



# ***Student/Parent Handbook***

| \*As of 2022/23 school year |

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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 CATHOLIC 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 Catholic 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 Catholic 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 Catholic 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 Catholic 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 GIBALT 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. Gibault Catholic 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 as members of our school board and student council.

Predecessor to Gibault Catholic was Saints Peter and Paul Catholic 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 Catholic 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 fundraising 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 are 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 Catholic 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 Catholic's board is advisory to the Principal. Membership on the board is apportioned among the supporting parishes and communities. One representative from the faculty is included.

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

## **CATHOLIC IDENTITY**

Gibault Catholic's 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. An all-school Mass or Seasonal Prayer Service is shared at least once a month. The sacrament of Penance is celebrated during Lent.

Gibault Catholic is served by a Campus Minister and also enjoys the benefit of a chaplain. Campus Ministry arranges a one-day retreat for the freshman and sophomore classes. Juniors and seniors receive the benefit of a 2-day overnight retreat. 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 Catholic 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. The Christian spirit of Gibault Catholic 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.

## **ADMINISTRATION AND SUPPORT STAFF**

### **PRINCIPAL**

The Principal shall be the chief administrator of the school. The duties of the Principal include: making certain that the Catholic character of the school is developed and nurtured; making certain that the faculty and staff integrate the mission of the school in academic affairs, student affairs, athletic affairs and campus ministry affairs; hiring, supervision and evaluation of staff; financial management; accreditation; government programs and relations; supervision of departments and organizations; school calendar; teacher workshops, in-service programs and faculty meetings; major discipline decisions and recruitment of students. This administrator coordinates staff evaluations.

### **VICE PRINCIPAL/DEAN OF STUDENTS**

This administrator works closely with the Principal in implementing policy with regard to student affairs including discipline, attendance, and dress code. As part of the administration team, he/she is also responsible for student discipline, directing the crisis management plan, school sponsored transportation, scheduling, and coordinating grade reports. This employee assists the Principal with hiring and other administrative responsibilities as needed.

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

This administrator is responsible for administering and supervising the instructional program and its improvement. He/she works with department chairpersons and staff to evaluate and revise curriculum. He/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/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. He/she oversees administration of the Student Management System (SMS), posting of final grades and report cards, and generation of student transcripts.

## **DIRECTOR OF ENROLLMENT**

This administrator is responsible for directing the marketing, recruitment and publications pertaining to enrollment and admissions. She/he markets Gibault Catholic High School to prospective students, parents, and the general public. Works with staff members to build high morale and commitment to fulfilling the Mission of Gibault Catholic High School and provides leadership for the entire school for recruitment. She/he supervises the proper acknowledgement of inquiries about Gibault Catholic through communications: which are authoritative, personal, accurate, and up to date. This person works together with the Director of Development and the Director of Marketing on a variety of projects and assists the Principal with hiring and other administrative responsibilities as needed.

## **DIRECTOR OF STUDENT EXPERIENCE**

This person's main goal is student retention. Working in conjunction with the Director of Enrollment, the Director of Student Experience's duty is to help new students acclimate to high school and enjoy their experience so that they return to Gibault Catholic each year. Job responsibilities include semester check-ins with each new student and their parents, monitoring grades, providing guidance and resources to students and parents as needs arise, and being an adult on staff students feel they can come to for support.

## **DIRECTOR OF ATHLETICS**

This administrator is responsible for the development and implementation of an appropriate and effective athletics program based upon the mission statement and specific school policies. The Athletic Director coordinates the purchasing of athletic equipment, coordinates all athletic fundraising, coordinates the scheduling of all athletic events and officials, assists the Principal in the selection, supervision, and evaluation of coaches, coordinates the athletic awards, checks athletic eligibility, and performs other duties as assigned by the Principal. He/she serves as supervisor of school transportation. Assists the Principal with hiring and other administrative responsibilities as needed.

## **DIRECTOR OF MARKETING**

This person communicates the mission of Gibault Catholic High School through various platforms and works to increase the school's visibility in the community. He/she manages the school's social media accounts (excluding athletic and organization accounts) by creating content, monitoring comments, and tracking engagement. This position is responsible for maintaining and updating the school website, as well. He/she builds relationships with feeder schools and parishes through weekly communication and informs the local media of student achievements and upcoming events. Throughout the year, the Director of Marketing creates and distributes targeted email campaigns to prospective families, current families, and alumni and maintains the contact database. Fliers, mailings, and other materials are produced as needed. The Director of Marketing works closely with the Director of Enrollment to support enrollment efforts and with the Director of Development to promote fundraising and other school initiatives.

## **DIRECTOR OF DEVELOPMENT**

This administrator is responsible for directing the fundraising at Gibault Catholic High School, including but not limited to, the annual fund, raffle sales, and auction. He/she directs and provides marketing, recruitment and publications pertaining to Development and to good public relations, including getting positive Gibault Catholic articles, pictures, and communications in the area media. He/she 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. He/she supervises the proper acknowledgement of donations, bequests, planned giving to Gibault Catholic through a variety of communications, and assists the Principal with other administrative responsibilities.

## **DIRECTOR OF FINANCE**

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.



## **DIRECTOR OF INTERNATIONAL ADMISSIONS & ADVISEMENT**

This person coordinates with partnering international recruiting agencies for recruiting, placement, and monitoring the well-being of international students at Gibault Catholic. He/she is responsible for issuing and maintaining each international students' U.S. Department of Homeland Security form I-20 and providing guidance with obtaining visas and paying I-901 SEVIS fees. He/she meets with students regularly and acts as a liaison between the school and the international recruiting agency. Other duties include meeting with students regularly, monitoring grades, providing support for social and emotional needs, and helping students navigate their high school experience. In addition, this person works with the school's administration on issues concerning international students and advises as needed. He/she also provides college and career planning for all international students as well as American students using Overgrad software tools.

## **ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL**

He/she assists the Principal by carrying out administrative functions of the school with broadly delegated responsibility for initiating and coordinating activities and procedures. He/she supervises the maintenance of personnel and organizational records and files and analyzes and provides advice to the Principal on federal, state, local, and diocesan laws, procedures, and policies. Through the Principal, he/she directs the Supervised Study Program, I-20 program, and the Child Protection Program. He/she assists the Principal with other administrative responsibilities as needed.

## **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 Catholic. Responsible for the development and formation of students and staff, she/he works with the Principal to review school issues to ensure a positive learning environment and cooperative spirit among students.

## ENROLLMENT

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 Catholic 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 or 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 Catholic High School. An application may be rejected for behavioral reasons. Gibault Catholic accepts students of all ability levels; however, Gibault Catholic may not offer all courses in the Curriculum Guide every year.

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.

All students must have proof of insurance.

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 Catholic if the student's attitude and behavior regarding the pregnancy are consistent with Catholic principles.

Gibault Catholic 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 Catholic 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.

## **HEALTH INFORMATION**

### **PHYSICAL EXAMS/IMMUNIZATIONS**

Gibault Catholic High School follows the Illinois Department of Public Health Rules for School Health Exams and Immunizations, Illinois Department of Public Health Rules, and the Control of Communicable Diseases. The only exception to this policy is in the case of a medical exemption.

### **PEST CONTROL**

Gibault Catholic High School implements a pest management system to prevent, mitigate or control pests in or around the school. Notification will be given to the parent/guardian before the application of pesticide which will include the time of application, and the areas of treatment.

### **DIOCESAN INFORMATION & PROCEDURES REGARDING STUDENTS INFECTED WITH HIV-AIDS and COMMUNICABLE DISEASE**

AIDS certainly qualifies as a calamity as well as other unforeseen communicable diseases in our future.

1. Students with HIV enrolled or seeking enrollment in grade K through 12 shall be permitted to attend school. When a student is infected with the virus, the student's parent or guardian must inform the Principal.
2. Persons involved in the education of HIV-infected children should respect the student's rights to privacy, including maintaining confidential records in accordance with the law. The number of personnel who are aware of the student's condition should be kept at the minimum necessary to assure proper care of the student and to detect situations where the potential for transmission may increase.
3. Diocesan high schools shall not accept students who are transferring from another school to avoid a student with AIDS.

## RETURN TO LEARN POLICY (RTL)

With the increasing prevalence of concussions, specific protocols for returning a student to the classroom are essential. Because students typically appear well after a concussion, and exhibit a lack of outward symptoms, it is easy to underestimate the short-term challenges students may face.

Complete recovery from a concussion is an individual process that must be determined by a licensed healthcare provider. When diagnosed as such, a Return-To-Learn policy will be implemented for the student and applied as necessary to fit each individual situation.

### 1. **Stage #1**

- a. Complete physical and cognitive rest until medically cleared
- b. No school attendance
- c. Strict limits on technology use (computers, texting, video games)
- d. REST
- e. If symptom free for 24 hours, begin stage #2
- f. If symptoms continue over 24 hours, more rest

### 2. **Stage #2**

- a. Return to school with academic accommodations
- b. No prolonged concentration
- c. Continue limits on technology use
- d. No tests, PE, band, etc.
- e. Monitor symptoms
- f. REST
- g. If symptom free for 24 hours begin stage #3
- h. If symptoms continue over 24 hours, more rest

### 3. **Stage #3**

- a. Continue academic accommodations
- b. Attend school full time if possible
- c. Increase workload gradually (testing, homework, etc.)
- d. Monitor symptoms
- e. Incorporate light aerobic activity
- f. REST
- g. If symptom free for 24 hours begin stage #4
- h. If symptoms continue over 24 hours, more rest

### 4. **Stage #4**

- a. Attend school full time
- b. Self-advocate at school (meet due dates, turn in homework)
- c. Resume normal activities with approval of licensed healthcare provider.
- d. Resume sports following completion of Return To Play protocol

## FINANCIAL INFORMATION

### TUITION RATES

Student	Parish Rate	Non-Parish Rate	International Student Rate
Per Student	\$9,070	\$11,100	\$12,300

### GENERAL FEES

Senior	\$850
Junior	\$825
Sophomore	\$750
Freshman	\$750

### OTHER FEES

Bus Service	\$700 Round Trip / \$400 One Way
Band	\$100
Percussion	\$50
Instrumental Rental	\$90
Chorus	\$50

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

**\*A sports fee of \$100 will be charged for each sport.**

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

1. EACH student is required to sell ten (10) raffle tickets. If this amount is not sold, the balance of the unsold tickets will be billed to the student.
2. ALL Juniors are required to participate fully in their class fundraiser.
3. ALL Athletes are required to participate fully in the NFL Ticket fundraiser.

## **BAKE SALES AND EXEMPTED FUNDRAISING DAYS**

All bake sales will be scheduled through the Principal's office and placed on the school calendar. The Principal or someone designated by the Principal will review the request to ensure that it meets the requirements Illinois State Code. The Principal will approve or deny the request.

## **INCOME ADJUSTED TUITION & SCHOLARSHIPS**

Income adjusted tuition, The Fr. Pierre Gibault Merit Scholarship, The Hustedde Scholarships, and the Assumption Alumni Scholarship are funded by the contributions of individuals and parishes, civic and school organizations, and through the annual budget. Income adjusted tuition and scholarships are awarded through a committee chaired by the Principal of Gibault Catholic High School.

An independent firm, specializing in income adjusted tuition, conducts assessments for families who apply. The application is confidential and the firm reports directly to the Principal on any recommended award amounts.

The Fr. Pierre Gibault Merit Scholarship is awarded to incoming students based on performance on the high school placement test. The Hustedde Scholarships are awarded to incoming students for achievement in service, fine arts, and technology. The Assumption Alumni Scholarship is awarded based on financial need.

Awards made by the committee are not disclosed other than through a general accounting in the annual report.

## **REFUND POLICY**

Registration fees are non-refundable. All tuition and general fees and other related fees will be assessed based on the withdrawal date.

## ACADEMICS

### GRADUATION REQUIREMENTS

Graduates of Gibault Catholic High School 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. In the final analysis, concerning all issues with graduation, the Principal has the authority to address any known or unknown contingency.

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

A junior entering Gibault Catholic for the first time must have 20 credits for graduation, and a new student accepted at Gibault Catholic as a senior must have 19 credits to graduate. In applying this exception to Gibault Catholic'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 1 year of U.S. History and Civics
Foreign Language	2 Years	Unless Exempted
Fine Arts	1 Credit	Music, Fine/Digital Arts, Improv or Music/Art Apprec.
Physical Education	1 Credit	Including Health
Practical Art	½ Credit	Including Public Speaking
Business	½ Credit	Including Personal Finance

All graduation requirements will be completed before a diploma is awarded to a 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 Catholic High School.

All students must earn the equivalent of one full credit in courses from the Religion department for each year they attend Gibault Catholic. 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 Catholic.

ALL students must, as part of graduation requirements, participate in the class retreat program, including the Senior Project each year they attend Gibault Catholic. 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.

Senior Project MUST be completed.

## **CURRICULUM & REQUIREMENTS**

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's Education is taught at Gibault Catholic 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 - 7; Junior - 14; Senior - 21. Students who do not progress in a satisfactory manner may be asked to leave Gibault Catholic High School.

## **SCHEDULE CHANGES**

1. **The only changes that should be made after the deadline date are for the following reasons:**
  - a. Clerical error by Gibault Catholic
  - b. Incorrect placement (revision based on reassessment of ability level/with teacher approval)
  - c. Failure/withdrawal at semester (only if initiated/approved by teacher):
  - d. Class is filled/class must be dropped
  - e. To avoid/minimize a lunch conflict
  - f. At the discretion of the Gibault Catholic Administration
2. **Deadline for schedule add/drop/changes:**
  - a. Three (3) school days: paperwork must begin no later than Day 2, 3 p.m.
  - b. Discretion of administration: in the event of incorrect placement (based on ability), failure, or other situations as deemed necessary by Principal, changes may be made later.



3. **Add/Drop/Change process: obtain form from Guidance Office.**
  - a. Student **MUST** bring schedule when requesting Add/Drop form. Teacher, Parent, and Guidance approval is required.
4. **Changes at semester:**
  - b. Year-long courses may be dropped **ONLY** if student has an F at the semester and/or change is initiated by the teacher. Paperwork must begin **NO LATER THAN** day 5 at 3 p.m. of semester 2.

## **COLLEGE CREDIT COURSES**

Gibault Catholic High School offers courses for college credit to juniors and seniors through the St. Louis University 1818 program. Students who qualify (see curriculum guide for details) may select courses in History (4 semesters); English (4 semesters); Biology (1 semester); Spanish (3 semesters); and Calculus (2 semesters). A charge per semester hour is payable to St. Louis University. An Advanced Placement test may be taken upon request from the teacher of that discipline. A fee for this test is payable to The College Board.

## **ONLINE COURSES**

Gibault Catholic High School offers academic credit for online courses. These courses are available through Illinois Virtual Schools and Academy (IVSA) and through our own teaching staff. Acceptance into any online course is dependent upon Guidance approval. Students can only register through our Guidance Department.

1. **Elective (enhancement) courses:** are defined as courses that do not replace any course at Gibault Catholic, but are courses offered through IVSA. This provides opportunities to explore and learn about subjects not offered at Gibault Catholic High School. Students earn high school credit taking these courses, but it doesn't replace Gibault Catholic required courses. A list of these courses is maintained by the Guidance Department and available online at [gibaulthawks.com](http://gibaulthawks.com).
2. **Replacement courses:** are defined as courses that can replace courses offered at Gibault Catholic High School and are offered through ISVA or through the Gibault Catholic staff. A list of these courses is maintained by Guidance and available online at [gibaulthawks.com](http://gibaulthawks.com). Students taking replacement courses may be exempt from carrying the Gibault Catholic minimum 7 credit hours per semester.

3. **Foreign Language courses:** two credits in foreign language are required for graduation. The credits may be in the same language or two different languages to meet the Gibault Catholic requirement. Students can fulfill their foreign language requirement by taking foreign languages that Gibault Catholic does not offer through ISVA. Students will be advised that most colleges and universities with a foreign language entrance requirement prefer all credits be in the same language.

## **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, 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 Catholic High School. 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.

## **MISSING PERSONS**

Upon notification by the Illinois State Police of a (current or former) student's disappearance, the school shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school or other entity shall be alerted to the fact that the record is that of a missing person. Gibault Catholic shall immediately report to the ISP any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the ISP that the missing person has been recovered, Gibault Catholic shall remove the flag from the person's record.

## **FACULTY ADVISOR**

Each student at Gibault Catholic is assigned a faculty advisor. This member of the faculty, staff, or administration serves as a resource, support, role model and mentor to his or her advisees. They encourage openness, inclusiveness, and respect by maintaining regular communication and demonstrating genuine interest in each advisee. They attend advisee activities, competitions, and other such activities as practical.

## **SENIOR SERVICE PROJECT**

Gibault Catholic 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 world. 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.

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. A special liturgical celebration at Gibault Catholic marks the return of the Seniors from their project sites.

## **RETREAT PROGRAMS**

All students at Gibault Catholic 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 am and ending at 4:00 pm. As an option if they miss their class retreat, 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 ten hours of service. Three hours can be done for an outside organization (nursing home, shelter, or similar). Seven hours must be done for the school directly or service to their home parish or grade school. Service hours are accountable to the Principal.

## **UNSCHEDULED TIME**

Unscheduled time, also referred to as “off-mods”, 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 Catholic High School is the use of 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 its 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 Catholic are given the responsibility to make good choices. Options for places of study include the cooperative learning lab, library, teacher classrooms, and the patio.

## **REPEATING COURSES**

If a student fails a class at Gibault Catholic High School, that student may earn credits outside of the Gibault Catholic 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 an accredited institution in the state of Illinois and the course work must be approved in advance by the principal. Ordinarily, the student must first repeat the course at Gibault Catholic High School. Gibault Catholic 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**

Students who do poorly academically may 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.

## **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 Catholic is a participating member of the Illinois Association of College Admissions Counselors (IACAC)

In October, freshmen and sophomores take the ACT Aspire Summative Assessment and juniors take PSAT (Prelim Scholastic Aptitude Test). 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:** The Guidance Department will help match student's abilities to a schedule that will maximize college admission requirements.

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

### **COLLEGE INFORMATION**

The Guidance Department assists students and parents in gathering college information. Early in the junior 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. Guidance helps in career planning.

### **OVERGRAD**

At Gibault Catholic, we make college and career planning the goal from day one of freshman year. Students in all grades participate in classroom sessions using Overgrad, an online platform, which invites them to begin this planning process. Overgrad has tools designed to ensure that students have a clear and supported path to future opportunities. Students are able to find colleges and careers that match with their academic abilities and interests, understand the requirements needed to get there, and then have tools to track their progress towards meeting those requirements over time. Students also regularly meet with an Overgrad advisor to review goals, college choices, career options, high school course selections, and GPA's.

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

The Guidance Department will provide information that assists students/parents in their scholarship search. Internet methods for pursuing scholarships, grants and loans are also made available. The Federal Application for Student Financial Assistance is provided.

## **PERSONAL COUNSELING**

In the event of any family problems or personal difficulties in our students' lives, the Guidance Department seeks to offer personal and confidential assistance. Such help may be provided in any/all of the methods listed below:

1. Counseling sessions with the Guidance Counselor
2. Referrals to outside counseling agencies
3. Individual or family Counseling

## **ORGANIZATIONS OF GIBAULT CATHOLIC HIGH SCHOOL**

A complete list of all activities, clubs and organizations can be found on our website.

### **CLASS COUNCILS**

The faculty and administration of Gibault Catholic 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. Represent class and school interests and concerns to the administration, faculty, and other students.
2. Provide class and school activities that promote social, intellectual, and religious development.
3. Promote and model community engagement, service, and civic awareness.
4. Class councils consist of a president and representatives. These students are elected in the fourth quarter of the previous school year. The freshmen class elects council members at the end of the first quarter. Qualifications for student candidates for these offices include a GPA of 2.5 and recommendations from three teachers.

### **STUDENT COUNCIL**

The Gibault Catholic 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. The presidents of each class council are ex officio voting members of the Gibault Catholic 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.

## **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. Students who graduate as members of the NHS wear the Honor Society stole at graduation. The National 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 eight 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 Catholic 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 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. No student or moderator may sign a contract binding the school or school organization without the co-signature of the administration.



## STUDENT EVALUATION/ GRADE REPORTS

### GRADING

Percentage	Grade	Grade Point	Achievement
90-100	A	4	Superior
80-89	B	3	Substantially above requirements
70-79	C	2	Satisfactory of course objective
60-69	D	1	Below course standards
Below 60	F		Failure to meet minimum standards
Incomplete	I		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.

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.

### FINAL EXAMS

At Gibault Catholic High School, final examinations are given at the end of each semester.

### GRADE REPORTS

All grade reports will be transmitted online. 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. STRENGTH OF SCHEDULE and GPA determine class rank.

### GRADE WEIGHTING

Grades are weighted as follows; All College (CO) and Honors (HN) courses are given a weight of 1.25. Advanced level courses are given a 1.1 weight. PE does not calculate into GPA.

## **VALEDICTORIAN AND SALUTATORIAN**

### **1. Prerequisites**

- a. "Strength of Schedule" – Valedictorian and Salutatorian eligibility requires students to take advanced, honors, and college credit courses all 4 years of high school. Reminder: Principal discretion and administration recommendations will also be used to evaluate this prerequisite. The overriding goal of the Valedictorian/Salutatorian policy is to recognize outstanding academic achievement.
- b. "Mathematical Degree of Separation" - Not all students take the same number of classes or weighted classes. Some students take classes in order to participate in various school activities. For these reasons, and more, it is clear that Grade Point Average (GPA) is not a perfect measurement. At times, students are separated by minute fractional margins. The statistical difference may have no academic cause. A student should never be motivated to drop/omit a class in order to obtain some type of mathematical advantage.

Therefore, the Gibault Catholic Administration may choose to further review Valedictorian and Salutatorian candidates who have cumulative GPA's that are virtually identical. This review process helps to ensure that a mathematical anomaly or other factors do not penalize a student who is truly worthy of Valedictorian/Salutatorian recognition. The review will follow these/similar steps:

- Cumulative GPA index is prepared by Guidance or another administrator
- Transcripts for all potential candidates are prepared.
- Guidance (College Placement) provides input.
- Principal asks Administration to review potential list as needed
- Curriculum Committee or sub-committee makes recommendations.
- Principal makes final decision.

### **2. Valedictorian**

- a. Definition – The student(s) who at the end of semester 8 (all 8 semesters must be attended at Gibault Catholic High School) have met the Gibault Catholic standards/administrative approval for 'Strength of Schedule' and meet at least one of the following criteria:
  - Highest Cumulative GPA of the senior class (required: 8 semesters of attendance at Gibault. Note: the further refinement of GPA is noted in "Mathematical Degree of Separation.")
  - All grades of "A" for four years in each of the 8 semesters.
- b. Documentation
  - The Strength of Schedule parameters should always be included in the curriculum guide and be included in all initial registration materials (freshman through senior).
  - The Gibault Catholic Administration will meet with possible valedictorian candidates early in the second semester of senior year. At that time, all matters related to the Valedictorian will be discussed. The administration will ensure that notification of the possibility of being a Valedictorian and all related details will be given to students and parents.

- c. Graduation
  - Valedictorian(s) will be invited to give a 2 to 3-minute speech at graduation.
  - The administration will ensure that the Valedictorian(s) will receive special recognition at the graduation ceremony. The Valedictorian(s) will also receive either a medal or certificate at the ceremony. (The Administration will oversee this aspect.)

### 3. **Salutarian**

- a. Definition – The student(s) who at the end of semester 8 (all 8 semesters must be attended at Gibault Catholic High School) meet(s) both of the following conditions:
  - Must have Highest cumulative GPA of students(s) who are not a Valedictorian. Note the further refinement outlined in “Mathematical Degree of Separation”
  - Must meet Strength of Schedule Criterion that satisfies administrative approval.
- b. Notes:
  - Regardless of the number of Valedictorians, there must be at least one Salutarian.
  - The number of Salutarians should be limited as to indicate the special academic achievement involved.
  - Possible Salutarian candidates will be contacted and given basic information early in the second semester of the senior year.
  - Graduation - Salutarians will receive special recognition at the graduation ceremony.

### 4. **Additional Notes**

- a. Valedictorian(s) and Salutarian(s) must have attended Gibault Catholic High School all four years to be eligible for the honor. Strength of schedule is an important element in determining these honors.
- b. The administration is to determine a suitable method to recognize all students with a cumulative GPA or higher at an event other than graduation. The Awards Banquet is recommended.
- c. Rationales
  - GPA should reflect all courses that are taken with the following exceptions: Driver Education and Physical Education. No system that would allow students to drop/remove various subjects and then recalculate grades will be permitted.
  - Class rank remains determined by mathematical computation with consideration of “Mathematical Degree of Separation”, and any factor that might penalize a student for taking non-weighted courses in addition to ‘Strength of Schedule’ courses.

## **5. Amendments/Exceptions to the Policy**

- a. The Gibault Administration may see fit to amend the policy. They may do so at the request of the Curriculum Committee, faculty, parents, students, or of their own volition. It is recommended that any revisions include input from the School Board, Student Council, National Honor Society, Curriculum Committee, Guidance Counselor, and other concerned members of the Gibault community.
- b. In the final analysis the Principal has the authority to address any unknown contingency.

## **HONOR ROLL**

The quarterly Honor Roll is based upon a student's GPA. 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 Catholic 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. The above information is required for admission of a student to Gibault Catholic High School.

## **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 Catholic 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 a 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. Gibault Catholic High School additionally adopts, wholly, the policies created by the Diocese of Belleville. These policies are available upon request. All material in this handbook is subject to change in accordance with Diocesan or School Board policy changes. Attacks against school personnel, intimidation incidents, drug related incidents, and firearm incidents which have occurred in school will be reported to local and state law enforcement agencies as required by law.

## **BEHAVIOR EXPECTED**

As a community of Christian believers, the Gibault Catholic staff and student body strive to be examples of Christian love and concern for the well-being of each other. Gibault Catholic 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 Catholic 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 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 Gibault Catholic:
  - a. Confidentiality is established in a formal setting (i.e., conference, meeting, etc.)
  - b. Generally, confidentiality applies in a formal setting-even if not explicitly stated at the outset.
  - c. Confidentiality is automatically rescinded in the following cases:
    - mention of suicide
    - mention of physical abuse (to self or others)
    - mention of sexual abuse
    - mention of death threats
    - mention of pregnancy
    - mention of abortion
  - d. Confidentiality may be rescinded if it is felt that:
    - a student may be seriously at risk
    - a situation demands intervention of parents
    - administration suspects that a law has been broken

## **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, at 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, 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. Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. 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 or sexual 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 Vice Principal 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 is truant from class, the Vice Principal will inform parents and the student will be given a detention. Repeated violations can lead to suspension and other sanctions.

## **ACADEMIC DISHONESTY**

Academic dishonesty is considered to be a serious offense. Please see each teacher's syllabus for consequences.

## **DETENTIONS**

Detentions will be arranged with the Vice Principal. Parents will be notified of a scheduled detention when appropriate. Missing a detention will result in the student serving an additional detention.

## **SMOKING/TOBACCO/VAPING**

Gibault Catholic High School does not permit smoking or possession of tobacco, including smokeless tobacco, E-cigs, vapes, or any other nicotine-based products by students in the buildings, on the campus, or at school sponsored events. Violations of this rule will result in a disciplinary action.

## **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, phones, or any device at school are primarily for educational purposes; that there is no privacy in regards to computer files or devices (administration may search at any time); that students should never give their password or device to anyone else and are responsible for anything done under their login session or on their device; and that students may never use a computer or any device, and social media for any reason that would be contrary to Catholic values, injurious to another person, or for any type of malicious, violent, or sexual purpose.

You are responsible for your actions and activities with the use of technology. Some examples of unacceptable uses are, but not limited to, the following:

1. Any illegal activity
2. Any activity which is determined to bully other students
3. Recording any person without permission
4. Taking pictures or video at school without the express consent of the person(s).
5. Posting any pictures, videos, or comments on social media sites, or in any media, of faculty, staff, or any Diocesan employee.

## **CELL PHONES**

Students are responsible to know the rules for cell phones and their acceptable use at school. Calls from cell phones must be made **INSIDE** the main office. Rules violations will result in cell phone being taken and may be picked up in the office **at the end of the school day and a detention can be assigned for repeated instances.**



## **SEARCH AND SEIZURE (D.P. 5115)**

Investigative Procedures: The Administration of Gibault Catholic High School is free to enter a student's locker, desk, and school bag any time to search for questionable items. Students shall not have any expectation of privacy as it relates to school lockers, desks, or school bags. Gibault Catholic is the owner of all lockers and desks and shall retain full control of their use and content. Therefore, the school reserves the right to search them at any time without notice. Searches may also be selective and carried out even if there are no reports of wrongdoing. If illegal or improper items are found in a student's locker, desk, or school bag (i.e., non-prescription drugs, weapons, stolen property), they will be turned over to law enforcement authorities. Any items (personal possessions) that violate school rules will be kept by school administration and returned to the parents. The school also reserves the right to search a student's vehicle when it is on school grounds and/or when attending a school sponsored function off school grounds. However, when a situation arises that requires a search of a student, a student will be asked to empty his/her pockets or purse. If a student voluntarily empties his/her pockets and or purse, this will not be considered an invasion of the person. Body searches will not take place. If a student does not voluntarily comply with the administrator's request, the student's parent will be called and expected to come to the school and conduct the search in the presence of a school administrator. A parents' refusal to comply with the request is grounds for immediate expulsion.

## **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 student involved. The length of the suspension will be determined by the Principal and the Vice Principal. Once it is determined that a suspension will be issued, it shall be reported immediately to the student's parent(s), guardian(s), and the Diocesan 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. The student 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 disciplinary 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), the student is not permitted to participate in or attend any school function or activity on or off campus during the assigned suspension period.

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 substance (fake drug); illegal activity; or physical, emotional, or sexual harassment or 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 pocketknife), 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:
  - a. Miss one or more days without parental permission
  - b. Leave school grounds after the school day begins, **without parent contact to the school in advance**
  - c. 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, or 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 Diocesan Superintendent 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.

## 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.

### ARRIVAL TIME

The bell sounds at 7:50 am as a 5-minute warning prior to the start of homeroom. The bell will also sound at 7:55 am to mark the beginning of homeroom. Dismissal is at 2:54 pm.

### DAILY ANNOUNCEMENTS

A bulletin with all announcements will be read over the PA each day. Students should be attentive during announcements.

### ABSENCE

If a student is going to be absent from school, it is important for parents to call the office between 7:30 – 9:00 am. 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 who are absent are responsible for contacting their teachers for make-up work. 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 a 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.

*Students will be given a satisfactory amount of time to make up work due to illness. See course syllabi for details or contact the teacher.*

### ABSENCE - PLANNED

Absences of more than five days will be considered unexcused unless otherwise excused by the principal. **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.

## **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, except for a parent approved appointment, will be counted as tardy. Tardies are recorded in the student attendance file. The tardy count restarts at every quarter. A student will receive a detention when the 3<sup>rd</sup> tardy to school is recorded, and a detention for each subsequent tardy to school. Continual tardies may result in suspension and loss of athletic/club privileges.

A student who arrives more than 30 minutes after the start of scheduled arrival time is counted as both tardy and a half day, except for a parent approved appointment.

## **LEAVING CAMPUS**

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

## **GIBAULT CATHOLIC HIGH SCHOOL DRESS CODE**

**PANTS:** Students may wear any solid-colored pants that fit appropriately. Denim jeans, skinny fit pants or leggings are not acceptable. Form fitting, overly baggy pants cargo or self-cut frayed pant legs are NOT acceptable.

**SHIRTS:** Gibault embroidered polo shirts must be worn at all times. Shirts must be tucked in throughout the entire school day. Sleeves may NOT be rolled up. On Fridays, a Gibault spirit wear shirt can be worn with uniform bottoms instead of the polo.

**SKIRTS AND TIGHTS:** Female students have the option of wearing the Gibault uniform skirt. Skirt must be worn at the waist level and be of appropriate length (fingertip rule). Female students may wear solid-colored non-textured tights or ankle-length leggings with their Gibault uniform skirt.

**SWEATSHIRTS:** Students may wear Gibault approved sweatshirts (crew neck or hooded), fleece, sweaters, or jackets over the uniform polo.

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

**JEWELRY:** Females - Facial jewelry and visible body piercing except for earrings is prohibited. Males - Facial jewelry, visible body piercing and earrings are prohibited.

**GENERAL:** 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 vice 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.

**BELTS:** Students must wear a belt when wearing pants or shorts.

**\*OXFORDS:** Gibault embroidered white oxford shirts must be worn with uniform bottoms when celebrating all-school masses or special occasions.

**PENALTIES:** The penalty for violating dress code is a detention and correction of the problem. Correcting the problem may involve purchasing an approved GCHS 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 dress clothes that are modest and appropriate in length (fingertip rule). Midriffs should NOT be visible.

## **TRANSPORTATION**

Gibault Catholic High School contracts buses for students in outlying communities. Routes of the north, south, and east buses are available at the office and are subject to change based on student need. The Waterloo School District provides transportation to Gibault Catholic for students who live in the district. Gibault Catholic 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 Catholic High School's parking lots must purchase a parking permit each year from the office for \$20.

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):

1. First offense = two weeks off the lot
2. Second offense = four weeks off the lot
3. Third offense = off the lot for remainder of the school year

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

## **CAMPUS AREAS FOR STUDENT & GROUP USE**

### **ACCESSIBLE AREAS**

1. **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.
2. **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 beverages are allowed. Rules are published to all students and are posted in the lab. Violations will result in disciplinary consequences.
3. **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.

### **OFF LIMIT AREAS**

Any student found in any areas that are off limits to students (including the gym, stage, offices, boiler room) will be disciplined by the Administration.

### **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 Catholic High School's 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.



## **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.

Through the state of Illinois, Gibault Catholic High School has access to the holdings of the Heartland Library System. Books checked out by the library system are loaned for 2 to 3 weeks depending on the lending library.

## **SUPERVISED STUDY**

Freshmen will be assigned to Supervised Study to begin the school year. Any student who has academic difficulties may be scheduled with their teachers during unscheduled time or placed in Supervised Study.

## **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 from 7:30 am – 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 Director of Finance. Receipts that cannot be provided immediately are available later in the office.

The school office is a place of business. Students are welcome and 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.

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.

## **CLASSROOM VISITATIONS**

All visitation sessions will be planned – arrangements must be made prior to the day of the classroom visit or observation. The Principal may limit or deny the visitation to avoid distraction or disruption to the teacher’s schedule and classroom atmosphere. The parent/guardian should be the only visitor in the classroom during the visit. A person/observer, other than the parent/guardian, must be approved by the Principal.

## COMMUNICATIONS

### HAZARDOUS WEATHER

*In case of inclement weather, you will be notified through our FACTS communication systems as to no school or remote learning.*

### FACTS

Regular messages are sent to parents through FACTS. Parents can communicate to teachers and administration by phone or email.

### TEXT AND VOICE MESSAGES

Text and voice messaging are done through the FACTS system. These messages are used to contact parents and students with important, time-sensitive information, including cancellations and announcements.

### DISASTER DRILLS

1. **TORNADO:** 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.
2. **FIRE:** 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 and Paul Catholic School Gymnasium for safety.*

3. **INTRUDER**
4. **EARTHQUAKE**

## **MEDICAL EMERGENCIES AND FIRST AID**

Gibault Catholic High School does not have a school nurse. Notify the office immediately when any medical emergency arises. In case of serious illness or accident 911 should be called immediately.

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.

Gibault Catholic High School follows the blood borne pathogens exposure policy set forth by the Diocese of Belleville. Faculty is aware of this plan.

## **ASBESTOS AWARENESS**

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 Catholic 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 Catholic coaching staff, or the Athletic Director.

The Gibault Catholic athletic department strives to support our mission by developing athletic programs and activities 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.

**NCAA Eligibility:** A complete explanation of NCAA eligibility rules can be accessed at <http://www.ncaapublications.com/productdownloads/CBSA15.pdf>

### 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, Class AA, etc. All of Gibault's sports programs will play a regular season schedule that includes teams from other classes to ensure our student athletes get the opportunity to compete against various levels of competition.

### GRADE CHECKS AND ELIGIBILITY

Gibault Catholic High School conducts weekly grade checks as required by the IHSA.

### GRADE REQUIREMENTS TO PARTICIPATE IN ATHLETICS

Athletes who are doing below average work or are exhibiting poor effort in class may have their privilege of leaving early for athletic contests revoked. If an athlete is failing one class or has two or more D's, they can be declared ineligible until that grade improves. The athlete cannot practice or participate in any interscholastic contests during their period of ineligibility. Gibault Catholic Administration may elect to assign supervised study as an alternative way to help students improve grades. If grades don't improve, they will then become ineligible.

Grade checks are made known to the head coach to ensure their knowledge of the situation. Athletes who are ineligible may meet with the Athletic Director 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 Catholic High School require a current physical be on file in the school office. Physicals are good for a period of 13 months from the date signed. All physicals must be on file before beginning practice.

## **INSURANCE**

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

## **SPORTS FEE**

Gibault Catholic High School requires each athlete pay a fee of \$100 when they try out for a sports team. 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 Catholic 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 downloaded from the school's website). 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.

## **CONCUSSION PROTOCOL**

In August of 2015, the State of Illinois signed into law Senate Bill 07 (Public Act 99-245), known as **Youth Sports Safety Act**. This act focuses primarily on concussion management, and requires all schools to develop a Concussion Protocol, and a Return to Play (RTP) policy by no later than September 1, 2016. The bill also requires the formation of a Concussion Oversight Team (COT) which is responsible for protocol development, and assuring protocols are known and followed by those individuals responsible for their implementation.

### **1. Concussion Oversight Team (COT):**

- a. The Concussion Oversight Team will consist of the High School Principal and the High School Athletic Director, along with various other administrators and their designates as and when needed.

### **2. Concussion Policy:**

- a. Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.
- b. If it is determined by a licensed health care professional that the student did not sustain a concussion, the head coach may so advise the game officials during an appropriate stoppage of play, and the athlete may re-enter the contest.
- c. If it is confirmed by a licensed health care professional that the student did sustain a concussion, that student may not re-enter the contest, and is subject to the school's Return to Play Policy (RTP).
- d. If a licensed health care professional cannot or will not make a determination on the nature of an athlete's head injury, the athlete becomes subject to the school's RTP Policy, and may not re-enter the competition.
- e. If there is no approved health care professional on site to make the determination, the student may not re-enter the competition, and becomes subject to the school's Return to Play Policy (RTP).

### **3. Licensed Health Care Professional:**

- a. A Physician licensed to practice medicine in all its branches in Illinois.
- b. Nurse Practitioner or Physician Assistant (PA)
- c. Certified Athletic Trainers (ATC)

### **4. Game Officials:**

- a. Game officials will have no role in determining concussion other than obvious situations where a player is unconscious or apparently unconscious. Officials may point out to a coach that a player is apparently injured and advise the coach that the player should be examined.



**5. Coaches:**

- a. Coaches will follow all concussion protocols. If an athlete exhibits signs, symptoms, or behaviors consistent with a concussion, coaches must remove the player from that contest until they can be evaluated by a licensed health care professional as defined within this policy. If no licensed health care professional is available the player automatically becomes subject to the school's Return to Play Policy (RTP).
- b. Coaches must complete and pass an IHSA approved Concussion Awareness Program prior to beginning their coaching career, and every two-years thereafter.

**6. Athletes:**

- a. Shall review, sign, and return to the school a concussion and head injury information sheet prior to beginning practice or competition.
- b. Shall notify a coach if the athlete or a teammate shows signs or symptoms of a possible head injury
- c. Shall abide by all concussion and RTP protocols
- d. Shall view the IHSA Concussion video at least once during the school year.

**7. Parents/Guardians:**

- a. Shall annually review, sign, and return to the school, a concussion and head injury information sheet prior to their student initiating practice or competition.
- b. Shall provide their student's school with the necessary written consent in accordance with Illinois state law prior to their student's return to participation following a concussion.

**RETURN TO PLAY (RTP) POLICY**

In cases where an athlete is not cleared to play the same day as he/she is removed from a contest for a possible head injury (i.e., concussion), that athlete becomes subject to the school's RTP. **The athlete shall not return to *play or practice* until they are evaluated by, and receive written clearance from, a licensed health care provider.** As defined within this policy that would include physicians licensed to practice medicine in all its branches in Illinois (MD/DO), or certified athletic trainers (ATC), Nurse Practitioner or Physician Assistant (PA) working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

## **EMERGENCY ACTION PLAN**

An *emergency* is the need for Emergency Medical Services (EMS) to give further medical attention and/or transport an athlete to the hospital. This action plan is intended to define roles and outline procedures to be followed should an emergency occur.

Situations when 911 should be called:

1. An athlete is not breathing
2. An athlete loses consciousness
3. It is suspected that the athlete has sustained a serious neck or back injury
4. An athlete has a compound fracture (bone has broken through the skin).
5. Severe heat exhaustion or heat stroke
6. Severe bleeding that cannot be stopped

## **CHAIN OF COMMAND**

1. Gibault Catholic High School Principal
2. Gibault Catholic High School Athletic Director
3. An on-site Licensed Health Care Physician
4. Certified Athletic Trainer (ATC)
5. Gibault Catholic High School Head Coach
6. Gibault Catholic High School Assistant Coach(es)
7. Other Athletes
  - a. The highest person in the chain of command who is present at the scene will be the designated person in charge. That person is responsible for instructing others how they may be of help and will be the person who stays with the athlete until the EMS arrives. The welfare of the injured athlete is always foremost, therefore immediate care in some form is vital. Proceed as judgement dictates until EMS arrives.
  - b. If a severe emergency occurs when a trained medical professional is not present, immediately call 911 to activate Emergency Medical Services.
  - c. The highest person in the Chain of Command will make the call to EMS or will designate another person to make the call. EMS should be told:
    - Name and title of caller (administrator, coach, etc.)
    - Address of venue
    - Number of athletes injured
    - Condition of the athlete
    - Any first aid treatment already initiated
    - Directions on how to get to the venue where athlete is located
    - Caller should not hang up until directed to do so by EMS
  - d. The high school administration and staff will make every effort to ensure that a clear path exists for EMS services to access campus locations when sporting events are being held.
  - e. The designated leader will send runners to all intersections between where the athlete is located and the venue-specific site. The runners should stay at their sites and wave the ambulance through to the proper location.

- f. The leader will designate another person to contact the athlete's parents or guardians.
- g. If transport is deemed necessary by EMS the athlete will be taken to the nearest hospital, unless requested otherwise by parents or guardians.

## **SPORTS FUNDRAISING**

All athletes at Gibault Catholic High School are required to participate in the annual Athletic Department fundraiser. This fundraiser is important to the viability of Gibault Catholic's Athletic Department and contributes significantly to its operating budget. The Athletic Department fundraiser is separate from other school related fundraisers and does not exclude the student-athlete from other fundraising 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.
5. 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 Catholic 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 Catholic 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 Catholic 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 Catholic 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**

If an athlete at the varsity level meets the requirements as set forth for that varsity sport, regularly attends practices and attends games, and participates in any form or fashion in an athletic contest during the course of the season, that athlete will have earned a varsity letter in that sport.

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 effect 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 Catholic High School athletic activity until they graduate. Students are expected to abide by these rules year-round.

## **BASIC RULES**

Are to be followed by all student-athletes at Gibault Catholic High School and are to be enforced by the Gibault Catholic 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:

- a. Baseball/Softball.....4 games
- b. Basketball/Cheerleading.....3 games
- c. Bowling.....2 matches
- d. Golf.....2 matches
- e. Soccer.....3 games
- f. Volleyball.....4 matches
- g. Track/Cross Country.....2 meets
- h. Tennis.....2 matches
- i. Other sports to be determined

- 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.
- The athlete must still practice with the team or participate in other school activities while the suspension is served unless other suspensions are enforced.
- If the offense occurs out of an athlete's season, the penalty will begin in the next sports season.
- In case of illness or injury, the penalty will begin upon the athlete's return to school.

2. **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 Catholic 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.
3. **Third Infraction:** The athlete will be banned from any future athletic participation. There is no reinstatement procedure available. The notification process is listed below.
- a. **Step 1:** Incident is reported to the Principal/Administration
    - Explain what has occurred and who is involved
    - Gather all pertinent facts
  - b. **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
  - c. **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
  - d. **Step 4:** If accusations are true...
    - State the penalties
    - Explain future consequences
    - Contact parents or guardians
    - Provide written notification
  - e. **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
  - f. **Step 6:** Notify law enforcement agencies if necessary
  - g. **Step 7:** Follow-up