



Gibault Catholic High School

Student/Parent Handbook *2026-2027*

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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 GIBAULT CATHOLIC HIGH SCHOOL

Gibault Catholic High School is a non-profit, non-public school incorporated under the Catholic Diocese of Belleville and accredited by the State of Illinois. 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 President and Principal, in keeping with policies and regulations of the Diocesan Board of Education. The board formulates policies which give general direction for administrative action, and 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. Those diocesan policies can be found here: www.diobelle.org/education/catholic-schools/policies-regulations-index. Gibault Catholic High School also complies with all applicable state and federal regulations.

Policy proposals are reviewed by the board as needed and all policies are reviewed annually. Gibault Catholic's board is advisory to the President and Principal. Membership on the board is apportioned among the supporting parishes and communities. One representative from the faculty is included.

The school additionally agrees to comply with any applicable State or federal law or regulatory requirement.

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 Faith Formation Coordinator 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.

FIVE ESSENTIAL MARKS OF A CATHOLIC EDUCATION

Catholic Education is:

1. Inspired by a supernatural vision
2. Founded on Christian Anthropology
3. Animated by Communion and Community
4. Imbued with a Catholic worldview through its curriculum
5. Sustained by Gospel witness

From Archbishop J. Michael Miller, CSB. *The Holy See's Teaching on Catholic Schools*, Sophia Institute Press, 2006.

LITURGICAL 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 of the Eucharist are held twice a month and on Holy Days of Obligation and special Feast Days. Periodically Gibault also offers liturgical celebrations including Adoration, Reconciliation, Stations of the Cross, prayer services, and events related to the Church calendar. Students are trained and actively serve in ministerial and leadership roles.

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, local programs, and athletic or other school-administered programs (Diocesan Policy 5111.1). Gibault Catholic accepts students of varying levels of academic aptitude, although students may be denied admittance for behavioral reasons. And while core courses are offered on a regular basis, 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. Unless there is 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.

Pursuant to Diocesan Policy 5131: "Attendance at Catholic elementary and secondary schools in the Diocese of Belleville is at the will and discretion of the particular school. Attendance and enrollment may be terminated at any time when the school determines that continued enrollment would not be in the best interests of the student, the school, or the educational purposes of the school."

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, the Control of Communicable Diseases, and Diocesan Policy 5141.3. 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.

MEDICAL NEEDS

Students wanting to take over the counter medication during the school day must bring such medication in its original container and with an affixed label that lists the student's name to the front office for storage, and they must also supply a consent form with signatures from their parent(s)/guardian(s) and physician (or practice nurse) for this medication. This form must be updated annually.

Students with medical conditions where certain medications may be required in the event of an emergency, such as asthma, diabetes, or need of an epinephrine injector, should report these medical needs to the front office. The student's parent(s)/guardian(s) will need to supply a consent form with signatures from their

parent(s) and physician (or practice nurse) to self-carry any type of medication as well as to keep any medication stored in the front office. This form must be updated annually. Prescription medication must be brought to the front office in a pharmacy labeled container.

For students with asthma, the school requires the following: 1. signed parent permission to administer asthma medication, 2. the prescription label must contain: the name of the asthma medication, the prescribed dosage, and the time or circumstances in which the medicine is to be administered, and 3. the parent(s)/guardian(s) will provide an asthma action plan for their student(s).

For students needing an epinephrine injector, the parent(s)/guardian(s) must supply a written authorization from the student's physician or practice nurse and a written statement from the student's physician or practice nurse containing: the name and purpose of the injector; the prescribed dosage; and the time or circumstances in which the injector is to be administered.

For students who suffer from diabetes or seizures, the parent(s)/guardian(s) must ensure the following: 1. a care plan signed by the student's parent/guardian is on file, 2. a copy of the care plan must be provided to any school employee who transports a student with diabetes/epilepsy to a school-sponsored activity, and 3. a copy of any prescriptions and the method of administration is on file.

For questions regarding medical cannabis, please see Diocesan Policy 5141.2.

Students with Diabetes/Seizure If you have students with diabetes/seizure medication you should

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. For more information regarding medications, see the section on Health Information above.

Gibault Catholic High School follows the bloodborne pathogens exposure policy set forth by the Diocese of Belleville. Faculty and staff are 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.

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
Per Student	\$9,600	\$12,000

GENERAL FEES

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

OTHER FEES

Bus Service	\$120/mo. round trip \$60/mo. one way
Band	\$100/yr.
Percussion	\$50/yr.
Instrument Rental*	\$90/yr.
Chorus*	\$50/yr.
Athletic	\$150 per sport

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

All tuition and fee payments must be current in order to take 1st semester exams and must be paid in full to take 2nd semester exams. Tuition and fees must also be paid in full for a student to purchase a Prom ticket. Additionally, a student's transcript and diploma would be withheld until the student's account balance is paid in full.

BILLING

All tuition, fees, lunch payments, and incidentals are billed through FACTS. Incidentals include items such as club fundraisers, Homecoming and Prom tickets, Fall Festival food purchases, bake sale purchases, etc. Gibault offers monthly, quarterly, or annual payment plans. Families can contact the Business Manager with billing questions.

FUNDRAISING – STUDENT

1. EACH student is required to sell twelve (12) 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 Athletics fundraisers.

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 of the 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.

STUDENT RECORDS

REQUIRED INFORMATION

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 President. This information is required for admission.

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. For more information, see Diocesan Policy 5125.

TRANSCRIPTS

The student file contains a transcript of grades, class rank, GPA, educational tests, service record, graduation date, and attendance information. No behavioral information is recorded on the transcript. Behavior records are 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 President.

Students who wish to have a copy of their transcript for themselves, college, trade school etc. must request their transcript online through Parchment or from the College Planning Coordinator or Educational Success Coordinator.

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 President. A great deal of data can be found in the school strategic plan and is available upon request.

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.

ACADEMICS

CURRICULUM GUIDE

Students and families should consult the Curriculum Guide for the following:

1. Graduation Requirements
2. Repeating Courses
3. Schedule Changes
4. Grading Scales and Weighting
5. Valedictorian/Salutatorian Requirements
6. Course Recommendations
7. Online Courses
8. Five Essential Marks of a Catholic Education
9. Course Descriptions
10. Saint Louis University 1818 Dual Credit Program Guidelines
11. NCAA Eligibility Guidelines

FINAL EXAMS

At Gibault Catholic High School, final examinations are given at the end of each semester. Final exams are worth 20% of the final grade in a course.

GRADE REPORTS

Report cards are issued at the end of each semester. Parents may view student grades at any time through the FACTS Family Portal.

HONOR ROLL

Semesterly 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 semester's Honor Roll.

SENIOR SERVICE PROJECT

Gibault Catholic Seniors take part in a service project during the second semester. 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, sophomore, and junior retreats are one school day in length. The senior retreat is a two-day overnight retreat. 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

Students must earn 10 service hours per academic year. Timely completion of service hours is required in order to sit for final exams. Service hours may be earned through school-sponsored events, parish events, athletic events, and community events. Please note:

1. Service hours cannot be completed during school hours or detention.
2. No more than 3 hours may be earned through service outside the school or parish.
3. No more than 5 hours may be earned from a single service event. For example, a student might volunteer 8 hours of his time for a youth camp; only 5 of those hours could be used for that student's Gibault service hour record.
4. All hours earned over the summer must be turned in by September 1st.
5. All hours earned in the 1st semester must be turned in before 1st semester final exams.
6. All hours earned in the 2nd semester must be turned in before 2nd semester final exams.
7. In order for students to attend prom or post prom, all 10 service hours must be completed by the deadline set by the Prom Committee and Post Prom Committee (which would typically be a few weeks before final exams).
8. A record of service hours is kept by the school secretary.

UNSCHEDULED TIME

Gibault's modular schedule allows students to take ownership of their education. Unscheduled time, also referred to as "off-mods," is time not scheduled for class. It allows students to organize time in their own way and make responsible decisions. Students can use these mods to participate in peer study groups, seek out teachers for assistance, receive tutoring, etc. This flexibility encourages students to practice independent learning in preparation for college. 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. A student's choice for unscheduled time is what, where, and with whom to study, not whether or not to study.

ACADEMIC INELIGIBILITY

Grade checks are conducted each week. **Students with at least one F or at least two Ds are ineligible to 1. practice, 2. participate in any interscholastic contests, and 3. travel with the team/club for the following week (Sunday to Sunday).** Affected activities include sports, scholar bowl, theater, and other club-related events such as FFA and Model UN competitions. On Wednesdays, the Assistant Principal will warn students at risk for academic ineligibility, including their parents, relevant teachers, coaches, extracurricular sponsors, and the Athletic Director as applicable. On Friday after 3pm, the Assistant Principal will confirm with these parties if the student is ineligible for the following week (Sunday to Sunday).

SUPERVISED STUDY

All freshmen will be assigned to Supervised Study during their off-mods to begin the school year. In addition, for those students who are struggling academically and have been deemed academically ineligible, the Supervised Study Program can assist them in improving their grades. The following guidelines outline when students will be required to participate in the Supervised Study Program:

1. After the first 6 weeks of the fall semester, any student with 2 or more Ds or at least one F may be placed in Supervised Study. That student will be notified by the Educational Success Coordinator, who monitors grades regularly throughout the year.
2. Students required to take part in Supervised Study will report during all free mods that are not during normal lunch hours. If students are free during three or more lunch mods, they are expected to attend supervised study during all but two of those free lunch mods.
3. The Educational Success Coordinator will provide a list of Supervised Study students for each mod, posted at the beginning of each week.
4. At the Wednesday grade check, a student receives a warning of academic ineligibility with encouragement to work with their teacher on failing or outstanding work before the end of the week. Final determination of ineligibility is made based on the student's grades at 3pm Friday.

5. Students will remain in Supervised Study until their grades improve above the grade threshold at the next grade check. Students will receive notification when they are released from Supervised Study.
6. Students will be expected to turn in their phones at the door upon entering Supervised Study and focus on completing missing assignments or studying to bring their grades up. They are also encouraged to use this time to check in with their teachers for support. Students should not be using this time for any other purpose (e.g. playing games, chatting with friends).
7. PLEASE NOTE: a student's athletic/extracurricular ineligibility status always lasts Sunday to Sunday even if the student is released early from Supervised Study for improved grades.

GRADE CHECK / ACADEMIC INELIGIBILITY PROCESS				
Mon.	Tues.	Grade Check Ineligibility warning emails go out. Student has until Friday to improve grades with no penalty.	Thurs.	Final Grade Check @ 3PM Ineligibility notice emails go out. Student is in Supervised Study the following Mon.-Fri. unless grades improve at next Grade Check.
Grade Check If ineligible student's grades have improved above threshold, released from SS right away.	Tues.	Grade Check Repeat above. If ineligible student's grades have improved above threshold, released from SS right away.	Thurs.	Final Grade Check @ 3PM Repeat above. If ineligible student's grades have improved above threshold, released from SS for next week.

ATTENDANCE

ATTENDANCE DEFINED

A full day of attendance is considered 6 ½ hours or more. A half-day is considered 3 ½ hours to 6 ½ hours. These hours will be adjusted by the Assistant Principal to cohere with different schedules.

All students are expected to attend school daily during the entire regular school term. Morning attendance will be taken in homeroom. Tardy students must check in at the office when they arrive.

ARRIVAL TIME

School begins at 7:55 with the start of homeroom. The bell sounds at 7:50 am as a 5-minute warning prior to the start of homeroom and again at 7:55 am to mark the beginning of school. The bell sounds at 2:55 pm for dismissal.

CLASS ATTENDANCE

Students are expected to attend every class, every school Mass, and if application, every Supervised Study assignment. Skipping class, Mass, or Supervised Study will result in detention. A student who repeatedly skips class or Supervised Study may be suspended.

ABSENCE

If a student is going to be absent from school, it is important for parents to call the office between 7:00 – 8:00 am or email the school secretary. It is the student's responsibility to contact instructors for missed work. **Make-up work must be completed within the same number of days the student has been absent.** Missing a day or days of school is not an excuse to be unprepared for class. Students should consult course syllabi for each instructor's absence and missing work policies. **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 administration. The Assistant Principal and President will make the final decision after consultation with the Office of Education.

ABSENCE - PLANNED

Absences of more than five days will be considered unexcused unless otherwise excused by the Assistant Principal or President. **Make-up work must be completed within the same number of days the student has been absent.** When a student

has a planned absence, they should request work they will miss from their teachers ahead of time. All students leaving school for a school activity are required to turn in a permission form to the school office.

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 to attend an appointment will not be considered tardy or absent.

TARDINESS TO SCHOOL

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 every 10 weeks. A student will receive a detention if they are tardy 3 times within a 10-week period and for each subsequent tardy during the same period. 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 absent, except for a parent approved appointment.

TARDINESS TO CLASS

A student will be marked tardy if he or she does not arrive to class by the start time. A student will receive a detention if they are tardy to class 3 times within a 10-week period and for each subsequent tardy during the same period. Continual tardies may result in suspension and loss of athletic/club privileges.

TRUANCY

Truancy is defined as absence without valid cause for one or more periods of the student's school day. Parents/guardians may be notified following 3, 5, and 9 days of absence or tardies within a school year, and a school intervention may be initiated. After the 9th school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. See Diocesan Policy 5113.1 for a full description of tardiness, absence, and truancy.

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.

EDUCATIONAL SUCCESS & COLLEGE PLANNING

EDUCATIONAL SUCCESS

The Educational Success Coordinator will assist students in identifying the courses they need to take to meet graduation requirements. This will be completed through the course registration process each year. Students will be expected to meet with the Educational Success Coordinator to discuss their college plans and match their abilities and interests to a schedule that will maximize college admission requirements. Parents are encouraged to take part in this process as well.

Some students may need additional support to achieve success in their coursework at Gibault, and the Educational Success Coordinator will help to connect students with those supports, including tutoring, counseling, identifying peer study groups and student success groups to learn study skills, and organization or time management skills. Any student in need of additional assistance can submit a Request for Assistance form. This form can be found on the Educational Success section of the school's website. Parents or students can submit this form. If a student or parent is unable to locate this form, they should contact the front office.

TESTING

Gibault Catholic aims to serve 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 Pre-ACT, and juniors take a practice ACT. 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 preparing to take the ACT junior and senior year as part of the college application process.

ACCOMMODATIONS

Students who have an identified IEP or 504 plan to assist them in success will work with the Educational Success Coordinator to ensure their accommodations for success are being met. The Educational Success Coordinator will complete/update their accommodation plans prior to the start of each school year. All teachers will be provided with copies of these plans, and the Educational Success Coordinator will engage in regular conversations with teachers regarding student success. Parents are also encouraged to reach out to the Educational Success Coordinator with questions or concerns regarding their student's academic performance and accommodations. If a student appears to be struggling consistently despite efforts to improve their

grades, a teacher or the Educational Success Coordinator may refer a student for evaluation through Perandoe Special Education.

PERSONAL COUNSELING

In the event of any family problems or personal difficulties in our students' lives, the Educational Success Coordinator seeks to offer personal and confidential assistance, including a referral to a professional counselor who meets with students every Wednesday afternoon.

COLLEGE AND CAREER PLANNING

The College Planning Coordinator assists students and parents in discerning a career path and gathering college information. The College Planning Coordinator advises on career interest assessments, college majors and degree programs, the college application process, college visits, college admissions, scholarships, and financial aid. The College Planning Coordinator also organizes career fairs, military visits, and career interest field trips. Students and parents are encouraged to meet with the College Planning Coordinator to discuss post-graduation plans.

FINANCIAL AID FOR COLLEGE AND SCHOLARSHIPS

The College Planning Coordinator 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.

STUDENT ORGANIZATIONS

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 High School Student Council is comprised of four class councils – one for each grade level – as well as an Executive Council. Each class council is made up of four representatives voted on by the class. The Executive Council includes a President, Vice President, Secretary, and Historian voted on by the entire student body. Elections are held annually; a student can serve multiple terms if reelected. Candidates for Executive Council must have junior or senior standing and must have served on a class council previously. The Executive Council is responsible, with the guidance of its moderator, for leading and fostering communication among all class councils. Additionally, the Student Council 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 Father Pierre Gibault Catholic High School 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 and cords 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.

At the beginning of the school year, juniors and seniors who have a 3.75 or higher GPA receive an opportunity for NHS membership. In September, the moderator selects a seven-member faculty review committee. Each member of the committee individually reads through the prospective materials. The committee then meets as a group to discuss each student 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, prove active membership in 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 the second semester as full members of the Father Pierre Gibault Catholic High School 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 President shall reserve the right to approve all activities and decisions of the chapter.

STUDENT ORGANIZATION FUNDS

Student organizations should carefully follow the below guidelines regarding organization funds, money handling, purchases, and income.

1. Every student organization which raises funds or expends monies must have all expenses approved through the organization's staff moderator. A student should never incur expenses to an organization without moderator approval. A student should never bypass the organization's moderator to organize a purchase or request monies through the Business Manager.
2. A student may never use a school bank card to make a purchase. If a student makes an approved purchase on behalf of an organization, the student should submit receipt of purchase to the Business Manager to process a refund for the expense. The student should clearly list the organization and the activity for which the purchase was made.
3. The staff moderator must clear all fundraising activities and purchases through the school Administration and Business Manager.
4. All exchange of money (income and expenses) of all student activities must be submitted through the Student Activity Fund in the Business Office.
5. Funds left in the organizations' accounts at the end of the school year remain in that account to be used the following year.
6. No student or moderator may sign a contract binding the school or school organization without the co-signature of the administration.

DISCIPLINE

AUTHORITY

All final decisions concerning discipline, including those which may not be covered in the handbook, will be the responsibility of the Assistant Principal and President. 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 as well as to the State Board of Education. Discipline issues may be reported to the National Honor Society sponsor or the Athletic Director as appropriate for additional action.

CODE OF CATHOLIC/CHRISTIAN CONDUCT

Pursuant to Diocesan Policy 5131, 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. For rationale regarding discipline, see Diocesan Regulation 5144. Gibault Catholic High School and the Diocese of Belleville set the following expectations:

1. 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.
2. 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.
3. 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.)
4. 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..

RIGHTS AND DUTIES OF STUDENTS

1. A full list of Diocese of Belleville policies concerning students can be found in the diocesan Policies and Regulations Index here:
<https://www.diobelle.org/education/catholic-schools/policies-regulations-index>.
 These policies apply to all students enrolled at schools in the Diocese of Belleville.
2. 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 (per Diocesan Policy 5142). Incidents of this type will be taken seriously and will include severe consequences to the offender.
3. The right to self-respect includes a learning atmosphere free from illegal drugs, alcohol, and weapons. The Diocesan policies 5131 and 5131.1 Code of Conduct/Off-Campus Misconduct applies to this point.
4. 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.
5. 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.
6. Attendance at Catholic elementary and secondary schools in the Diocese of Belleville is at the will and discretion of the particular school. Attendance and enrollment may be terminated at any time when the school determines that continued enrollment would not be in the best interests of the student, the school, or the educational purposes of the school (per Diocesan Policy 5131).
7. 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.

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 Assistant 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 Assistant Principal will inform parents and the student will be given a detention. Repeated violations can lead to suspension and other sanctions.

ACADEMIC DISHONESTY

(Adapted from Saint Louis University) *Academic integrity is honest, truthful and responsible conduct in all academic endeavors.* Gibault Catholic High School is a Catholic educational community centered on Christ and the teachings of the Church. Accordingly, all acts of falsehood demean and compromise the teaching and learning environment that Gibault supports in its mission. Gibault strives to prepare students for lifelong learning and excellence, which necessitate personal and educational integrity.

Plagiarism is an egregious breach of academic integrity. A student who submits, whether deliberately or accidentally, as his or her own work any assessment which is in any part taken from another person's writing without giving proper and accurate acknowledgement (i.e. use of quotation marks, in-text citations, author's name, works cited page, etc.) is guilty of plagiarism. *This includes digital media.* To be specific, the following is considered plagiarism:

1. The submission of a complete paper written by someone else, whether he/she is a student, graduate, parent, professional, or amateur.*
2. The use of passages written by another without the use of the conventional means of showing that the material has been quoted directly, or without identifying the source(s).*
3. The use of paraphrases or summaries of others' writing without identifying the source(s) in the conventional manner, without really putting the original author's ideas into briefer forms, and/or without expressing the ideas in your own phrasing. (Adjusting verb tense, adding or omitting a word or two, and rearrangement of word groups do not constitute your own phrasing.)
4. The submission of images that are direct copies of already existing work, especially those found online.

*A note on artificial intelligence (A.I.) programs: the use of generative A.I. programs such as Chat GPT or OpenArtAI constitutes work "written by someone else" or "written by another" or "images that are direct copies" as stated above. Schoolwork found to be consistent with features of generative A.I. will be investigated thoroughly. Any student found to have used a generative A.I. program without authorization from the teacher to write or create any part of their submitted coursework will be subject to that instructor's plagiarism policy. Consequences from administration, the National Honor Society, sports programs, etc. will result as applicable.

SMOKING/TOBACCO/VAPING

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

DEVICES AND INTERNET USE

Each student is responsible for purchasing a laptop computer for daily use at Gibault Catholic High School. The Educational Success Coordinator will send new students guidance on selecting an appropriate device. If a student's device should break or malfunction, a laptop can be borrowed from the front office temporarily until the student is able to replace or repair their own laptop. Students should bring their laptop to school every day and keep it charged.

The computer-use agreement verifies that a student must comply with all school policies. In particular, it is to be understood that:

1. Any use of computers, phones, or any device at school are primarily for educational purposes
2. Phones are only permitted in the cafeteria during lunch service hours and in the hallways at mod change.
3. There is no privacy in regards to files housed in school accounts, school email accounts, or learning management system accounts (administration may search at any time)
4. 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
5. **Students may never use any device, social media, or online platform for any reason that would be contrary to Catholic values, injurious to another person, or for any type of malicious, violent, or sexual purpose.**
6. Calls from cell phones must be made in the main office.
7. Use of cell phones in prohibited areas will result in the confiscation of the cell phone for the rest of the school day and the next school day, with repeated offenses resulting in detention.

Students are responsible for their 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 another person
3. Recording – by photo or video – any person without permission
4. Posting any pictures, videos, or comments on social media sites, or in any media, of faculty, staff, or any Diocesan employee.
5. Posting any statement, action, activity, or behavior that is contrary to the teachings of the Catholic Church or that does not align with Catholic values.
6. Posting any content that includes Gibault or Diocesan logos or branding without consent.

Regarding social media, Gibault Catholic High School may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. However, the school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy, and the school may require the student to share content in the course of such an investigation.

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.

DETENTION

Misconduct can result in detention. Behaviors resulting in detention may include but are not limited to:

1. Dress code violations
2. Excessive tardies (to school or class)
3. Inappropriate language or behavior
4. Repeated cell phone use in a prohibited area
5. Misuse or destruction of school property
6. Disobedience, disrespect, or insubordination
7. Skipping class
8. Class disruption
9. Roughhousing
10. Confiscation of others' property
11. Cheating
12. Accessing an off-limits area of the building or campus
13. Failure to appear for detention
14. Misuse of a device/violation of the devices and internet use guidelines

Parents will be notified of a scheduled detention when appropriate. Detentions take place immediately after school on the date assigned by the Assistant Principal. After-school work, personal obligation, extracurricular activities such as sports, etc., are

not legitimate reasons for missing detention. Missing a detention will result in the student serving an additional detention.

SUSPENSION

When a student's behavior is especially egregious and/or multiple detentions have not resulted in improved behavior, disciplinary suspension may be assigned. Privileges such as field trips, overnight trips, or extracurricular involvement may be restricted.

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 Assistant Principal and President. Once it is determined that a suspension will be issued, it shall be reported immediately to the student's parent(s) or 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, the Assistant Principal and the President should precede the student's return to school, and that student will be put on probation upon their return.

Students will serve their suspension off campus under the supervision of their parent(s) or guardian(s). The purpose of a suspension 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.

During a suspension, the student is not permitted to participate in or attend any school function or activity on or off campus.

Offenses which may result in suspension include:

1. Threatening the life, health, or safety of another. Bringing a gun, a knife (including pocketknife), a chain, any other weapon, 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 physical, verbal, written, and online threats – will result in school administration promptly notifying local police. Students will be suspended into the custody of parents/guardians and school administration will deliberate expulsion. Schools shall report these incidents to the State Board of Education.
2. Use (including being under the influence of), possession, distribution, and/or sale of mood-altering chemicals including alcohol, tobacco, cannabis, or drugs. Upon receipt of a written complaint from any school personnel or any occurrences of firearms and/or drugs, the school shall report all incidents to the local law enforcement authorities immediately after the occurrence and/or of the attack. Schools shall report these incidents to the State Board of Education.
3. Illegal activity
4. Physical, emotional, or sexual harassment or bullying

5. 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.
6. Serious and deliberate vandalism to school property or property of others as well as carrying instruments of vandalism. (Restitution will be required.)
7. Setting off false fire alarms.
8. 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.
9. Stealing.
10. Truancy: Students are considered truant if they:
 - a. Miss one or more days without parent permission
 - b. Leave school grounds after the school day begins without parent permission or without signing out
11. Repeated lack of regard for rules where detentions are not successfully correcting misbehavior.

EXPULSION

Expulsion is a serious action which shall be invoked only after due consideration of all other possible solutions. The Assistant Principal and President 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 of Schools shall be notified and involved in all deliberations and shall approve the Assistant Principal's and President's recommendation for action. Final authority on expulsion lies with the President.

DRESS CODE – UNIFORM

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. On Fridays, a Gibault spirit wear top can be worn with uniform bottoms instead of a polo shirt.

PANTS: Students may wear solid-colored pants with belt loops that fit appropriately. Denim pants, skinny fit pants, form fitting pants, overly baggy pants, cargo pants, or frayed fabric pants are not acceptable.

SHORTS: Solid-colored shorts with belt loops may be worn year-round in lieu of pants. Shorts must have a minimum 8-inch inseam. Accent stripes, rivets, decorations, cargo pockets, or frays are not acceptable.

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

SKIRTS AND TIGHTS: Female students have the option of wearing the Gibault uniform skirt. Skirts must be at least finger-tip length. Skirts may not be rolled or altered to be worn shorter. Dark, solid-colored ankle-tight leggings or flared leggings may be worn under the skirt. Sweatpants, joggers, or patterned leggings are not acceptable.

OUTERWEAR: Students may wear Gibault branded sweatshirts (crewneck or hooded), fleeces, sweaters, or jackets. Uniform polo shirts must be worn beneath all outerwear. Outerwear without Gibault insignia is not permitted.

SHOES AND SOCKS: Shoes must be closed toe and closed back. Socks must be worn with shoes. Sandals, flip flops, crocs, slippers, etc. are not acceptable.

JEWELRY: Facial jewelry and visible body piercings except for earrings are prohibited.

HAIRSTYLES: Hair may not be colored in an unnatural shade. The Assistant Principal will make this determination.

TATTOOS: Tattoos, permanent or temporary, should not be visible.

ACCESSORIES: Sweatbands, suspenders, caps, hats, sunglasses and all other accessories are prohibited.

OXFORDS: Gibault embroidered white oxford shirts must be worn with uniform bottoms when announced. Occasions include certain Masses, Oktoberfest, etc.

BLANKETS: Students may not bring blankets to school nor use them in classrooms or study areas.

DRESS CODE – NON-UNIFORM

SHIRTS: Cropped tops and tank tops are not acceptable. Midriffs must not be visible. Shirts with profanity/drugs/alcohol are not acceptable, including bar or beer logos. Cutoff sleeves are not acceptable.

SHORTS: Shorts must have a minimum of a 5-inch inseam and be appropriate for school. Inappropriate shorts would include spandex shorts, overly thin material, see-through material, and glute lifting/cinched styles.

JEANS: Jeans with holes are not acceptable. Lightly distressed jeans are permitted.

LEGGINGS: Leggings must be dark-colored. Bottom must be covered by top. Inappropriate leggings would include overly thin material, see-through material, and glute lifting/cinched styles.

SKIRTS/DRESSES: Skirts and dresses must be at least fingertip length.

SHOES AND SOCKS: Shoes must be closed toe and closed back. Socks must be worn with shoes. Sandals, flip flops, crocs, slippers, etc. are not acceptable.

JEWELRY: Facial jewelry and visible body piercings except for earrings are prohibited.

HAIRSTYLES: Hair may not be colored in an unnatural shade. The assistant principal/principal will make this determination.

TATTOOS: Tattoos, permanent or temporary, should not be visible.

HATS: Hats are permitted on dress down days. Hats with profanity/drugs/alcohol, including bar or beer logos, are not acceptable.

THEME DRESS: Students must dress in theme on dress down days. If they cannot apply the theme, they must wear the Gibault uniform.

FUNDRAISER DRESS: Students must donate to the fundraiser if they dress down. If they do not donate, they must wear their Gibault uniform.

HOMECOMING: Young men should wear slacks and button-down shirts; tie and jacket optional. No jeans or casual wear. Young ladies may wear short or long dresses, but dresses should be modest and appropriate in length (fingertip rule). Thin straps and strapless are acceptable. Cutouts, plunging necklines, and fully bare backs are not acceptable.

PROM: Young men must wear a suit, sport coat, dress shirt and tie or a tuxedo. Young ladies may wear short or long dresses, but dresses should be modest and appropriate in length (fingertip rule). Thin straps and strapless

are acceptable. Cutouts, plunging necklines, and fully bare backs are not acceptable.

DRESS CODE PENALTIES

The penalty for violating the above dress codes is a detention and correction of the problem. Correcting the problem may involve being asked to go home to change into dress code appropriate clothing. Repeated dress code violations could result in loss of privileges or suspension.

TRANSPORTATION

BUSES

Gibault Catholic High School can provide transportation for students in outlying communities. Routes 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. Transportation fees are charged monthly.

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 \$25.

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. Students should moderate their voices even during mod changes as there may be some students in class.
2. **INNOVATION COMMONS** – The IC 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 IC. 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 be doing schoolwork while using the patios. The central patio is available to sophomores and juniors. Freshmen may use it after Easter break. The west patio is available to seniors exclusively.
4. **CAFETERIA** – Seniors have the privilege of using the cafeteria as a study area outside of lunch service hours. Underclassmen may not access the cafeteria outside lunch service hours.
5. **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.
6. **CHAPEL** – Any student seeking quiet, reverent time in the presence of the Eucharist may visit the chapel during off-mods when it is not in use.

OFF LIMIT AREAS

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

GYM/WEIGHTROOM

The gym may be used only with adult supervision. Only students in the given classes are allowed in the gym building while PE or other classes are in session.

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, lights turned off, and doors locked.

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 damage or mark the floors.

LOCKERS

Students are assigned lockers 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 nor 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 a locker. Because 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.

COMMUNICATIONS

FACTS

Gibault Catholic High School uses the student information system FACTS to communicate with families. Communication may be made through text or voice messaging. FACTS communications include:

1. School start delays, early releases, or cancelations due to hazardous weather or emergencies
2. Student grade reports
3. Weekly school newsletters
4. Dress down reminders
5. School Mass and other liturgical announcements

EMAIL AND PHONE

Families may communicate with Gibault staff and faculty via email (email addresses are listed on the school website directory) or phone (618-939-3883).

SCHOOLGY

Gibault uses Schoology as its student learning platform. Students may use Schoology to send messages to their teachers regarding schoolwork or related class questions. All communication data on Schoology is the property of Gibault Catholic High School and can be accessed by the Schoology administrator. Students using Schoology to communicate with teachers should do so in a formal and respectful manner. Teachers can use Schoology classrooms and groups to communicate with students as well.

SNAP

Gibault Catholic High School coaches use Snap to communicate with players and families. Practice and game schedules can be found on Snap. See the Athletic Handbook for more specific guidance on coach/player communication. Families can see the most up-to-date athletics information at <https://gibaulthawks.com/athletics/>.

DISASTER DRILLS

Drills for emergencies such as fire, tornadoes, earthquakes, and intruders will be conducted throughout the school year. Procedures for these drills have been carefully planned out in collaboration with the Waterloo Police Department, Waterloo Fire Department, and the Diocese of Belleville.

Students are expected to follow directions carefully at all times during these drills and in the event of a true emergency.

Specific procedures for the above disasters and other emergencies are outlined in the **Crisis Management Plan** available on the school website Resources page, in classrooms, and in the school office.

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.

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 has at least one F and/or at least 2 Ds, they will 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.

Grade checks are made known to the student-athlete, their parents, the head coach, and Athletic Director to ensure their knowledge of the situation.

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.

See pages 16-17 of this document for more details on grade checks and eligibility.

UNIFORMS

The school allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences.

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 (395 days). All physicals must be on file before beginning practice or participating in competition.

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.

ATHLETIC FEE

Gibault Catholic High School requires each athlete pay a fee of \$150 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.

8. 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.

9. 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).

10. 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)

11. 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.

12. 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.
- 8. **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.
- 9. **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.

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.

SPORTS FUNDRAISING

All athletes at Gibault Catholic High School are required to participate in Athletic Department fundraisers. Fundraisers are important to the viability of Gibault Catholic's Athletic Department and contribute significantly to its operating budget. Athletic Department fundraisers are separate from other school-related fundraisers and do not exclude the student-athlete from other fundraising responsibilities.

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. For suspension or expulsion for violating this policy, see Diocesan Policy 5114.1. For questions regarding medical cannabis, please see Diocesan Policy 5141.2.

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. The school allows student-athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values, or modesty preferences.
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