow these procedures within the building whenever you know or suspect a student may have a weapon in a locker, car, or anywhere else on school property.

Staff Responsibilities

1. Notify the Administration if you hear about a possible weapon on campus.
2. **Do NOT** attempt to approach or confiscate the weapon.
3. If a weapon is found/seen, notify the Administration immediately, isolate the area and do not touch the weapon. Law enforcement will secure it for evidence.
4. Await further instructions from the Administration.

Administration Responsibilities

1. Declare a lockdown if the situation appears threatening to the safety of the building.
2. Call 911, if assistance is needed. (Caller must be prepared to give a detailed description of the location within the facility and any known details.)
3. Notify the Superintendent of Schools.
4. Determine if a reasonable suspicion exists to search for a weapon.
5. If a weapon is found, do not touch it and remove all students the area. Contact law enforcement and wait for them to confiscate the weapon.

Active Assailant on School Property

Staff Responsibilities

1. If shots are heard in the vicinity, instruct the students in your room to move into a Code Red scenario.
2. Using the nearest school phone, access the PA and announce a Code Red.
[On a phone, enter 8 # 111.] Contact the administration and inform them of the issue.
3. Using your roster, take attendance and make a list of any student(s) missing or any additional students from your room.
4. Wait for a responder to arrive and indicate that all is clear.
5. If students are in an area in which they cannot be secured, the teacher should use their best judgment as to where to move the students.

Administration Responsibilities

1. Declare a Code Red, if this has not yet been done.
2. Call 911 and give a detailed description of what is known regarding the location of the intruder within the facility or campus -Sr. **Kierstin**
3. Notify the Diocese or Superintendent-Coach **LaBounty**
4. Lock the Front Office Door, if feasible-Troy **Faucheaux**
5. Bring a laptop to the Admin Conference Room to utilize to view the security cameras-Coach **Adams**
6. All administrators should move to the Admin Conference Room (unless in some other area of the campus) and have their cell phones and their radios on their person (in the OFF position) to

- notify and communicate with law enforcement, the school superintendent, etc.
7. Assist law enforcement in locating and identifying the possible suspects and victims-provide them with school maps, keys, etc.

Classroom Emergency Kits

Each classroom is equipped with an emergency kit which contains a bleeding control kit. Treat wounded to the best of your ability until EMS arrives. Six Duffle Emergency Kits are located throughout the campus containing additional medical supplies. Duffle Emergency Kits are located in the Music Building, SLC, Gym, Front Office, Fire Hallway, and Media Center Workroom.

Severe Weather

Tornado Watch: Conditions are right for a tornado.

Tornado Warning: A funnel cloud has been sighted. Take cover.

Administration Responsibilities

1. Monitoring developing weather conditions - **Sr. Kierstin**
2. Monitor Early Warning Weather **Radio-Coach Adams**
3. If conditions warrant, protective measures should be taken.
 - a. **Level One-Watches** have been issued; faculty and staff should review the Crisis Management Plan for severe weather to be prepared in case conditions worsen.
 - b. **Level Two-Warnings** have been issued; Order "shelter in place" over the PA; students and staff should proceed to the shelter-in-place area.

During "Shelter-in-Place" (Level Two) identified administrators and classroom teachers monitor students in safe areas:

- **Students in 100/200/300 Rooms: Jim Edler**
Students in 100 classrooms move into the 100/200 hallway
Students in 200/300 classrooms stay in the classrooms
- **Students in 401-407 classrooms: Troy Fauchaux**
Students in Rooms 401-407 move into the Fire Hallway
- **Students in Rooms 409-411: Matt Adams**
Students in Rooms 409-411 move to the Athletic Complex Hallway outside the Media Room/Laundry/Training Room
- **Students in Rooms 501-509: Richard LaBounty**
Students in 501-509 classrooms move to the 300/400 Hallway
- **Students in Rooms 510-511: Jim Edler**
Students in Rooms 510-511 move to the 100/200 Hallway
- **Students in the Gym: Matt Adams**
Students in the Gym move to the Girls Varsity Locker Room
- **Students in the Media Center/TV Studio: Richard LaBounty**
Students in Media Center/TV Studio move to the 300/400
- **Students in the Fitness Center: Matt Adams**
Students in the Fitness Center move to the Girls PE Locker Room.
- **Students in the Music Building: Classroom Teacher**
Students in the Music Building stay in place with their teacher and move to the Back Hallway of the Music Building

- **Office personnel in Admin Building**
All Office personnel in the Admin Bldg. move to the Admin Hallway outside Admin Offices
- c. **Level Three:** Tornado sighted, no warning is possible
If feasible, help monitor students in safe areas. Do not put yourself or others at risk by moving to another part of the school, if the funnel is too close.
- d. The Administration announces when students/staff are to return to their rooms; do not allow the release of students until the severe weather passes.

Staff Responsibilities

1. Shelter in place with your class of students or in other areas of the building, if not with a class of students.
2. Take attendance and account for all of your class's students.
3. If you are in a classroom with students and a tornado warning is announced without time for moving to a safe place, have students assume a crouched position along the wall of the room. If the room has windows, move students to an area as far from the windows, as possible.
4. If you are evacuating the classroom to another space, bring your class roster and your Crisis Management Manual.
5. If you are in an outdoor setting, immediately escort your students to a safe area and take attendance.
6. If you have additional or missing students, notify the Administration.
7. Wait for further instruction from the Administration.
8. Return to your designated area when "All Clear" is announced.
9. If damage has occurred to the building, seek direction of the administration to determine the possible need for evacuation of the affected area of the campus.

Lightning

1. If outside with students during threatening weather, use the Lightning feature on the WeatherBug app to determine how near lightning is to our campus.
2. If it is within 10 miles, immediately *move* all students and faculty who are located outside on athletic fields inside to safe shelter.

Fire

General Operation of Fire Extinguishers: P.A.S.S.

P-Pull pin.

A-Aim at the base of the fire. S-Squeeze the handle.

S-Sweep the spraying motion from side to side at the base of the fire

Faculty Responsibilities if Fire Alarm Sounds:

1. If the fire alarm sounds, prepare the students to evacuate; look around the vicinity of the classroom for signs of danger/fire. If danger is seen, evacuate. If there are no signs of fire, wait for the announcement that confirms the need to evacuate.
2. Close classroom windows and doors; do not lock.
3. Evacuate students quietly and in an orderly fashion following the posted evacuation plan. Students and teachers should bring their laptops.
4. If you go through one of the sets of fire doors, be sure they close behind you.
5. Any teacher who doesn't have a class at the time of an alarm should check the bathrooms on the way out and assist teachers who are supervising classes.
6. Bring your Crisis Management Manual and class roster.
7. Report to your designated area and call roll.
8. Keep students calm and quiet in the safe area.
9. Report any missing student(s) to the Administration
10. Return to the Building only after the building Administrator or Fire Department gives the "All Clear" signal.

Administration Responsibilities if a fire occurs

1. Using the fire alarm system, initiate the evacuation of the building by letting the fire alarm sound. Send a confirmation of the need to evacuate by making an immediate PA announcement that

- confirms to evacuate.
2. Once the fire alarm sounds and a confirmation announcement is made:
 - a. Exit to the front of the building to help with evacuated students-**Troy Faucheaux**
 - b. Exit to the back parking lot to help with evacuated students-**Richard LaBounty** and **Jim Edler**
 - c. Check the LCD in the enunciator panel to determine which device caused the alarm. Then, inspect that area of the building to identify the cause of the alarm and to intervene appropriately-**Sr. Kierstin, Steve Herring, Matt Adams**
 - d. Secure records vault in the Guidance Office-**Mary Kyte.**
 - e. Students in the Athletic Complex evacuate to the Gym Circle.
 - f. Students in the SLC evacuate to the West Parking Lot.
 3. Call 911 and give the specific location of the fire, if known
 4. Check restrooms and other isolated areas for unattended students and escort them to a safe area.
 5. Determine if students/staff need to evacuate the campus; request transportation to the designated secondary site.
 6. Assist the Fire Department in locating the utilities
 7. Ensure the building is evacuated.
 8. Signal "All Clear" when appropriate

If Fire is Found:

1. Personnel in the immediate area of the fire, who are not in charge of students, should attempt to extinguish the fire using available fire extinguishers (see chart with locations of extinguishers in Appendix) **only if it is feasible to do so.**
2. Communicate with the Fire Department-**Sr. Kierstin**
3. Turn *off* electrical power to school if possible-**Steve Herring**
4. Once the building is evacuated, all available personnel should help teachers with evacuated students and staff.

Bomb Threat

General Procedures

1. **Stay calm.** Take a deep breath and focus on what the caller is saying. Keep the caller on the phone as long as possible.
2. Complete the Bomb Threat Checklist by asking the questions stated below.
3. Note the phone line the call came in on and dial *57 after the call ends to initiate a trace of the call, then immediately notify Sr. Kierstin.
4. All phone calls should be made using landline phones. The P.A., cell phones, radios, and electronic devices must NOT be used.
5. **Do not touch anything suspicious!**

Administration Responsibilities

1. Communicate with Sheriff's Office immediately following the call-**Sr. Kierstin**
2. Communicate with Superintendent-**Anne Marie DeMatteo**
3. Distribute pre-printed evacuation description sheets to classrooms:
 - a. 100 classrooms and Gym to FB Field-**Troy Faucheaux**
 - b. 200 classrooms, Guidance Office, and Athletic Complex to FB field-**Jim Edler**
 - c. 300 classrooms and Media Center to SFB Field-**Matt Adams**
 - ct. 400 classrooms, Old Cafeteria, and SLC to SFB Field-**Richard LaBounty**
- e. 500 classrooms and Music Building to Track-**Jim Edler** and **Richard LaBounty**
4. Evacuation routes follow the paths used for fire evacuation to get outside the building. Then,
 - a. Those evacuating to the front of the school should walk along the street side perimeter of the grass and proceed to the visitor side of the FB Field.
 - b. Those evacuating to the back of the school should walk to the outfield area of the SFB Field.
 - c. Students should NOT take backpacks or computers.
 - d. A class roster is brought by the classroom teacher.
 - e. Any student not in a classroom at the time of an evacuation should fall in line with the nearest class.

- f. Any teacher who does not have a class at the time of an evacuation should check the bathrooms on the way out and assist teachers who are supervising classes.
 - g. Once at their designated safe areas, teachers take attendance and work to keep students calm and quiet in the safe areas. **No cellphones may be used for any reason during the evacuation.**
 - h. Teachers are asked to give a list of missing/additional students to the administrator in charge of their areas after taking attendance.
5. Evacuate to Football Field with students - **Jim Edler** and **Troy Fauchaux**
 - a. Bring Crisis Management Kit and attendance sheet - **Jim Edler**
 - b. Supervise attendance taking and await contact from Softball Field - **Troy Fauchaux**
 6. Evacuate to Softball Field with students - **Matt Adams** and **Richard LaBounty**
 - a. Bring Crisis Management Kit and attendance sheet - **Matt Adams**
 - b. Supervise attendance taking and await contact from Football Field - **Richard LaBounty**
 7. Communicate with office personnel - **Melody Lipscomb**
 8. Close vaults and secure records - **Mary Kyte**
 9. Wait for and communicate with law enforcement - **Sr. Kierstin**
 10. Everyone should remain outside until a recall to school is issued by the Administration.

Staff Responsibilities

1. Follow evacuation procedures as directed by the Administration
2. Look for and report all suspicious objects and, **if possible**, give a description of the device to the Administration and/or authorities immediately.
3. Stay in your designated evacuation areas until you are told it is safe to return to the building.

Bomb Threat Checklist

The following is a checklist to be used by an individual receiving a call which threatens the safety or security

of the school.

Checklist (Complete all possible items immediately following the call):

1. Time Call was Received: _____
2. Time Call was Terminated: _____
3. Caller's Name and Address (if known): _____
4. Caller's Gender: ___ Male ___ Female
5. Caller's Age: ___ Adult ___ Child
6. Bomb Facts (Questions to Ask):
 - a. When will it explode? _____
 - b. Where is the bomb right now? _____
 - c. What kind of bomb threat is it? _____
 - d. What does it look like? _____
7. Voice Characteristics:

TONE	LANGUAGE	SPEECH	BACKGROUND NOISE
<input type="checkbox"/> Loud	<input type="checkbox"/> Good	<input type="checkbox"/> Fast	<input type="checkbox"/> Music
<input type="checkbox"/> Soft	<input type="checkbox"/> Excellent	<input type="checkbox"/> Slow	<input type="checkbox"/> Machines
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Fair	<input type="checkbox"/> Distorted	<input type="checkbox"/> Children
<input type="checkbox"/> Low Pitch	<input type="checkbox"/> Poor	<input type="checkbox"/> Cursing	<input type="checkbox"/> Traffic
<input type="checkbox"/> Stutter		<input type="checkbox"/> Slurred	<input type="checkbox"/> Cell Phone
<input type="checkbox"/> Raspy		<input type="checkbox"/> Lisp	<input type="checkbox"/> Typing
<input type="checkbox"/> Nasal		<input type="checkbox"/> Disguised	<input type="checkbox"/> Voices
<input type="checkbox"/> Pleasant			<input type="checkbox"/> Quiet
			<input type="checkbox"/> Other

Person Receiving Call: _____

Workstation: _____ Date: _____

If a gas leak is suspected, administration should be notified. Should evacuation be deemed necessary, the same plan used for fire evacuation should be followed.

Investigation of possible gas leak will be conducted by **Matt Adams and Steve Herring**.

SERIOUS INJURY OR MEDICAL EMERGENCY ON CAMPUS

The first qualified, comfortable adult on scene should administer CPR/First Aid immediately and access the most proximate AED [see list of locations in Appendix].

1. Immediate word should be sent to the Administration.
2. When appropriate, 911 should be called by the Administration.
3. Notification of the injured(s) Emergency Contact Person(s)-**Troy Faucheaux**
4. Accompany student/faculty to hospital until Emergency Contact Arrives--**Sr. Kierstin or her delegate**
5. Notification of Superintendent-**Jim Edler**
6. Reporting and filling out of accident report according to Diocesan Accident Insurance procedures -**Anne Marie DeMatteo**

DEATH ON CAMPUS

First person to the scene should call 911 and send word to Administration

1. Notification of Emergency Contact Person - **Sr. Kierstin**
2. Notification of Superintendent - **Sr. Kierstin**
3. Getting word to staff regarding incident and the need to keep students in the classrooms (if during the school day)
 - a. 100 classrooms and Gym - **Troy Faucheaux**
 - b. 200 classrooms and Guidance Office - **Jim Edler**
 - c. 300 classrooms and Media Center - **Matt Adams**
 - d. 400 classrooms - **Richard LaBounty**
 - e. 500 classrooms, Music Building, and Athletic Complex - **Jim Edler and Richard LaBounty**
4. If not during the school day, maintain a safe perimeter around the site of the victim, allowing only law enforcement, family members and school administrators in the area of the victim.

After Any Crisis

- Mass communication of message to parents from principal regarding incident - **Sr. Kierstin and Jim Edler**
- Communication, *when* necessary, of message from principal to Diocesan Media Office regarding Incident - **Sr. Kierstin, Jim Edler**
- Communication with parents on site - **Sr. Kierstin**
- Evaluation of incident - **Sr. Kierstin, Jim Edler, Richard LaBounty, Troy Faucheaux, Matt Adams**
- Review of incident with staff - **Sr. Kierstin**

Included here are School Master Maps with:

- ***AED Locations***
- ***Fire Extinguisher Locations***
- ***Utility Locations***
- ***Duffle Emergency Kit Locations***

