



# Gibault Catholic High School

Mr. Russ Hart, Principal

(618) 939 - 3883

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## MISSION STATEMENT FOR CATHOLIC SCHOOLS

Priests of the DIOCESE OF BELLEVILLE

Catholic schools in the diocese of Belleville support and participate in the mission of the Church, especially as that mission is lived out in parish communities. Our Catholic schools exist to proclaim the gospel, to teach the doctrinal tradition and moral standards of the Church, to promote lifelong intellectual growth, social development, and formation in faith. All of these include in our times a commitment to social justice, global solidarity, and a preferential option for the poor.

Catholic schools promote the development of the whole person--body, mind and spirit-and foster the entire development of human life. The example and teachings of Jesus Christ provide the inspiration and context of education in our schools. (Ratified: 1991)

GIBAULT CATHOLIC HIGH SCHOOL MISSION STATEMENT (Approved 04/2009)

GIBAULT HIGH SCHOOL, A CATHOLIC EDUCATIONAL COMMUNITY, CELEBRATES THE DIGNITY AND UNIQUENESS OF EVERY PERSON, CULTIVATES LIFELONG LEARNING AND THE PURSUIT OF EXCELLENCE, FOSTERS FAITH, INSPIRES COMMITMENT TO JUSTICE AND SERVICE, AND WORKS TO DEVELOP A LIFE-AFFIRMING RELATIONSHIP TO THE WORLD.

### **PHILOSOPHY**

Gibault High School a coeducational institution of the Diocese of Belleville, is rooted in the rich tradition of human dignity, freedom, and grace. The signs of our times impel us to be an evangelizing community, bringing Christ's message of faith, hope, and love to a radically changing world scarred by violence, self-gratification, and loss of commitment.

Respecting each individual as a child of God, the Gibault community welcomes students of diverse backgrounds, abilities, and economic means. While challenging students to take personal responsibility for their own education, the faculty recognizes that students learn in a variety of ways and strives to meet their unique needs. To this end, Gibault offers a rich curriculum, flexible scheduling, extracurricular enrichment, and modern technology as aids to the learning process. Students are thus prepared to go forward as young adults confident about their future, prepared for leadership, and poised for a lifetime of learning.

Ultimately, forming and nourishing faith is the heart of Catholic education; therefore, Gibault High School assists parents in the vital role of passing on the Faith to their children. Such a faith-presented through instruction, nourished by prayer and liturgy, and inspired by authentic witness-would be a lived faith rooted in the Gospel and evidenced by generous stewardship and a courageous conscience (Approved: 02/2006)

## **ABOUT GIBAULT CATHOLIC HIGH SCHOOL**

GIBAULT CATHOLIC HIGH SCHOOL is a non-profit, non-public school incorporated under the Catholic Diocese of Belleville, and accredited by the State of Illinois, and the North Central Association. Gibault has an extensive curriculum, flexible scheduling, individualized instruction, and an emphasis on religious, cultural and scientific studies. Parents and students participate in the formation and evaluation of school policies. The Student Council provides student representation and government.

Predecessor to Gibault was Saints Peter and Paul High School, which was begun in 1945 as a parish school and changed in 1962 to an area school. The name, Gibault Catholic High School, was adopted in 1966 in honor of Father Pierre Gibault, a French missionary priest of historical importance at the time of the American Revolution. The innovative educational program began in 1967 when the present campus was completed.

Gibault is supported by tuition, by the Catholic parishes of the area, by the Diocese of Belleville, by the contributions of friends, businesses and organizations, and by major annual fund raising programs. A schedule of tuition and fees is adopted each year by the school board and approved by the Diocese. The annual account and budget is audited and published each year. Students are accepted without regard to gender, race, color, creed or residence. In the event that enrollment reaches capacity, priority will be given to families with students already at Gibault and to students who are members of the supporting parishes.

Educational and administrative policies are subject to the authority of the CEO-Principal, in keeping with policies and regulations of the Diocesan Board of Education. The board formulates policies which give general direction for administrative action, the board cannot act apart from the administrative team and cannot make decisions binding for the school's education program without approval of the administration and the Bishop.

Policy proposals are reviewed by the board as needed and all policies are reviewed annually. Gibault's board is advisory to the principal. Membership on the board is apportioned among the supporting parishes and communities. One representative from the faculty and one from the student body are included in the board membership.

Teachers at Gibault are required to have a bachelor's degree and generally are required to hold a currently registered state teaching certificate.

## **CATHOLIC IDENTITY**

Gibault Catholic Identity is not only visible at the entrance to the grounds as the statue of Jesus opens his arms to embrace all who approach, but with the presence of a crucifix in every classroom. Along with morning announcements, the entire school begins the day with a prayer. Each week a special Class Mass is celebrated by one of the levels; students plan this Mass, giving them practical experience and knowledge of the Catholic liturgy. An all-school Mass or Seasonal Prayer Service is shared at least once a month. The sacrament of Penance is celebrated during Lent.

Gibault is served by a Campus Ministry Team and also enjoys the benefit of a chaplain. Campus Ministry arranges a one-day retreat for the freshman class early in the school year and a one-day experience for the sophomores in spring. Juniors and Seniors receive the benefit of a 2-day overnight retreat. Seniors generally make retreat at the King's House in

the fall. The Junior retreat is given at the Marianist Retreat Center by the facility's retreat team. Since retreats are an integral part of the students' growth and development of their Catholic Identity, any student who is not able to make the school-arranged retreat is required to make a Quest or TEC retreat.

Students at Gibault are always enrolled in a religion course. Teachers endeavor to promote awareness of global events in their classrooms. They encourage students to evaluate moral issues according to Catholic norms. In response to social justice issues, the Gibault community adopts a significant cause of great need and invites participation from the entire school (e.g., 2010-2011, Outreach to the people of Haiti; Health Kits, Student kits, teacher kits were assembled and donated by students and adults.) The Christian spirit of Gibault is evident in the respect among students and adults alike.

### **EUCCHARISTIC CELEBRATIONS**

As a Catholic Christian community we best renew our identity in our commitment to the Lord through the celebration of the Eucharist. All school celebrations are held regularly. Other options such as class liturgies will be arranged throughout the school year.

### **ENROLLMENT**

In compliance with Federal regulations, Gibault Catholic High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Gibault does not discriminate on the basis of gender, race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarships and local programs, and athletic and other school-administered programs. All students who have completed their elementary education at the Catholic grade schools of the Diocese of Belleville or other schools are entitled to apply at Gibault. An application may be rejected for behavioral reasons. Gibault accepts students of all ability levels; however, Gibault may not offer all courses in the Curriculum Guide every year.

Pre-registration is worked out with each student in the spring. Registration takes place in June.

Illinois law requires that each student present proof of having immunizations and health examinations in accordance with the law and rules and regulations of the Department of Public Health upon entering the ninth grade or when transferring from another school. Forms to comply with this law are available at the school office. Students transferring from other Illinois high schools can have the health information forwarded. Transfer students from other high schools may be accepted following an interview with the administration.

Accident insurance is available through the school, at the students' expense.

Students who become pregnant may remain in school until the time that is most reasonable in the judgment of the girl's physician, parents and the administration of the school. The administration may admit the student back to Gibault if the student's attitude and behavior regarding the pregnancy are consistent with Catholic principles.

Gibault does not accept married students of high school age. School board policy does not allow for a reduction in attendance requirements for the purpose of marriage before the official date of graduation. Students enrolled or seeking enrollment at Gibault must be under

the actual authority and control of a parent or legal guardian unless an exception is made by the school board.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

**FINANCIAL INFORMATION**

**TUITION RATES FOR 2010-2011**

Student	Parish Rate	Non-parish
Per Student	\$6,640	\$8,110
FT Employee	\$0	\$0
PT Coach -	As above minus \$2,500 stipend	

**GENERAL FEES**

Senior	\$775
Junior	\$750
Sophomore	\$675
Freshman	\$675

**OTHER FEES**

Bus Service	\$600
Band	\$100
Chorus	\$40

**\*Instrument rental and Chorus fees are collected in August.**

**\*A sports fee of \$50 will be charged for each sport with a maximum of \$100 per student.**

All tuition and fees must be paid before semester exams or final exams. Students whose accounts are not current may not be permitted to take exams.

**FUNDRAISING - STUDENT**

Each student is required to sell nine (9) calendars. If this amount is not sold, the balance of the unsold calendars will be billed to the student. **All Juniors** are required to participate fully in their class fundraiser. **All athletes** are required to participate fully in the NFL fundraiser.

## **FINANCIAL AID**

Need-based financial aid, The Hustedde Scholarships, and the Assumption Alumni Scholarships are funded by the contributions of individuals and parishes, civic and school organizations, and through the annual budget. Financial aid and scholarships are awarded through a committee chaired by the principal of Gibault Catholic High School.

SMART Tuition Aid Services conducts financial need assessments for families that may need assistance in paying tuition. The application is fair and confidential. SMART Tuition Aid makes recommendations on the amount of aid to award.

The Hustedde Scholarships are awarded to incoming students for achievement in academics, service, and the fine arts. Hustedde Scholarships based on need require a SMART Tuition Aid application or disclosure of earnings and of financial situation.

Awards made by the committee are not disclosed other than through a general accounting in the annual report. Some monies are also available from the diocese.

## **ADMINISTRATION AND SUPPORT STAFF**

### **PRINCIPAL**

The principal is primarily responsible for the quality of the instructional program, the suitability of the educational environment, and the existence of a truly Catholic identity in the school. The principal's first concern is the development of the students; he/she is also charged with the selection and direction of the faculty and staff and their evaluation. He/she is accountable to the local and diocesan boards of education, to the Diocesan Office of Education, to the State of Illinois according to the standards of recognition, and to the Bishop. Final decisions on disciplinary measures are his/her responsibility.

### **ASSOCIATE PRINCIPAL/ DEAN OF STUDENTS**

This administrator is responsible for student discipline, directing the crisis management plan, school sponsored transportation, scheduling, and coordinating grade reports. This person assists the principal with hiring and other administrative responsibilities as needed.

### **ASSOCIATE PRINCIPAL/STUDENT DEVELOPMENT**

This member of the administrative team facilitates the Advisor Program, seeking input and assigning each student to a faculty or staff advisor. Any necessary changes in the program are handled through this person. She/he also assists with developing a uniform consistent Code of Conduct for all organizations. She/he participates in interviews for hiring and assists with other administrative responsibilities.

### **CAMPUS MINISTER**

This person is responsible for the Catholic atmosphere in the school. He/she plans and coordinates religious services, maintains contact with the pastors of the diocese, plans and coordinates the Senior Project, retreat programs for all students and works with students and faculty to help develop a faith community at Gibault. Responsible for the development and formation of students, she/he works with the principal to review school issues to insure a positive learning environment and cooperative spirit among students.

### **DIRECTOR OF COLLEGE PLANNING AND PLACEMENT**

This administrator is responsible for administering and supervising the instructional program and its improvement. She/he works with department chairpersons and staff to

evaluate and revise curriculum. He or she helps develop, organize, and supervise the master schedule, student schedules, testing, accreditation, and college placement. Working with the help of parents, teachers and students, he or she develops ways for students to succeed to the best of their ability. This person assists the principal with hiring and other administrative responsibilities as needed.

#### **DIRECTOR OF ENROLLMENT**

She/he is responsible for directing the marketing, recruitment and publications pertaining to enrollment and admissions, marketing the school to prospective students, parents and the general public, works with staff members to build high morale and commitment to fulfilling our mission, and provide recruitment leadership for the school. She/he supervises the proper acknowledgement of inquiries about Gibault through a variety of communications. This person works together with the Director of Development on a variety of projects and assists the principal with hiring and other administrative responsibilities as needed.

#### **ATHLETIC DIRECTOR**

He/she is responsible for the development and implementation of an appropriate and effective program based upon the mission statement and specific school policies, coordinates the purchasing of athletic equipment, all athletic fundraising, the scheduling of all athletic events and officials, and assists the Principal in the selection, supervision and evaluation of coaches. He/she serves as supervisor of school transportation. This person assists the principal with hiring and other administrative responsibilities as needed.

#### **DIRECTOR OF DEVELOPMENT**

She/he is responsible for directing the fundraising at GCHS, including but not limited to, the annual fund, calendar sales, and auction. She/he directs and provides marketing, recruitment and publications pertaining to Development and to good public relations, including getting positive GCHS articles, pictures and communications in the area media. She/he assists the Director of Enrollment in a variety of projects. and works with staff members to build high morale and commitment to fulfilling our mission. She/he supervises the proper acknowledgement of donations, bequests, planned giving to Gibault through a variety of communications, and assists the principal with other administrative responsibilities.

#### **DIRECTOR OF FINANCE AND HUMAN RESOURCE**

This person is responsible for maintaining a complete bookkeeping system, keeps accurate record of receipts and disbursements, writes checks for payment of bills, keeps administration advised of balances and deadlines, uses applicable software programs, reconciles monthly accounts. directs the tuition management system, prepares statements for - and attends finance committee meetings. This person works with diocesan human resource employees to direct retirement, insurance, AFLAC, Cafeteria Plans, other human resource duties and duties as assigned by the principal.

### **ACADEMICS**

#### **GRADUATION REQUIREMENTS**

Graduates of Gibault must fulfill all requirements for graduation established by Gibault Catholic High School. No special diplomas will be issued which will certify that a graduate has met only the minimum requirements established by the State of Illinois. The number of credits required for graduation is 24.

Senior course work must be completed before senior exams. Senior exams must be completed before graduation practice.

A junior entering Gibault for the first time must have 20 credits for graduation, and a new student accepted at Gibault as a Senior must have 19 credits to graduate. In applying this exception to Gibault's requirements of 24 credits for graduation, no transfer credits in religious education from another school shall be counted in the total number of credits transferred, if transfer credits in religious education are included in the total credits, the student must attain 24 credits for graduation.

Religion	4 credits	including Christian Marriage
English	4 credits	including Composition
Mathematics	3 credits	Including Algebra I and a Geometry-based course
Science	2 credits	including Biology
Social Studies	3 credits	including 2 years of U. S. History
Foreign Language	2 years	unless exempted
Fine Arts	1 credit	Music/Art/or Music/Art Appreciation
Physical Education	1 credit	
Practical Art	1/2 credit	Public Speaking
Business	1/2 credit	

All graduation requirements will be completed before a diploma is awarded to the student. A student may be able to participate in the graduation commencement if he/she is 1/2 credit or less short of the required credit total. If a student is more than 1/2 credit short, he/she will not participate in the graduation commencement. The student is then responsible for the completion of the course work from an approved accredited school or agency in order to receive a diploma from Gibault.

All students must earn the equivalent of one full credit in courses from the Religion department for each year they are in attendance at Gibault. The total number of religion credits required for graduation by transfer students must equal one-half credit for each semester a student has attended Gibault.

All students must, as part of graduation requirements, participate in the CLASS RETREAT PROGRAM, including the Senior Project each year they are in attendance at Gibault. If, for serious reasons, a student is unable to fulfill this requirement in any given year, the retreat coordinator and the principal will decide upon a substitute retreat experience to fulfill this requirement.

Seniors are required to take at least one credit in English. All students must pass The Federal and Illinois Constitution test.

Senior Project must be completed.

## **CURRICULUM & REQUIREMENTS**

The curriculum at Gibault contains courses ranging from basic to courses for college credit. The current listing and description of courses is found in the Curriculum Guide on our website. The guidance department, faculty advisors and course instructors provide students

with counseling for selection of courses. Courses chosen from the curriculum must total at least 7 credits per year. This minimum course load must be maintained throughout the course of the year.

Driver education is taught at Gibault by Waterloo High School instructors and may be taken by any student who qualifies by age, regardless of residence.

Some classes are weighted more heavily in determining the grade point average and class rank. These courses are listed in the Curriculum Guide. The minimum number of credits a student should have when advancing to the next grade level is: Sophomore-6; Junior-12; Senior-18. Students who do not progress in a satisfactory manner may be asked to leave Gibault.

## **SCHEDULE CHANGES**

**Schedules for the year should be finalized by the last Wed. of May.**

**A. The only changes that should be made after that time are for the following reasons:**

- Clerical error by Gibault
- Incorrect placement (revision based on reassessment of ability level/with teacher approval)
- Failure/withdrawal at semester (only if initiated/approved by teacher):
- only "F" grade applies
- Class is filled/class must be dropped
- To avoid/minimize a lunch conflict
- At the discretion of the Gibault Administration

**No fee is charged for changes that are caused by any of the above situations.**

**B. Deadline for schedule add/drop/changes:**

- **Six (6) school days:** paperwork must begin no later than Day 5, 3 p.m.
- Discretion of administration: in the event of incorrect placement (based on ability), failure, or other situations as deemed necessary by principal.

**D. Add/Drop/Change process: obtain form from Guidance Office.**

Student MUST bring schedule when requesting Add/Drop form.

Teacher, Parent, and Guidance approval is required.

**E. Changes at semester:**

Year-long courses may be dropped ONLY if student has an F at the semester &/or change is initiated by the teacher. Paper work must begin NO LATER THAN day 5 @ 3 p.m. of semester 2.

## **COLLEGE CREDIT COURSES**

Gibault offers courses for college credit to juniors and seniors through the St. Louis University 1818 program. Students whose GPA is at least 3.0 may select courses in History(4 semesters); English (4 sem.); Spanish (3sem.); Art (2 Sem.) and Calculus (1 sem.). A charge per semester hour is payable to St. Louis University. An Advanced Placement test may be taken on request from the teacher of that discipline. A fee for this test is payable to The College Board.

## **STUDENT AND SCHOOL DATA**

All data collected by Gibault Catholic High School is the property of the school. Access can only be granted by the principal. A great deal of data can be found in the school strategic plan and is available upon request.

### **STUDENT RECORDS**

Information contained in the Permanent Record of each student is treated as confidential matter and is accessible only to the school officials with professional need school, the parents of the student or the student at age 18, the courts and other government agencies as approved by the principal.

The permanent record is maintained for 60 years after the student has left or graduated from Gibault. The record contains:

1. student's name, birth date and place, parent's names & addresses
2. academic record, intelligence & aptitude test scores, grade level
3. attendance record
4. Social Security Number
5. health records

Records may be sent to the Diocesan Office of Education, as needed.

### **ACADEMIC ADVISOR**

Each student at Gibault is assigned an academic advisor. The member of the faculty, staff or administration remains aware of the academic progress of each of their advisees through a weekly advisor homeroom and with individual conference, as needed.

### **SENIOR PROJECT**

Gibault Seniors take part in a service project during the third quarter. They work as volunteers at their chosen site for three weeks giving them an opportunity to serve the needs of the community. It is the desire of the project directors that all Seniors enter a world that will be new to them and challenging during this period of time. According to diocesan policy, no class work is given to seniors during their Project weeks.

Procedures for selecting a project site are given to the seniors and their families early in the school year. All selections must have the approval of parent(s) and project directors.

Project directors visit students who are working at nearby sites. All projects include weekly evaluations from the immediate supervisor and feedback from the student. Seniors keep a daily journal for writing reflections on their senior project experiences. Prompts for these responses come from sacred Scripture and outstanding people of service and dedication, such as Oscar Romero and mother Teresa. About mid-project, all seniors return for a special prayer service created by the director. A special liturgical celebration at Gibault marks the return of the Seniors from their project sites.

### **RETREAT PROGRAMS**

All students at Gibault are required to make a retreat each year. Freshman and sophomore retreats are one school day in length. Junior and Senior retreats are overnight beginning at 9:00 a.m. and ending at 4:00 p.m. As an option, freshmen and sophomores may attend a Quest retreat while the juniors and seniors may attend a Teens Encounter Christ retreat. Quest and TEC are retreats offered by the Diocese of Belleville and take place on several different weekends throughout the year.

### **SERVICE HOURS**

All students at Gibault Catholic High School will be required to provide 6 hours of service to the school. These hours are in addition to service hours required by school organizations such as Student Council or National Honor Society. The service hours are accountable to the principal.

### **SCHEDULE - FLEXIBLE**

Classes at Gibault are scheduled according to a six-day cycle, not according to the five days of the school week. A cycle prevents a day in the schedule from dropping out. This is important if classes do not meet every day. Most classes meet either five out of six times a cycle or three out of six. The administration makes these decisions and can seek input from department heads.

### **FIELD TRIPS**

A teacher may schedule field trips with the approval of the school administration.

### **UNSCHEDULED TIME**

Unscheduled time is time not scheduled for class. It gives students a part of the school day to organize in their own way and makes them responsible for their decisions. It gives teachers and students time to work together individually and in small groups to learn to understand one another and to share the experience of learning. A key to success at Gibault is the use of the unscheduled time, which is as important to education as the time set-aside for class. Unscheduled time is not designated for convenience in arranging appointments with doctors and dentists or for family trips or working extra hours at a job. To excuse oneself from school during unscheduled time is to misunderstand the purpose and importance. A student's choice for unscheduled time is what, where and with whom to study, not whether or not to study.

Students at Gibault are given the responsibility to make good choices. Options for places of study include the cooperative learning lab, library, computer lab, art room, and the patio.

### **REPEATING COURSES**

Students will be able to repeat a course at Gibault Catholic High School one time only. If a student fails a class at Gibault, that student may earn credits outside of the Gibault High School curriculum to meet graduation requirements. No more than 2 credits may be earned in this manner. A total of 1/2 credit in any one core subject is the maximum a student may earn. The institution where the work is to be completed must be North Central certified or state certified and the coursework be approved in advance by the principal. Ordinarily the student must first repeat the course at Gibault. GHS will assist students in finding a way to make up a course; however, parents/students accept all responsibility for procedures and deadlines when working with outside agencies. The administration may permit repeating a class only under unique conditions and after consultation with the administrative team.

### **ACADEMIC PROBATION/CHEATING**

Students who do poorly academically at the time of progress reports will be placed on academic probation and may be declared ineligible to participate in extra-curricular activities for a period of time. The principal will make this determination on an individual basis.

Students on academic probation must complete a form provided by the principal at least one day before leaving school for any activity that requires a student to miss a class.

Cheating is considered to be a serious offense. Consequences include a zero on the assignment/test and could include academic probation. Cheating includes but is not limited to the following:

Copying school work or allowing one's work to be copied; dishonesty in taking tests/quizzes; taking/using another's work without acknowledging that author.

## **GUIDANCE DEPARTMENT**

### **TESTING**

The Guidance department serves students, parents and faculty in helping students in the choice of High school programs, in the administration and interpretation of achievement tests, in career planning, and in giving personal counseling to help students deal with individual situations and problems. Gibault is a participating member of the Illinois Association of College Admissions Counselors (IACAC)

In October Freshmen take the Explore Test; Sophomores take the PLAN/Pre-ACT; Juniors take PSAT (Prelim Scholastic aptitude Test). Sophomores may also choose to take the PSAT. The purpose of these tests is to provide information about academic abilities in the areas of English, Math, Social Studies and Science Reasoning. The tests also provide practice in taking the college entrance exams since the format of these tests is similar to the ACT and SAT tests.

### **ACADEMICS**

Registration/Course selection: guidance office will help match student's abilities to a schedule that will maximize college admission requirements.

Special Services: Guidance assists in helping students in need of extra academic assistance.

### **COLLEGE INFORMATION**

The Guidance office assists students and parents in gathering college information. The summer before senior year, students and parents are encouraged to meet with the guidance counselor to discuss post graduation plans. The importance of communication among all parties will help with the stress and anxiety which may follow during the senior year. Appointments with the guidance counselor can be made at any time during the calendar year.

### **FINANCIAL AID FOR COLLEGE AND SCHOLARSHIPS**

The Guidance Office will provide information that assists students/parents in their scholarship search. A comprehensive database of local scholarships has been established. Internet methods for pursuing scholarships, grants and loans are also made available. The Federal application for student financial assistance is provided.

Career Planning: In conjunction with Gibault's career planning class, Guidance offers assistance in career planning.

### **PERSONAL COUNSELING**

In the event of any family problems or personal difficulties in our students' lives, the Guidance Office (along with many other departments at Gibault) seeks to offer personal and confidential assistance. Such help may be provided in any/all of the methods listed below:

- Counseling sessions with the Guidance Counselor
- Counseling with our teen/Peer Counselors
- Referrals to outside counseling agencies
- Individual or family Counseling

## **ORGANIZATIONS OF GIBAULT**

### **CLASS COUNCILS**

The faculty and administration of GHS believe students should have a voice in their school and share with parents and teachers the responsibility of determining and achieving the goals of education. The purpose of the Class Councils and the Student Council is to develop personal responsibility for building a community of faith, learning and service. The Councils are designed to:

1. Increase cooperation between teachers and students.
2. Represent class and school interests and concerns to the administration, faculty and other students.
3. Help students and teachers to work together within each class to carry out policies in the school handbook.
4. Provide class and school activities that promote social, intellectual and religious development.
5. Provide attention and assistance within each class to students who have behavior or academic problems.
6. Class councils consist of a president, vice-president, secretary, and treasurer. Additional representatives for juniors and seniors are elected by the members of their respective class. These students are elected in the fourth quarter of the previous school year. The freshman class elects council members at the end of first quarter. Qualifications for student candidates for these offices include a GPA of 2.5 and recommendations from three teachers. Candidates for these offices may not be on disciplinary probation.
7. Senior and junior class councils are directed by faculty/staff advisors. Freshmen and sophomore class council are directed by the student council advisor.

### **CLASS COUNCIL OFFICES**

**Class Advisor**—Only juniors and seniors have a faculty advisor. The class advisor is responsible for the operation of the class council and serves as a link between the administration, faculty and the class and presents the needs and desires of the class to the administration. He/she coordinates all activities of the class and conducts council meetings.

**President**—represents the class on all formal occasions and presides over all class meetings. With the faculty advisor, the president is responsible for preparing class council meetings and seeks to ensure that the interests of the students in the class are represented.

Vice President—works with the Campus Minister to develop a Christian atmosphere in the class by fostering a sense of community, planning religious events, and promoting apostolic services so that the faith and Christian attitudes of all are deepened. He/she takes over the office of president in the absence of the president.

Treasurer—is responsible for all school activities sponsored by the class. He/she works with other class treasurers to help coordinate a well-rounded program of social events and keep financial records.

Secretary—seeks to improve the educational atmosphere of the class. The officer receives suggestions from the class and proposes to the Council suggestions for betterment of the school. The secretary coordinates all special educational programs sponsored by the Council for the class and is responsible for seeing that recognition is given to outstanding students in the class. The Class Council may, at its discretion, call upon the recording secretary who is not a member of the Class Council. This recording secretary may be approved by a simple majority vote of the Council members. It is the duty of the secretary to record and publish minutes of each council meeting.

### **STUDENT COUNCIL**

The Gibault Student Council is comprised of students from all classes. It is responsible, with the guidance of its moderator, for fostering communication among all class councils and striving to provide support for the activities and the pastoral and academic goals of the Class Councils. It also initiates projects of its own. The duties of the Student Council shall include management of the student activities calendar, undertaking student body activities, assigning responsibilities for activities to Class Councils, supervision of all student elections and conducting student council fundraising.

The presidents of each class council are ex officio voting members of the Gibault Student Council. They are seated as members under the direction of four officers elected by the student body at large. Candidates for the offices of president, vice president, secretary and treasurer must be members of the Sophomore or Junior classes. All candidates must meet the same qualifications as candidates for class councils. The STUCO president may not hold presidential office in another school organization due to the extent of responsibility involved in Student Council. The Student Council Constitution guides the actions of the Student Council.

### **STUDENT FUNDS**

Every student organization which raises funds or expends monies must have officers, including a treasurer, and a faculty/staff moderator. Fundraising activities must be cleared through the Development Office. All exchange of money (income and expenses) of all student activities must be submitted through the Student Activity Fund in the business office. Funds left in the organizations' accounts at the end of the school year remain in that account to be used the following year. Student accounts are audited at the close of the school year by the Certified Public Accountant representing Gibault. No student or moderator may sign a contract binding the school or school organization without the co-signature of the administration.

### **NATIONAL HONOR SOCIETY**

The Pierre Gibault Chapter of the National Honor Society received its charter on November 22, 1967. Membership in the NHS is an honor bestowed on students by the faculty in recognition of outstanding accomplishments in scholarship, service, leadership and

character. Juniors and Seniors are eligible to be considered for active membership. Only active members may hold office and wear the NHS insignia pin. Students who graduate as members of the NHS wear the Honor Society stole at graduation ceremonies and, as graduate members, may continue to wear the NHS insignia pin. The Honor Society faculty advisor guides the Society in the election of officers, meeting and induction ceremonies and organizing various projects. Members of the Society are often given positions of service and responsibility in the school.

Over the summer incoming juniors and seniors who have a 3.50 or higher GPA receive an NHS application for membership. In August, the moderator selects a seven-member faculty review committee. Each member of the committee individually reads through the applications. The committee then meets as a group to discuss each applicant based on the NHS criteria of Character, Scholarship, Leadership, and Service. After discussions a majority vote decides whether or not the applicant is granted probationary status. Once granted probationary membership status, an applicant has one semester to uphold a GPA of 3.50 or greater, provide 8 service hours, prove active membership in three clubs or organizations, and uphold the standards outlined in the NHS Constitution and NHS Code of Conduct. After successfully meeting the requirements of the probationary semester, applicants are inducted in February of the following year as full members of the Gibault Chapter of the National Honor Society. Applicants who are not admitted on a probationary basis, or are not admitted as full members may appeal the decision of the faculty committee. The principal shall reserve the right to approve all activities and decisions of the chapter.

## **STUDENT EVALUATION/ GRADE REPORT**

### **GRADING**

A basic grading system is used in most courses, but often in conjunction with a more personal, detailed evaluation. Letter grades indicate the following:

<b><u>Grade</u></b>	<b><u>Grade Points</u></b>	<b><u>Achievement</u></b>
A, A+, A-	4	superior
B, B+, B-	3	substantially above requirements
C, C±, C-	2	satisfactory of course objective
D, D+, D-	1	below course standards
F		failure to meet minimum objectives for credit
P		passing
I	Incomplete	requirements not completed

Teachers will set a deadline to make up an incomplete grade after the end of the grading period. After that time, if the course work is still incomplete, the grade will become an F. Incompletes may be given only in cases of serious extended illness or a death in the family.

A passing grade for credit under special circumstances is given when a student has achieved according to his ability, but has not managed to succeed in all course objectives. This grade is issued only with the permission of the principal.

Students enrolled in courses for college credit are expected to earn at least a grade of C. If a lower grade is received, it is recommended that the student continue in the course for high school credit only. The course is removed entirely from the student's college record and will not appear on any college transcript.

## **TESTING**

Final examinations are given in most courses at Gibault. Seniors may be exempt from final exams during the second semester in courses which they have an A grade. This is at the discretion of the teacher.

## **GRADE REPORTS**

All grade reports will be transmitted online unless a hard copy is requested. Reports are issued at mid term and indicate how well a student is doing to that point. Report cards are issued at the end of each quarter online and include letter grades for each subject and may include conduct indicators.

## **GRADE POINT AVERAGE / CLASS RANK**

The official grade point average is based on semester grades only. Grade point average is computed at the semester and the cumulative GPA is entered on the student's transcript. STRENGTH OF SCHEDULE and GPA and determine class rank.

## **HONOR ROLL**

The quarterly Honor Roll is based upon a student's G.P.A. An average of 3.0—3.49 earns second honors. An average of 3.50 and above earns first honors recognition. A grade of D or F in an academic subject eliminates a student from that quarter's Honor Roll.

## **STUDENT RECORDS**

Gibault maintains a file on each student that includes the student's name, address, birth date, social security number, medical records, and the name, address and phone number of the parents/guardians. Unlisted phone numbers are kept in a closed file. The work number of parents/guardians is kept in a file in the main office. The above information is required for admission of a student to Gibault.

## **VALEDICTORIAN, SALUTATORIAN**

Valedictorian(s) and salutarian(s) must have attended Gibault all four years to be eligible for the honor. The selection process is outlined in a special brochure available on request from the Guidance Office. Strength of schedule is an important element in determining these honors. The full text of the Valedictorian/Salutarian policy is available upon request.

## **TRANSCRIPTS**

The student file contains a transcript of grades, rank, educational tests and attendance information. No behavioral information is recorded on the transcript. If behavioral information is kept, it is contained in a separate, temporary record. This information is not furnished with an authorized request for a copy of the transcript. Gibault strongly recommends that a student check the information on the transcript each year. This allows for timely correction of any mistakes or omissions.

In keeping with the Family Rights and Privacy Act, and the Illinois School Student Records Act, no information from a student's file shall be released without written consent of the student (or the student's parent when student is under the age of 18). Students and parents may inspect the student's record and may challenge the contents of the record and request that the records be amended. This challenge must be made to the principal.

Students who wish to have a copy of their transcript for themselves, college, trade school etc. must complete a transcript request form that is available in the guidance office.

## **DISCIPLINE**

All final decisions concerning discipline, including those which may not be covered in the handbook, will be the responsibility of the principal.

### **BEHAVIOR EXPECTED**

As a community of Christian believers, the Gibault staff and student body strive to be examples of Christian love and concern for the well being of each other. Gibault students show respect and appreciation for teachers and fellow students, for workers and visitors, and for the buildings and property that are provided for their education. This is a simple rule for good education, positive school spirit and a sense of community. The purpose of all disciplinary procedures is to enable each student to achieve his/her fullest potential while respecting the rights of others.

### **RIGHTS AND DUTIES OF STUDENTS**

1. Every student should respect the rights and privileges of themselves and others as human beings in a Christian learning community. Each student, faculty/staff member and visitor has the right to personal safety. All at Gibault must be free from verbal or physical abuse, harassment, threats or the loss or damage of their property. Incidents of this type will be taken very seriously and will include severe consequences to the offender.
2. The right to self-respect includes a learning atmosphere free from illegal drugs, alcohol and weapons. The Diocesan policy 5131.1 Code of Conduct/ Off-Campus Misconduct applies to this point. A statement of this entire policy will be given to students in the first days of each school year.
3. Respect for oneself as a student demands attendance at school and at all classes as well as serious pursuit of scholarly activities throughout the school day. Respect for others' right to learn means that all must conduct themselves throughout the school in a manner that does not disturb the academic endeavors of others. Campus, study areas, hallways, and classrooms must offer an atmosphere for study. In order to allow the exercise of the above rights, the faculty and administration require compliance with a minimal number of other rules. The school has a legal obligation to enforce these rules. Other rules exist to help create a proper academic climate.
4. To protect the rights of individuals and for the good of the community at large, restrictions may be placed on the unscheduled time of certain students whose academic or disciplinary records have demonstrated inadequate use of their time or talents.
5. The following confidentiality guidelines are promoted at GHS
  - Confidentiality is established in a formal setting (i.e., conference, meeting, etc.)
  - Generally, confidentiality applies in a formal setting-even if not explicitly stated at the outset.
  - Confidentiality is automatically rescinded in the following cases
    - a. mention of suicide
    - b. mention of physical abuse (to self or others)
    - c. mention of sexual abuse
    - d. mention of death threats

- e. mention of pregnancy
- f. mention of abortion
- Confidentiality may be rescinded if it is felt that:
  - a. a student may be seriously at risk
  - b. a situation demands intervention of parents

## **CHILD PROTECTION AND SUSPECTED ABUSE**

All employees and volunteers must comply with guidelines and procedures set forth by the Diocese of Belleville. Faculty and staff, as mandated reporters, are required to report all suspected cases of abuse and neglect to DCFS.

## **CODE OF CATHOLIC/CHRISTIAN CONDUCT**

Attendance at Catholic schools in the Diocese of Belleville is at the will and discretion of the particular school. As such, attendance and enrollment may be terminated at any time the school determines continued enrollment would not be in the best interests of the students, school, or the educational purposes of the school.

All students who attend a Catholic school in the Diocese are expected, as a condition of continued enrollment, to conduct themselves in a manner consistent with the policies and principles of the school. These principles are set out in the student handbook and in the mission of the Catholic school as determined by the school.

Conduct by a student that the school determines is contrary to or inconsistent with the Catholic/Christian principles of the school, is grounds for terminating the student's enrollment in the school. **[These principles and expectations apply during and after school hours, and during times when school is in or out of session.]**

The school, in its discretion, may determine how to deal with any particular conduct or pattern of conduct depending upon the nature and severity of the problem, surrounding circumstances, and prior record. In some instances, the conduct may be of such a nature that immediate withdrawal may be determined to be appropriate even if it is the first such instance. At the discretion of the school, the police may be allowed to question students. In cases where the conduct is not as severe or serious, problems may be dealt with using other forms of corrective action, including but not limited to a written warning, suspension from school, and not participating in or attending school activities, volunteer work, etc..

## **RACIAL/SEXUAL HARASSMENT AND BULLYING**

Racial or sexual harassment or bullying of any nature is absolutely prohibited in schools and parishes in the diocese of Belleville. Violation of this policy shall subject an employee or student to disciplinary action up to and including discharge or expulsion.

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature. No employee or student shall be expected or required to submit to racial slurs, racial jokes, racial or sexual cartoons, sexual advances, requests for sexual favors, and verbal or physical conduct of a racial or sexual nature within or relating to any school setting or activity.

## **CLASSROOM/CAMPUS CONDUCT**

Ordinarily discipline problems are handled between the teacher and the student. Emphasis should be placed on the student understanding the rules and the consequences of violating

them. When the teacher and the student are at an impasse in resolving a problem, it should be brought to the attention of the Dean of Students whose function is to work out a solution.

When a student's conduct in a class is so inappropriate that a student is sent to the office that student may receive a detention. If the behavior is creating a serious problem, the teacher will notify parents. Suspension from class could be appropriate at this time. Students must attend class unless excused. When a student misses a class, the Dean of Students will inform parents and the student will be given a detention. **Work or assignments missed from that specific class may not be made up.** Repeated violations can lead to suspension and other sanctions.

### **DETENTIONS**

Detentions will be arranged with the Dean of Students. Parents will be notified of a scheduled detention when appropriate. All detentions must be served by the end of the grading period they are issued. Missing a detention will result in the student serving an additional detention.

### **SMOKING/TOBACCO**

Gibault does not permit smoking or possession of tobacco, including smokeless tobacco, by students in the buildings, on the campus or at school sponsored events. Violations of this rule will result in a \$25 fine that is to be paid within 3 days of the violation and a detention.

### **GAMES/ELECTRONIC DEVICES:**

Students should not use electronic games and devices, playing cards, MP3 players or any other item that can be considered a distraction in school during school hours. Items will be collected and given to the Dean of Students to be picked up at the end of the school year.

### **INTERNET/COMPUTER USE**

The computer use agreement verifies that a student must comply with all school policies. In particular, it is to be understood that: any use of computers at school are for educational purposes only; that there is no privacy in regards to computer files (administration may search at any time); that students must never give their password to anyone else and are responsible for anything done under their login session, and that students may never use a computer for any reason that would be contrary to Catholic values, injurious to another person, or for any type of malicious, violent, or sexual purpose. The full agreement is posted on the school website or may be obtained from the school administration.

### **CELL PHONES**

Cell phones are permitted on campus but should be turned off and **should not be visible** during school hours (7:55 – 2:54). In case of special circumstances, a student must report to the office first and request permission to use the cell phone. Calls from cell phones must be made **INSIDE** the main office. Misuse will result in cell phone being taken. In such cases the cell phone may be picked up in the Dean of Students' office **at the end of the following school day or at the end of the same day for a \$10 fee. THIS INCLUDES FRIDAY TO MONDAY.** Persistent misuse may lead to further disciplinary action.

## SUSPENSION

The principal may suspend a student for gross disobedience and/or misconduct. (See p.19, #2 re Diocesan Policy 5131.1) Suspension can/will range from 1 to 10 days depending on the severity of the situation and the previous history of the students involved. The length of the suspension will be determined by the Principal and the Dean of Students. Once it is determined that a suspension will be issued, it shall be reported immediately to the students' parent(s), guardian(s), and Director of Education along with a written statement of the reasons for the suspension. No student shall be sent home on suspension unless the parents have been reached and expect the student home early. A conference between the parents and principal should precede the student's return to class.

During an in-school suspension (ISS) the suspended student will be removed from his/her normal class schedule and isolated from other students as facilities permit. Students will receive work from teachers and be responsible for all class assignments. The purpose of an ISS is isolation, a time to help the student refocus and reflect, and a well documented discipline step that may lead to an out-of-school suspension (OSS).

During an OSS students will serve their suspension off campus under the supervision of their parent(s) or guardian(s). The purpose of an OSS is to remove the student from the school environment completely. Students are not permitted on campus at any time during this suspension. Students will be provided assignments and are expected to complete them to a satisfactory degree as judged by each teacher. Appropriate credit will be given.

**For both types of suspensions (ISS/OSS), during the assigned suspension period students are not permitted to participate in or attend any school function or activity on or off campus.**

### **Offenses which may result in suspension are:**

1. Use (including being under the influence of), possession, distribution, and/or sale of mood altering chemicals including alcohol or any illegal activity, physical, emotional, or sexual harassment. Bullying by students is prohibited.
2. Fighting: Any intentional physical contact (hitting, slapping, punching, shoving, etc.) with another student is considered fighting. The penalties apply regardless of who starts the altercation. **If you hit someone or hit someone back you are fighting.**
3. Vandalism and Endangering Life-Students who are guilty of serious and deliberate vandalism to school property or property of others in school will be subject to suspension and possible fine. Restitution will be required. Those who carry instruments of vandalism may face the same penalties. Setting off false fire alarms will be met with suspension for the first offense and probable expulsion thereafter.
4. Students who threaten life, health or safety of another will be suspended immediately and subject to possible expulsion. Bringing a gun, knife (including pocket knife), chain or any other weapon, or anything determined by the school to be a weapon, or setting fires will be considered behavior that is threatening to life, health and safety. All threats including **verbal threats** will be treated seriously. Action will be taken upon learning that a threat occurred. Local police will be promptly notified of any threat. Students will be suspended into the custody of parents/guardians until a satisfactory psychological evaluation by a licensed mental health professional is completed and the principal agrees that students may return to school.
5. Gross disrespect-This includes but is not limited to-- inappropriate language directed toward staff, threatening staff or direct disobedience of a request by school staff.

6. Stealing.
7. Truancy: Students are considered truant if they
  - miss one or more days without parental permission
  - Leave school grounds after the school day begins, **without parent contact to the school** in advance
  - and without signing out
8. Repeated lack of regard for rules.

Disciplinary action will be taken in instances of violation of this policy. As part of our obligation to the school community, suspension and/or expulsion may be recommended. A student suspended or expelled under this policy will need written evidence from a certified psychologist/psychiatrist to show that the student is engaged in a counseling program addressing the specific behavior.

### **EXPULSION**

Expulsion is a serious action which shall be invoked only after due consideration of all other possible solutions. The principal will work to discover the cause of the problem and shall attempt other appropriate remedies such as consultation with parents/guardians and possible referral to appropriate counseling or medical assistance prior to expulsion.

An expulsion shall be the result of a student violating moral principles, civil laws, seriously endangering the safety and welfare of the school community. A record shall show whether a student has been placed on probation or has been suspended so that the student is fully aware of the consequences of subsequent misconduct.

Expulsion will not generally be the first action invoked against the student, although there may be cases in which one incident is serious enough to warrant immediate suspension followed by expulsion. Parents/guardians shall be immediately informed in writing of the suspension and that expulsion is being considered. The Director of Education shall be notified and involved in all deliberations and shall approve the principal's recommendation for action. Only the principal has the authority to expel.

### **APPEAL - PROCESS OF**

It is the policy of Gibault Catholic High School to afford every student the full benefit of appeal. To that purpose the procedures for disciplinary action described above have been designed. At all meetings with the administration during the appeals process, the student and parents may be represented by counsel. If the student and parents are dissatisfied with the action of the administration, they may appeal for an appearance before the school board, at which time counsel may again represent them. Permission to be on the agenda of a school board meeting may only be obtained by contacting the president of the school board. The school board may only review the process and procedure of a particular issue. Administrative decision can only be over-turned by the board if the school's policies and procedures were not followed by the administrator. If satisfaction is not reached with the school board, an appeal may be made to the Office of Education.

### **ATTENDANCE**

All students are expected to attend school each day. Morning attendance will be taken in homeroom. Tardy students must check in at the office when they arrive.

## **ABSENCE**

If a student is going to be absent from school, it is important for parents to call the office between 7:30 and 9:00. It is the student's responsibility to make up missed work or set up a makeup schedule the first day back following an absence. Missing a day or days of school is not an excuse to be unprepared for class. **Students absent one or two days are responsible to get assignments by calling a classmate or e-mailing their teachers. It is probably quicker to contact another student as teachers may check e-mail only once daily. Students absent for three or more days may call the office to have work picked up. If in a single semester a student has 10 absences in a class that meets 5 or 6 times a cycle or has 6 absences in a class that meets 3 times a cycle, the result can be loss of credit.**

Students and staff with illness or communicable disease will be permitted attendance upon approval of physician and then approval from the principal. The principal will make the final decision after consultation with the office of education and board of education.

## **ABSENCE - PLANNED**

Permission may be obtained for extended absence from school for special occasions up to a maximum of five days per year. Absences of more than five days will be considered unexcused unless otherwise excused by the principal. All planned absence requests must be made at least one day in advance to the Dean of Students. Parents and students will be advised by teachers on the wisdom of the planned absence and/or student's obligations upon return. Students who do not follow these guidelines will need to meet missed obligations the first day they return. **Makeup work must be completed within the same number of days the student has been absent.**

All students leaving school for a school activity are required to turn in a permission form to the school office one day prior to the activity.

## **ATTENDANCE DEFINED**

A full day of attendance is considered 6 1/2 hours or more. A half-day is considered 3 1/2 hours or more. These hours will be adjusted by the principal to facilitate different schedules.

## **APPOINTMENTS**

Students may have up to one hour to go to parent-approved appointments. Students who arrive within one hour of the start of school or **leave** and **return** within one hour will not be considered tardy or absent.

## **TARDINESS**

Students arriving less than 30 minutes after their scheduled arrival time, whatever the reason, will be counted as tardy. Tardies are recorded in the student attendance file. The tardy count restarts at every quarter. Tardies to school and class will not be combined.

**Consequences** for tardies to school:

- 3 tardies – LEVEL 1: detention, \$5 fine, letter sent home outlining remaining levels of consequences
- 6 tardies – LEVEL 2: Student receives a \$15 fine, call to parents
- 9 tardies – LEVEL 3: 1-day ISS, \$25 fine, conference with parents

12 tardies – LEVEL 4: 2-day Out-of-School Suspension, \$25 fine, conference with parents

These consequences restart every quarter UNLESS STUDENT HAS REACHED LEVEL 4. **Students who reach LEVEL 4 in a quarter start automatically at LEVEL 2** with their 3rd tardy in the following quarter.

### **LEAVING CAMPUS**

Without permission of an administrator and the student's parent, no student may leave the campus of Gibault after arriving at school. Consequences for this offense may include suspension.

### **DRESS CODE**

**PANTS:** Pants should be a **solid color** Docker type without any accent stripes, rivets or decorations. Suggested fabrics include: wool, polyester, corduroy or cotton blend. **Form fitting, overly baggy pants cargo or self-cut frayed pant legs are NOT acceptable.**

(On special days designated for jeans, no cuts or tears are permissible in the jeans) Pants must be worn around the waist with a belt.

**SHIRTS:** Gibault uniform shirts must be worn at all times. Orders will be taken at registration and periodically during the year. Shirts must be tucked in throughout the entire school day. Sleeves may NOT be rolled up.

**SKIRTS:** Female students have the option of wearing the Gibault uniform skirt. Skirt must be worn at the waist level and be of appropriate length.

**SWEATSHIRTS:** Only Gibault sweatshirts or fleece (crew neck or hooded) may be worn in addition to uniform shirt and pants. Uniform shirt must be tucked in with the collar OUT at the top. No sweaters, jackets or other types of outerwear may be worn during school/class time.

**SHORTS:** Solid colored walking shorts may be worn as part of the dress code. Walking shorts are defined as shorts with an eight-inch inseam. No accent stripes, rivets decorations or frays are allowed.

**SHOES:** No thong-type or open toed shoes may be worn. Socks must be worn with all shoes.

**OUTERWEAR** Students may wear Gibault approved sweatshirts (crew neck or hooded), fleece, or sweaters over the uniform polo. Only students and fleece sold through Gibault are approved. Approved sweater are available only from Famously Yours. No jackets or other types of outerwear may be worn during school/class time.

**GENERAL:** Facial jewelry and visible body piercing except for earrings is prohibited. Hairstyles and earrings that attract excessive attention and/or disrupt the educational atmosphere or endanger others are prohibited. Hair may not be colored in any unnatural shade. The associate principal in charge of discipline and/or the principal will make this determination. Sweatbands, suspenders, caps, hats, sunglasses and/or any other accessories are not permitted.

**PENALTIES:** The penalty for violating dress code is a detention and correction of the problem. Correcting the problem may involve purchasing an approved GHS shirt.

## **DANCE CLOTHING**

The following guidelines apply to semi-formal and formal dances:

**Young men** should wear dress clothes. A suit, sport coat, dress shirt and tie or a tuxedo is required for the prom.

**Young ladies** should wear dresses that are modest and appropriate which excludes dresses that expose most of the back and those that have a bare midsection or midriff.

Students who bring a guest have the responsibility to let them know the GCHS dress policy for dances.

## **TRANSPORTATION**

Gibault contracts buses for students in outlying communities. Routes of the north, south, and east busses are available at the office. The Waterloo School District provides transportation to Gibault for students who live in the district. Gibault buses boarding students at the front entrance will use flashing lights. Vehicles may not pass at these times. Full refund for bus fees, if requested, is available up to the end of first quarter. Half the amount of the bus fee is available through the first semester. After semester 1 the bus fee is not refundable.

## **VEHICLES/PARKING**

Juniors and seniors who drive to school may park in the main parking lot or in the gym parking lot. Sophomores who drive to school are to park in the main parking lot in front of school. All students using Gibault parking lots must purchase a parking permit each year from the office for \$5. The price will increase to \$10 after the first 2 weeks of school.

Students and parents are hereby informed that any car on the school lot is subject to be searched if warranted.

Careless or reckless driving on the parking lot will result in a call to the parents and suspended parking privileges as follows (or as determined by the principal):

- 1st offense = two weeks off lot
- 2nd offense = four weeks off the lot
- 3rd offense = off lot for remainder of the school year

*Reckless driving may be reported to police; a complaint may be filed.*

**Improper parking** (main lot - unmarked spots; gym lot - on the grass, blocking the road, in handicapped spots) will result in a \$5 fine.

## **CAMPUS AREA FOR STUDENT USE**

**GUIDANCE/CAMPUS MINISTRY OUTER OFFICE** – Students may work here with NHS tutors.

**HALLWAYS** – Students may be in the hallways only briefly at mod changes. Quiet is important at all times, even during mod changes as there may be some students in class. No loitering is permitted.

**AUDITORIUM** – The auditorium may be used only with a teacher present or with permission of a teacher.

**COOPERATIVE LEARNING LAB (CLL)** – CLL is for the purpose of students working/studying together. Students are to use a conversational tone of voice. No food or drink is permitted. Rules are published to all students and are posted in the lab. Violations will result in disciplinary consequences.

**PATIOS** – Students must use a conversational tone and keep these areas neat and clean or patio privileges may be rescinded. Students should have study materials with them.

**NO FOOD OR BEVERAGES ARE ALLOWED ON THE PATIO WITHOUT PERMISSION.** Any student breaking this rule will lose his/her patio privilege as follows:

1st offense = one cycle off the patio; 2nd offense = four cycles off the patio; 3 offense = off the patio for the remainder of the school year.

### **OFF LIMIT AREAS**

Any student found in any areas that are off limits to students (including the gym, stage, offices, boiler room) or in hallways will be assessed the following each semester:

1st offense: Detention, \$5 fine, letter sent home outlining further consequences as below;

2nd offense: Student reports to the "Thinking Room" during all open mods for 2 days, \$10 fine, call to parents. (Failure to report to the "TR" results in an In-School- Suspension)

3rd Offense: 1 day ISS, \$25 fine, conference with parents;

4th offense: 2 day Out-of-School Suspension, \$25 fine, conference with parents.

### **USE OF FACILITIES EQUIPMENT**

1. Do not drag stacks of chairs over the floors.
2. Remove soccer, baseball and golf shoes before entering the building.
3. Do not wear metal clips on the bottom of shoes.
4. Do not sit on heating units or tables.
5. Black soft-soled shoes or boots will be prohibited if they become a problem.

### **AFTER SCHOOL USE**

People who use Gibault facilities after school must clean up and put the facilities in good order for the next use. Windows should be closed AND LOCKED, draperies opened, lights turned out and doors locked. Please leave the facility in the same good shape that it was found.

### **GYM/WEIGHTROOM**

The gym may be used only with adult supervision. Any use of the gym that is not on the regular schedule must be cleared with the Principal. **Only students in the given classes are allowed in the gym building while PE or other classes are in session.** Only tennis shoes or basketball shoes are permitted on the gym floor.

No student may use the weight room without a teacher's supervision.

### **FATHER CHARLES E. HELLRUNG MEMORIAL LIBRARY**

The library is a center for independent research, reading, and study. Each student is responsible to help maintain a quiet atmosphere that encourages such activities. Students who disturb the quiet atmosphere are directed to move to another study area.

All materials that circulate may be checked out. Some reference sources may be checked out overnight with permission of the librarian. Any materials returned late results in a 10 cent per day fine.

Through the state of Illinois, Gibault has access to the holdings of the Lewis & Clark Library System. Books checked out by the library system are loaned for 2 to 3 weeks depending on the lending library. Any of these materials returned late are assessed a 25 cent per day fine.

### **SUPERVISED STUDY**

Freshmen will be assigned to Supervised Study to begin the school year. Any student who has academic difficulties may be assigned to supervised study during their unscheduled time.

### **LOCKERS**

Students are given an assigned locker and may not switch lockers without administrative approval. It is forbidden to tamper with any lock or locker or to open and enter another student's locker without permission. The inside may be decorated, but decals may not be used, nor inks and paints. The outside of the locker must be kept clean of all markings regardless of their origin. It is not prudent to keep money or valuables in locker. Lockers are the property of the school. Lockers and all personal property may be inspected at any time.

### **SCHOOL OFFICE**

Office Hours: Aug 1 – May 31 = 7:30 – 4:00 pm

All visitors must report to the office upon arrival.

A secretary is on duty during school hours and will help students with reasonable requests. Appointments, payments on accounts, inquiries about schedules, student records, registration activities, and any emergencies are all business for the office to handle. The office is not a supply store, check cashing, change making or message taking service, and requests of this kind should be made only in extreme need.

Payments on student accounts should be made to the bookkeeper. Receipts that cannot be provided immediately are available later in the office.

The school office is a place of business. Students are welcome but must take care of any business matters in a quiet, conversational tone of voice and in a timely manner. Students are then expected to return directly to a place of study.

Students are not permitted behind the office counter without express permission.

Students may only enter the office area through the entrance at the front of school. The entrance and hallway near the Guidance Office is off limits to students.

Public address announcements should be given to the secretary well before announcement times. They should be typed, dated, and signed by teacher or staff member.

## **ORDER OF THE DAY**

### **ARRIVAL TIME**

The bell sounds at 7:50 a.m. as a 5-minute warning prior to the start of homeroom. The bell will also sound at 7:55 to mark the beginning of homeroom. Dismissal is at 2:54 p.m. DAILY SCHEDULE and special schedules are printed on the back cover of this handbook.

Students who must stay after school and are not with a coach or teacher for any amount of time must sign in at the office. These students should then stay in the cafeteria unless otherwise directed by the staff. Students not under supervision of a coach or teacher should leave the campus by 5:30pm.

### **DAILY ANNOUNCEMENTS**

A bulletin with all announcements will be read over the PA each day. Final announcements will ordinarily be made a minute before dismissal. Students are silent during announcements. Announcements are posted daily on the Gibault website.

### **DISASTER DRILLS**

A staccato sounding of the school bell will indicate a tornado warning. All students are to gather against the inner walls of the hallways away from the outside doors and breezeways. A steady sound of the bell will indicate the end of the warning or drill.

No advance notice of fire drills will be given. When the fire alarm sounds, everyone must exit immediately by the nearest exit and proceed well away from the buildings. Windows should be closed, and the last person leaving a room should close the door. No running should occur.

Building monitors should check all rooms to see that everyone is out of the building. The fire alarm will continue to sound until the last person is out of the buildings. No one may return to the buildings until the school bell sounds the all clear.

Those who are near should help persons who are disabled and cannot move well. During some fire drills one exit will be blocked. An alternate exit should be chosen, not including the windows.

In case of actual fire, if regular exits are blocked by fire, all windows can be used easily as fire exits from the buildings. Sounding false fire alarms is a misdemeanor according to State law. In an actual disaster, students will go to Ss. Peter & Paul parish gymnasium for safety.

## **COMMUNICATIONS**

### **HAZARDOUS WEATHER**

Tune in to KMOX or KMOV for information regarding school closings.

## **IN THE KNOW**

Regular messages are sent to parents and the Gibault community through this group email. Parents may contact the office to be included in the email group.

## **SCHOOL REACH**

School Reach is a phone and text messaging system, which is used to contact parents and students with important, time-sensitive information, including cancellations and announcements.

## **MEDICAL EMERGENCIES AND FIRST AID**

Gibault does not have a school nurse. Notify the office immediately when any medical emergency arises. In case of serious illness or accident an ambulance will be called.

For minor sickness, report to the office. A student may be sent home if someone is at home or they will be directed to wait in the office area until a parent or an authorized person can pick up that student. The office cannot dispense medicine. **Students who must take medications should bring their medications to the school secretary.** Students should then report to the office at the appropriate time to take their medication. Inhalers can stay with students at all times.

## **ACTIVITIES, CLUBS, ORGANIZATIONS**

### **ATHLETICS**

**Women** – Basketball Volleyball, Softball, Soccer, Golf, Bowling, Track, Cross-Country, Tennis, Cheerleading, Swimming

**Men** – Basketball, Baseball, Soccer, Golf, Bowling, Track, Cross-Country, Cheerleading, Tennis, Swimming

### **ACTIVITIES/CLUBS**

Art Exhibit	Homecoming	WYSE	Scope
Auction	International Club	Open House	Spirit Week
Spirit Club	Math Club	Peer Counselors	Student Council
Concerts	Model United Nations	Pep Band	Yearbook
Drama	Musical	Prom	Dance
Field Day	National Honor Society	Scholar Bowl	Bass Fishing
Chess	Gardening		

A student may not be allowed to leave school early for an activity if grades in the classes to be missed are below average.

### **STATEMENT**

The use of alcohol and other illegal drugs by students in our communities is a serious concern. Also, the abuse of steroids and other prescription drugs is a serious matter. This has a definite relationship to education and to the goals of the school. Such use and abuse would be in direct opposition to the ideals of respect, care and service that Gibault teaches.

Gibault further believes that students involved in class offices, sports, drama, band, National Honor Society, Student Council and other organizations have an added responsibility to model appropriate behavior at all times and may have their own, additional code of conduct approved by the principal. The privilege of representing the school in these areas brings with it the responsibility to be held to a greater accountability for one's actions.

### **ASBESTOS AWARENESS - 2011-2012**

To all parents, guardians, faculty and staff:

As you may be aware, the U.S. Environmental Protection Agency has regulations regarding asbestos-containing materials in schools. These regulations require that all schools conduct surveys to identify the presence of asbestos in their buildings and to implement appropriate response actions if necessary.

Also, under these regulations, we are to inform annually all parents, guardians, faculty and staff of the presence of asbestos-containing building materials (ACBM) at our facility.

An inspection was performed at Gibault Catholic High School in compliance with these regulations. Furthermore, a site-specific asbestos management plan was developed, reviewed by the principal and the designated person, and has been implemented. This plan describes in detail how any asbestos exposures will be minimized.

All parents, guardians, faculty and staff or others are invited to review the plan, which is available in the school administrative office. Should you have any questions or desire further information, please contact the principal.

## ATHLETIC HANDBOOK

This handbook is intended to be an overview of Gibault High School athletics, its requirements, and obligations. If you have specific questions or concerns as you read the contents of this manual, you are encouraged to contact a member of the Gibault coaching staff, or the Athletic Director.

The Gibault athletic department strives to support Gibault's mission by developing athletic programs designed to strengthen the student-athlete physically, spiritually, and mentally, thus providing them with the discipline and work ethic necessary to succeed in the classroom, on the field of competition, and in life.

### **Gibault Sports Seasons**

#### **Fall:**

Boys/Girls Golf -- Boys Soccer -- Girls Volleyball -- Boys/Girls Cross-Country -- Girls Tennis

#### **Winter:**

Boys/Girls Basketball -- Boys/Girls Bowling -- Cheerleading - Boys/Girls Swimming

#### **Spring:**

Boys Baseball -- Girls Softball -- Girls Soccer -- Boys/Girls Track -- Boys tennis

### **Gibault Coaching Staff**

Athletic Director		Jim Montgomery
Baseball	Head Coach	Andy Skaer
Basketball (Boys)	Head Coach	Dennis Rueter
Basketball (Girls)	Head Coach	Jill Puckut
Bowling	Head Coach	Tom Fanara
Cheerleading	Head Coach	Robin Spurgeon
Golf	Head Coach	Scott Ruppel
Soccer -- Boys	Head Coach	Matt Reeb
Soccer - Girls	Head Coach	Matt Reeb
Softball	Head Coach	Dave Gregson
Track (Boys/Girls)	Head Coach	Carol Berg
Volleyball	Head Coach	Heather Ebert
Cross Country	Head Coach	Heather Johnson
Tennis	Head Coach	Margaret May

### **Illinois High School Association (IHSA)**

The Illinois High School Association (IHSA) is the governing body for all Illinois high schools. The IHSA divides high schools into classes based on enrollment information from the previous year. These classes are referred to as Class A and Class AA. All of Gibault's sports programs will play a regular season schedule that includes both A and AA teams to ensure that our student-athletes get the opportunity to compete against various levels of competition. During the post-season, however, Gibault will only compete within the Class A division.

### **Grade Checks and Eligibility**

Gibault High School conducts weekly grade checks as required by the IHSA. The grade check is done every Friday. Athletes who are doing below average work or are exhibiting

poor effort in class will have their privilege of leaving early for athletic contests revoked. In addition, poor academic performance will result in decreased athletic participation. If an athlete is failing two or more courses, they are declared ineligible from that Sunday to the following Sunday. The athlete can continue to practice, but cannot participate in any interscholastic contests.

Grade checks are made known to the head coach to ensure their knowledge of the situation. Athletes who are ineligible will meet with the administration to determine a course of action for retaining eligibility.

If an athlete fails three or more classes in a semester they will lose their eligibility for the entire next semester. If an athlete fails three or more classes during the spring semester, they may take summer classes to be eligible to play fall sports. The summer courses must be approved by the administration.

#### **Physicals**

The IHSA and Gibault High School require a current physical be in file in the school office. All physicals must be in file before beginning practice.

#### **Insurance**

Gibault High School requires all athletes to show proof of insurance. This form must be completed each year and be in file prior to the athlete participating in sports activities. School insurance may be purchased for athletic purposes.

#### **SPORTS FEE**

GIBAULT CATHOLIC HIGH SCHOOL REQUIRES THAT EACH ATHLETE PAY A FEE OF \$50 WHEN THEY TRY OUT FOR A SPORTS TEAM. THE MAXIMUM THAT ANY ATHLETE WILL PAY DURING THE COURSE OF A FULL SCHOOL YEAR IS \$100. IN THE EVENT THAT AN ATHLETE DOES NOT MAKE THE SPORTS TEAM THEY TRIED OUT FOR THE SPORTS FEE WILL BE RESCINDED AND THE MONEY RETURNED.

#### **Transportation**

Gibault High School supplies transportation to most athletic events. A *transportation release form* must be given to the coach if an athlete chooses to not use school provided transportation (a copy of this form can be obtained from the coaching staff). Coaches reserve the right to require athletes to use school provided transportation unless extenuating circumstances dictate otherwise.

#### **Injuries and Pain**

Injuries and pain are a normal part of sports. All athletes will occasionally experience pain during the course of their athletic career. NO ATHLETE SHOULD EVER PLAY WITH AN INJURY THAT ENDANGERS THEIR HEALTH! It is the role of the coaching staff, and the athlete to determine the extent of any and all injuries, and to communicate that information to the office of the athletic director. Parents and athletes must report any injuries that occur outside of school functions to the appropriate coaching staff at their earliest possible opportunity. Athletes who are under the care of a physician must obtain a release before resuming practice. Coaches have the discretion to hold a player out of a game

or practice based on their evaluation of the situation, and its overall impact on the individual and the team.

### **Sports Fundraising**

Athletes at Gibault are required to participate in the annual NFL Sweepstakes fundraiser - and required to sell ten tickets at \$10 a piece. This fundraiser is important to the viability of Gibault's Athletic Department and contributes significantly to its operating budget. It should be noted that the NFL fundraiser is separate from other school related fundraisers, and does not exclude the student-athlete from other fund raising responsibilities.

### **Player/Parent/Coach Relationship**

#### **The following is what you can expect from every coach:**

1. Philosophy of the coach
2. Team requirements (fees, equipment, conditioning, practices, etc)
3. Discipline procedures
4. Injury procedures
5. Location and times of games and practices
6. Open lines of communication with both the parent and the player

#### **The following is what the coach will expect from the parents:**

1. Be accepting of your son or daughter's role. Our coaches make judgments based on performance in practice and games, and in conjunction with what is best for the entire team.
2. Never confront a coach directly before or after a game. Wait twenty four (24) hours and then contact the coach with your concerns.
3. Do not contact the coach to discuss strategy, starting line-ups, or playing time of other team members.
4. Be an example for your child. Show good sportsmanship at all times.

There are situations that may require a conference between coach and parent. When a conference is necessary, the parent(s) should call the school to set up an appointment. If the coach cannot be reached contact the Athletic Director during school hours. During the meeting all parties should behave in a professional manner in order to satisfactorily address the situation. If no solution is reached, the parent(s) may call for an appointment with the Athletic Director. This meeting will determine what further action is required.

### **Multiple Sport Athletes**

Gibault High School encourages its student-athletes to participate in multiple sports. The advantages of this policy are numerous and necessary for a school of this size.

The enrollment of Gibault High School allows virtually all of the student-athletes who attend here the opportunity to participate in high school sports. In order to remain competitive and give our student athletes the greatest opportunity to learn and grow the coaching staff of Gibault High School must have sufficient numbers with which to conduct practices, manage around injuries, and evaluate talent levels. While student participation has direct benefits to the athletic program, many benefits will befall the student-athlete as well.

### **Sportsmanship**

Gibault High School expects all participants, both athletes and spectators, to exhibit good sportsmanship at all school sponsored events. Remember, your behavior reflects not only on the school, but also on you as a person, as well as on your family. Things to remember:

- Never boo a player, coach, or official
- No profane or insulting language
- No insulting signs or gestures
- Acknowledge a good play, regardless of the team

#### **Athletic Letter Awards**

The criterion for earning individual athletic letters is left to the discretion of each coach. The Tri-Athlete award is presented to athletes who earn three varsity letters in the same school year. Four-year letters are presented to those athletes who lettered in a varsity sport during each of their four academic years while at Gibault. *Awards nights for individual sports are under the direction of each head coach.*

#### **Drug Policy**

Gibault Catholic High School strongly believes that alcohol, tobacco, marijuana, illegal narcotics, and steroids are harmful and have a negative affect on all individuals. We also believe that athletic participation is a privilege, not a right. Therefore, any athlete who violates school policy by engaging in the consumption or use of the above mentioned products will be held accountable, and are subject to disciplinary action determined by administration.

#### **Code Coverage and Duration**

This code covers the use, possession, transportation, or sale of alcohol, tobacco products, marijuana, illegal narcotics, steroids, all improper use of medications, and drug paraphernalia. This code also covers theft, vandalism, and the conviction of a felony or misdemeanor. This code will cover minimum penalties for the infractions listed. Coaches may add higher penalties, but they may not lower them. Coaches who have higher penalties must submit them in writing to the Athletic Director prior to the first day of practice, and must abide by those rules for the entire season. All athletes must sign a sheet confirming their knowledge and understanding of those penalties. This code is in effect from the first day that a student participates in a Gibault High School athletic activity, until they graduate from Gibault High School. Students are expected to abide by these rules year-round.

**Basic Rules** – to be followed by all student-athletes at Gibault High School, and are to be enforced by the Gibault coaching staff.

1. The school dress code is in effect when traveling with the team. If approved by the coach, teams may travel wearing team warm-up apparel if done as a team.
2. Appropriate student behavior is expected at all times. This includes while traveling with the team, or as an individual during an athletic event.
3. Athletes are expected to attend all practices, games, and team related functions. It is up to the head coach to allow excused absences. Athletes are expected to be on time to practices, games, and bus departures. Violations of this rule may result in loss of playing time or game suspension.
4. Athletes must return all uniforms and equipment by the assigned date and in proper condition. Athletes will be charged for any damaged or missing gear.
5. Students must make up all work in classes that may be missed due to athletic events.

### **Major Rules**

Major rules consist of substance abuse violations, including alcohol, tobacco, narcotics/prescription drugs and steroids. Major rules would also include any activity resulting in the arrest or suspension of the student-athlete, including those actions listed in the student handbook. These prohibitions are in effect for the entire year, not just during the athletic season, and are cumulative for grades 9-12. An infraction of a major rule will result in the following penalties:

- 1) **First Infraction:** The student-athlete will not be allowed to participate in the next scheduled event as follows:
  - Baseball/Softball.....4 games
  - Basketball/Cheerleading.....3 games
  - Bowling.....2 matches
  - Golf.....2 matches
  - Soccer.....3 games
  - Volleyball.....4 matches
  - Track/Cross Country.....2 meets
  - Tennis.....2 matches
  - Other sports to be determined
- A) The penalty will begin with the athletic contest immediately following the occurrence of the major violation, and will be served consecutively. The penalty will be served to the highest team level attained by the athlete. A JV athlete who also plays varsity would miss all JV games until the specified number of varsity games is also missed.
- B) The athlete must still practice with the team or participate in other school activities while the suspension is served, unless other suspensions are enforced.
- C) If the offense occurs out of an athlete's season, the penalty will begin in the next sports season.
- D) In case of illness or injury, the penalty will begin upon the athlete's return to school.

**Second Infraction:** The penalty for the second infraction will be double the penalty for the first infraction.

- A) The athlete will be referred to any support services offered by the school.
- B) The athlete's parents or guardians must participate in a meeting to include the athlete, the principal, and the athletic director before reinstatement occurs.
- C) If the second infraction is for the same offense as the first, the athlete must participate in a documented rehabilitation program at the expense of the athlete. Approval of the program must be made by Gibault High School Administration before athletic participation resumes.
- D) The penalties must be served during the current season or the earliest season available. Athletes may not join a team for the first time to serve the penalty.

**Third Infraction:** The athlete will be banned from any future athletic participation. There is no reinstatement procedure available.

### **Notification Process**

**Step 1:** Incident is reported to the Principal/Administration

- Explain what has occurred and who is involved

- Gather all pertinent facts
- Step 2:** Meet with the Athlete, Principal, Athletic Director, and Coaches involved.
  - Contact parents or guardians
  - Discuss accusations
  - Discuss penalties
  - Determine guilt or innocence if possible
- Step 3:** If accusations prove to be untrue or unproven...
  - All actions stop
  - Party who made the accusation is notified
  - Parents or guardians are notified
- Step 4:** If accusations are true...
  - State the penalties
  - Explain future consequences
  - Contact parents or guardians
  - Provide written notification
- Step 5:** Parent/Guardian notification and participation
  - Meet with parents
  - Explain actions to be taken, the evidence, and consequences
  - Explain/Discuss what can be done to help the athlete
- Step 6:** Notify law enforcement agencies if necessary
- Step 7:** Follow-up