



CARDINAL
GIBBONS
HIGH SCHOOL

Parent/Student Handbook

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August 2018 – June 2019
Cardinal Gibbons High School
Calendar

9 August	First Day of Classes
3 September	Labor Day Holiday · no classes
28 September	Diocesan Ed. Conf. · no classes
15 October	TWD · no classes
21-23 November	Thanksgiving Break · no classes
19-31 December	Christmas Break
1-2 Jan	New Year's Holiday · no classes
21 Jan	Martin Luther King Holiday · no classes
6 Feb	Faculty/ Staff Retreat · no classes
18-22 Feb	Mid-Winter Break · no classes
11 Mar	TWD · no classes
18-26 April	Easter Break
24 May	Last day of classes

Mission/Goals

Mission Statement - Cardinal Gibbons High School

Cardinal Gibbons High School is a college preparatory school of the Roman Catholic Diocese of Raleigh. We embrace the mission of Jesus Christ: to form men and women of faith, service, and leadership in church and community.

Philosophy and Goals of Cardinal Gibbons High School

Cardinal Gibbons is a co-educational high school in the Diocese of Raleigh that shares the Good News through quality Roman Catholic education. Under the guidance and leadership of lay and religious faculty, staff and administration, Cardinal Gibbons seeks to prepare young men and women to live out gospel based values. We believe that quality education calls us to integrate Gospel teaching and values with real life. We seek to foster these values with emphasis on Roman Catholic identity and the teachings of Jesus Christ. We recognize that parents are the primary educators and work closely with them in both school and parish. Cardinal Gibbons welcomes families of all faiths, ethnic origins, and economic levels.

To make this philosophy a reality, the Cardinal Gibbons community of faculty, staff, administration, and parents accepts the challenge and responsibility to:

- Cultivate the spiritual values of our Roman Catholic faith and heritage
- Encourage spiritual growth by instruction in and experiencing of the Church's teachings and sacramental life
- Instill a moral foundation centered in the teachings of Jesus Christ
- Foster recognition of the goodness of God's presence and will in our daily life
- Nourish the community of faith among parents, teachers, and students by prayer and worship within the total life of the school and parish
- Teach all secular subjects in the light of Gospel values
- Encourage critical and creative thinking to stimulate intellectual growth
- Enable students to reach their individual potential and to think clearly, to form strong convictions, and to act in their beliefs for the betterment of their own lives, their church, and society as a whole

- Promote a spirit of and appreciation for academic excellence emphasizing
- a college preparatory curriculum
- Teach the knowledge and skills that promote physical and mental well-being
- Raise awareness of and respect for the natural order and beauty of creation
- Foster an appreciation of individual worth coupled with a respect for the rights and dignity of all other persons in a pluralistic and multicultural society
- Provide an opportunity to develop the potential for leadership in a complex, changing society
- Encourage acceptance of the right and responsibility to achieve one's full potential

In this way, it is our goal that the Cardinal Gibbons graduate will be formed as a whole person who has integrated his/her spiritual, intellectual, physical, emotional, and social dimensions according to the teachings of Jesus Christ.

Mission Statement of the Catholic Schools and Early Childhood Centers of the Diocese of Raleigh

The mission of the schools and early childhood centers of the Diocese of Raleigh is to engage our school/center communities in creating quality education within a Catholic environment that fosters the current and future development of the whole child

Goals of Catholic Schools - Diocese of Raleigh

The goals of Catholic Schools, message, community, service and worship are consonant with those expressed in *To Teach as Jesus Did* (1973). Catholic schools are to make "faith become living, conscious, and active, through the light of instruction". Primarily, Catholic schools are delegated to further the command of Jesus "to teach all nations".

To teach the children is to present Jesus' "good news", the gospel message in word and example. Children are instructed in Catholic doctrine, values, and moral standards.

The religious and academic message is experienced in community shared by the people of the school environment and expanded in service to the broader local and civic community.

Worship and celebration are means of offering thanks and praise to God who has gifted people with freedom to grow and develop in a constantly changing world.

Objectives of Catholic Schools

Catholic Schools provide environments in which students:

- Grow in personal faith response through prayer and worship
- Learn Catholic tradition and current Catholic teaching
- Develop a functional moral code based on recognition of one's God given dignity
- Acquire and apply the knowledge and skills that will equip the students to be active, participating citizens in a technological age
- Respond to needs of others through service to school, Church, and community
- Gain the information and values necessary for an appreciation of family life and human sexuality
- Demonstrate social responsibility and awareness of global interdependence
- Understand and appreciate various cultures by growing in the understanding of social problems concerning race, poverty, and religion
- Recognize the responsibility to be good stewards of the environment.
- Experience the joy of learning.
- Develop creative expression and appreciation for the arts
- Acquire and apply the knowledge and skills necessary to promote intellectual, physical, emotional, and spiritual growth
- Learn and use basic skills in all areas of the curriculum
- Apply critical thinking skills
- Develop both cognitive and affective communication skills
- Develop interpersonal relationship skills in an atmosphere which encourages responsibility and appreciation for one another
- Learn through relevant materials and situations that recognize and address individual learning styles.

NON-DISCRIMINATION POLICY

Cardinal Gibbons High School does not discriminate on the basis of sex, race or national origin in the administration of its academic and admissions policies, scholarship and financial aid programs, and other school administered services.

Requirements for Graduation

Although each student of Cardinal Gibbons High School should be aided in developing his/her potential in all areas, it is the responsibility of the school to provide courses for “intellectual knowledge (as) preparatory to professional accomplishment.” Each senior at Cardinal Gibbons must maintain a passing grade in all subjects, including all electives courses, taken at Cardinal Gibbons High School in the senior year.

In planning, students should consider that many colleges require additional credits in academic areas. Please consult your college counselor.

All students registered in A.P. Courses must take the A.P. Exam in May. There is an additional fee for A.P. Tests.

Graduation is also dependent on the student passing the NC Competency Test, or achieving at a satisfactory level on another standardized test adopted by the school.

Freshman Year

Theology 9

English 9 (*College Prep or Honors*)

Math I or Essential Math I,
Math II, Math III (*College Prep
or Honors*)

Biology (*College Prep or Honors*)

World Geography (semester)

Health (semester)

Physical Education (semester)

Technology Skills (semester)

Foreign Language (In general,
students begin their study of
foreign language in the
Freshman year.)

Junior Year

Theology 11 (*College Prep. or Honors*)

English 11 (*College Prep, Honors or A.P*)

Math

US History (*CP, Honors, or AP*)

Chemistry, Physics or other Science

Sophomore Year

Theology 10

English 10 (*College Prep or Honors*)

Math II, Math III, Pre-Calc,

AFM (*College Prep or Honors*)

Chemistry or Earth Science
(*College Prep or Honors*)

World History (*College Prep, Honors
or A.P*)

Foreign Language

Fine Arts (1 credit)

Senior Year

Theology 12 (*College Prep. or Honors*)

U.S. Gov't/Economics (*Honors or AP*)

English 12 (*College Prep, Honors or A.P*)

Math

Science (*a 4th year is recommended*)

Electives

Diocese of Raleigh High School Grading Scale

The marking system makes use of letter grades in the evaluation of scholastic achievement.

- A+** (98-100%) C.P.: 4.33 Hon.: 4.83 A.P.: 5.33
A (93-96%) C.P.: 4.00 Hon.: 4.50 A.P.: 5.00
A- (90-92%) C.P.: 3.67 Hon.: 4.17 A.P.: 4.67
1. Maximum requirements are met
 2. All work accomplished is consistently of very high quality
 3. Student displays consistent, active & intelligent participation
- B+** (87-89%) C.P.: 3.33 Hon.: 3.83 A.P.: 4.33
B (83-86%) C.P.: 3.00 Hon.: 3.50 A.P.: 4.00
B- (80-82%) C.P.: 2.67 Hon.: 3.17 A.P.: 3.67
1. Requirements over and above essentials are met
 2. Work accomplished is consistently of high quality
 3. Student displays frequent, active, and intelligent participation
- C+** (77-79%) C.P.: 2.33 Hon.: 2.83 A.P.: 3.33
C (73-76%) C.P.: 2.00 Hon.: 2.50 A.P.: 3.00
C- (70-72%) C.P.: 1.67 Hon.: 2.17 A.P.: 2.67
1. Basic requirements are satisfactorily met
 2. Steady progress and application of knowledge acquired are evident
 3. Student displays intelligent participation
- D** (65-69%) C.P.: 1.00 Hon.: 1.50 A.P.: 2.00
1. Bare essentials for passing are met
 2. Work accomplished is of poor quality
 3. Student displays insufficient participation
- F** (below 65%) *No Credit Issued*
1. Minimum essentials are not achieved
 2. Failure in tests, irregularity and incompleteness of assignments are in evidence
 3. Student neglects participation

A grade of incomplete (INC) indicates that requirements have not been met because of extended absence. An incomplete grade must be made up within two weeks.

Semester Examinations

Exams at the end of each semester count no more than 20% of the student's semester average; each quarter grade counts for a minimum of 40%. Absence from semester exams will be excused only for serious illness or at the discretion of the principal or Assistant Principal of Instruction.

Honors and Awards

Students must take a minimum of 5 courses to be eligible for Honor Roll. The following honors are recognized:

A Honor Roll.....All As on Semester Grades

A-B Honor Roll.....No Grade Below B on Semester Grades

Transcripts

All transfer transcripts will be reviewed to determine a cumulative weighted GPA at Cardinal Gibbons High School. Transcripts are an official record of a student's semester grades and GPA. The registrar is responsible for these records.

Senior Academic Awards

Determination of Valedictorian and Salutatorian

1. Determination of the Valedictorian and Salutatorian is based upon the Cumulative GPA after 7 semesters. No student will be considered for Valedictorian or Salutatorian unless they have been a student at Cardinal Gibbons for at least 3 years. The Valedictorian and Salutatorian must be a student in good standing as determined by the administration.
2. Only high school courses are included in the GPA and determination of Valedictorian and Salutatorian.
3. High school credit is not given for college courses.

**North Carolina State Board of Education
North Carolina Scholars' Program**

Students must have an overall four year grade point average of 3.0 GPA on an unweighted scale after 7 semesters, and must meet the following course requirements. Recipients of this award receive a gold seal on the diploma. This is denoted on the commencement bulletin.

Scholars' Program Course of Study

The Academic Scholars Program will consist of a single plan as outlined below:

Units	Program Area
4	English
3	Mathematics (Math I, Math II, Math III or one unit of advanced mathematics for which Math III is a PRE-REQUISITE--three (3) units must be taken in grades 9-12)
4	Science (Biology, Chemistry, Physics or one other advanced (Honors or AP Course) science in lieu of Physics)
3	Social Studies (Government/Economics, US History, one world studies course)
2	Foreign Languages (two levels of the same language)
1	Health/Physical Education
2	Additional units selected from among English, Mathematics, Science, Social Studies or Foreign Language courses
<u>4</u>	Electives
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Academics

Other Senior Awards:

The Presidential Award – A certificate with the Presidential Seal in gold and a letter from the President of the United States is given to seniors who have a 3.5 or higher GPA on an unweighted scale and an 85th percentile on the SAT or ACT. This is denoted on the commencement bulletin.

The Bishop Zarama Award – This award is given to the top 10 percent of the graduating class. A medal (bust of James Cardinal Gibbons) is given to these graduates and is worn as a part of the graduation apparel. This is denoted on the bulletin for commencement.

The Bishop F. Joseph Gossman Award – given to the senior who has a high overall average in a particular subject area, over the 4 years of high school, and who has shown a true interest in that subject area. This award is given at commencement.

Course Withdrawals/Changes

If a student withdraws from a course during the first two weeks of the semester, no record will be made. After the first two weeks the course will be listed on the permanent record with a "W" for withdrawn. A student may not withdraw from a class without approval of the teacher, Student Services and/or the Principal.

On all course changes, written approval must be given by the parent and administration. Faculty assignments are based on student requests that are approved by parents in the spring. Therefore, course changes will only be made for sound academic reasons. The school cannot guarantee that an alternative course will be available. Course changes are subject to a \$75.00 (seventy-five dollar) fee, which must be paid before a change is operative.

Failures

An "F" in a required course must be made up in summer school. All such credits must be made up before the student is admitted to school the following year.

Students who receive three or more semester "F"s will be asked to withdraw from Cardinal Gibbons.

Students with multiple failures may be placed on academic probation. More frequent communication among teachers, parents, student and guidance counselor should provide motivation and support for academic improvement. Students on academic probation who do not improve will be asked to withdraw from Cardinal Gibbons High School.

Report Cards

Students can view quarter, exam and semester grades by accessing "Grades History" in Power School. Credit is given by semester and only the semester grade is recorded on the student's permanent record. In the case of a course that does not have a semester exam, the two quarter grades are averaged together each counting as 1/2. The GPA is calculated on the basis of the semester average.

Conduct Code

General Disciplinary Regulations

Cardinal Gibbons High School has the authority to make reasonable and necessary rules governing the conduct of students in school. All students are considered to be under the jurisdiction of the regulations while going to, remaining at, and returning from school. This includes all school-related activities.

Students whose conduct is unsatisfactory and who violate good order and common sense are subject to disciplinary action.

If students violate school policies, rules or regulations, they may be subject to the following disciplinary actions as determined by the Asst. Principal for Student Life and/or the Principal:

1. Denial of Privileges:

Students may be excluded from activities and otherwise denied privileges that are normally accorded to them.

2. Probation:

Student will be placed on disciplinary probation when their conduct is not in keeping with the rules and regulations as set forth by the school. If while on disciplinary probation a student's conduct is lacking in improvement, then the student may be liable for expulsion. The Asst. Principal for Student Life will determine the period of time for the disciplinary probation. Positive improvement must be evident before the probation is lifted.

3. Detention:

(Any faculty or staff member may make a recommendation to the Asst. Principal for Student Life.)

The time and form of detention will be determined by the Asst. Principal for Student Life. Usually detention occurs 6:00 am and 7:00 am before school begins. Detention may involve manual labor. Failure to fulfill detention hours will result in In School Suspension (I.S.S.) or Out of School Suspension (O.S.S.).

4. Suspension:

(Principal, Asst. Principal for Student Life may impose)

There are two kinds of suspension. In School Suspension (I.S.S.) which may involve manual labor throughout the school day and Out of School Suspension (O.S.S.) where the student will not be allowed on campus for a specified duration.

5. Expulsion and Dismissal Policy and Procedure:

(Only Principal may impose)

A student's expulsion is dependent ultimately on the decision of the principal.

A student may request a review of disciplinary actions 1-4 to the principal in writing.

Serious offenses, in addition to those outlined elsewhere in this handbook, include the following: bringing weapons to school, sexual harassment, fighting, bullying, stealing, cheating, vandalism, serious moral transgressions, defiant actions, civil disobedience or any other action that brings discredit upon the school or seriously impairs the rights of others.

The school reserves the right to review the academic and disciplinary record of the student at the end of each year to consider if they should be invited to return the following year.

The school reserves the right to search any items brought on campus.

Substance Abuse Policy

The illegal use of drugs and alcohol by high school students is a serious problem. When such activity takes place on school grounds and during school hours or at school activities, it is dangerous for the entire school community.

We encourage a student who has a problem with the use of drugs and/or alcohol to speak with a school counselor, provide immediate assistance for this student and family, and seek to provide ongoing professional help. Additionally, we encourage parents who have concerns about their own child to contact the school.

Alcohol

A student who is found using or possessing alcohol on school grounds or at any school activity (including transit to school and off campus lunch) will incur serious penalties including suspension and loss of privileges.

Drugs

The possession, use, or sale of illegal drugs will not be tolerated. When a student is found possessing, using, or selling illegal drugs on school property during school hours (which includes transit to school and off campus lunch), or at school activities, the matter will be investigated by the Assistant Principal for Student Life. The principal will determine the penalty, which may result in expulsion, for those students found possessing or using illegal drugs on campus or at school activities. A student found selling illegal drugs will incur automatic expulsion.

If the school administration has strong suspicion that a student is possessing, using or selling illegal drugs outside of school, they will contact parents to inform them of their concerns and to assist them in finding assistance for their child.

Smoking

Cardinal Gibbons recognizes that the use of tobacco and electronic cigarette products are a health, safety, and environmental hazard for students, employees, visitors, and school facilities. We believe that the use of tobacco and electronic cigarette products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and visitors. We acknowledge that adult employees and visitors serve as role models for students. We recognize that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus.

Tobacco Use Prohibited

No student, staff member or school visitor is permitted to use any tobacco and electronic cigarette products at any time, including non-school hours:

- in any building, facility, or vehicle owned, leased, rented or chartered by Cardinal Gibbons high school
- on any school grounds and property – including athletic fields and parking lots – owned, leased, rented or chartered by Cardinal Gibbons High School or
- at any school-sponsored or school-related event on-campus or off

In addition, Cardinal Gibbons high school employees, school volunteers, contractors or other persons performing services on behalf of Cardinal Gibbons high school also are prohibited from using tobacco and/or electronic cigarette products at any time while on duty and in the presence of students, either on or off school grounds.

Further, no student is permitted to possess a tobacco and/or electronic cigarette product while in any school building, while on school grounds or property or at any school-sponsored or school-related event or at any other time that students are under the authority of school personnel.

Bullying and Harassing Behavior

The school is to be free of discrimination and inappropriate and unlawful harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, or religion are inappropriate in a Catholic environment. Each school is to include educational approaches and disciplinary procedures which ensure that differences among students

are respected. (Diocesan Policy.)

Bullying and harassing behavior is any patter of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that:

- (1.) Places a student or school employee in actual and reasonable fear or harm to his or her person or damage to his or her property; or
- (2.)

Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. "Hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior

Electronic Communications

A student's conduct in the area of Electronic Communications affects our school community and student body. Inappropriate behavior in this area is subject to review and disciplinary action. This applies but is not exclusive to electronic communication on the Internet, texting, Instant Messaging, emailing, or social networking websites. Communication may include, but is not limited to text, still images, video and audio. Understand that this applies to communication at school and outside of school, as well as in addition to during school hours and after school hours.

While electronic devices may be allowed on campus (see general policies) the misuse of electronic devices may result in disciplinary action. Misuse may include but is not limited to recording pictures, video, and audio without school permission; playing videogames; downloading and or viewing/sharing inappropriate content.

If you have any questions about appropriate use of electronic devices, please see an assistant principal.

Conduct Outside of School

A Cardinal Gibbons student's activities are subject to review at all times.

Any student who becomes involved in public misconduct, whether it be connected with a school activity or not, will be reviewed by the Assistant Principal for Student Life for possible disciplinary action.

It is important to remember that misconduct outside of school has a deleterious effect on the school's ability to form men and women of faith, service and leadership.

Cardinal Gibbons High School has the right to protect the reputation of the school, including the faculty, staff, and families.

Student Pregnancy

Student pregnancy is a sensitive issue requiring charity and understanding. Every effort, (tutorial or in-class) for the student to continue schooling up to the delivery is to be made by the principal. The principal shall work with the student, parents/guardian and Catholic Charities or social service agency to provide counseling and medical services that may be needed. After delivery, the student shall be received back in school, if the infant is being adequately cared for by an appropriate adult. (Diocesan Policy.)

Student Participation

As a student at Cardinal Gibbons your student is required to participate in ALL school activities that are part of the academic program.

This includes all field trips, liturgies and outreach service days. We do not schedule any event that is for Catholic students only, in keeping with our open enrollment policy.

Class, group or school assemblies are mandatory and part of the school day. By enrolling your student at Cardinal Gibbons you have agreed to participate in full in the entire program offered.

Dress Code

Students attending Cardinal Gibbons High School are expected to be appropriately dressed. A student's attire should reflect the Christian values of modesty and respect for the individual person and the school community at all times on campus and at all school sponsored activities. Students who violate the dress code may be subject to disciplinary action. School Administrators shall determine the appropriateness of clothing worn on campus and may ask a student or guest to change or leave campus. Questions about this policy should be directed to the Assistant Principal for Student Life.

Students must come dressed for school. Students may not change at their lockers.

Students are to be dressed modestly at all times. There should be no overly tight or form fitting clothing. There should be no cleavage, and no bare midriffs whether this is caused by shirts "rising up" or skirts "riding down". Shorts and skirts should be cut no higher than three inches above the knee.

Only modest ear piercings are allowed.

Any hairstyle that causes a disturbance in the learning environment is not allowed.

NINTH, TENTH, AND ELEVENTH GRADE MALES:

- A modest white long or short sleeve collared golf/ polo shirt.
- With the approval of the Assistant Principal for Student Life, students on teams or in clubs may wear a tucked in white oxford shirt and tie on game days.
- Modest khaki slacks or khaki walking shorts.
- Appropriate shoes, sandals, or boots—sneakers are allowed.
- Hats may not be worn inside the building.
- A Cardinal Gibbons approved sweatshirt or jacket purchased from the bookstore may be worn over a student's dress code shirt. No other jackets or outerwear are permitted.

NINTH, TENTH, AND ELEVENTH GRADE FEMALES:

- A modest white long or short sleeve collared golf/ polo shirt.
- Shoulders must be covered.
- With the approval of the Assistant Principal for Student Life, students on teams or in clubs may wear a tucked in white oxford shirt on game days.
- Modest khaki slacks, khaki walking shorts, or khaki skirt which measures no more than 3 inches above the knee.
- Appropriate shoes, sandals, or boots—sneakers are allowed.
- Hats may not be worn inside the building.

- A Cardinal Gibbons approved sweatshirt or jacket purchased from the bookstore may be worn over a student's dress code shirt. No other jackets or outerwear are permitted.

TWELFTH GRADE MALES

- A modest collared and sleeved golf or oxford shirt.
- Modest slacks or walking shorts—no denim or jeans of any variation.
- Appropriate shoes, sandals, or boots—sneakers are allowed.
- Hats may not be worn inside the building.
- Senior students are expected to be neatly dressed at all times. This means no t-shirts, tank tops, torn and dirty items, or bizarre and unusual attire of any kind. Sweat pants, athletic pants, pajama bottoms, or other inappropriate pants are not allowed.

TWELFTH GRADE FEMALES

- A modest, sleeved blouse, shirt or dress. Dress should be no more than 3 inches above the knee.
- Modest slacks, skirts or walking shorts which measure no more than 3 inches above the knee.
- No denim shirts, jackets, vests or jeans in any variation.
- Appropriate shoes, sandals, or boots—sneakers are allowed.
- Hats may not be worn inside the building.
- Senior students are expected to be neatly dressed at all times. This means no t-shirts, tank tops, torn and dirty items, or bizarre and unusual attire of any kind. Sweat pants, athletic pants, pajama bottoms, yoga pants, leggings or other inappropriate pants are not allowed.

If you have any questions about the appropriateness of an item of clothing please see an assistant principal or the Attendance Director before wearing the items to school.

Acceptable Use Policy

The Cardinal Gibbons High School 1:1 program aims to connect with our students and provide outstanding formation, which includes the acquisition of skills necessary for their future. By abiding by an acceptable use policy, we can ensure that students will uphold the mission of our school through digital citizenship online and offline.

The Cardinal Gibbons High School Acceptable Use Policy applies to all technology resources. The policy outlines the guidelines and behaviors that users are expected to follow when using school technology or when using personally-owned devices on the school campus. CGHS students are expected to use technology in a considerate, ethical, moral and legal manner.

- The network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Use of technology in the classroom will be at the discretion of the teacher.
- Misuse of school resources can result in disciplinary action.
- We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.
- Users of the network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

All activity over the Cardinal Gibbons network, school issued devices or school property in general is subject to supervision and inspection. Cardinal Gibbons reserves the right to monitor, access, retrieve, read and disclose all messages, information, and files created, sent, posted from, and/or received using the Cardinal Gibbons network and/or school issued device. Violations to the policy are subject to disciplinary action.

Technologies Covered

Cardinal Gibbons provides Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Cardinal Gibbons will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies

All technologies provided by Cardinal Gibbons are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access

Cardinal Gibbons provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow protocol to alert an IT staff member or submit the site for review.

Email

Cardinal Gibbons provides users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social / Web 2.0 / Collaborative Content

Recognizing that collaboration is essential to education, Cardinal Gibbons provides users with access to websites and tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

Cardinal Gibbons may provide users with mobile computers or other devices to promote learning both inside and outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices, including use of the school network, may be monitored.

Personally-Owned Devices

Students may use personally-owned devices (including laptops, tablets, smartphones, and cell phones) at any time during school hours—unless such use interferes with the delivery of instruction by a teacher or staff or creates a disturbance in the educational environment. Any misuse of personally-owned devices may result in disciplinary action. Therefore, proper netiquette and adherence to the acceptable use policy should always be used. In some cases, a separate network may be provided for personally-owned devices.

School-Issued Laptop

Care should be taken on a daily basis to ensure that the laptop is not put in a situation where there is an increased risk of theft or damage. Students should report computer problems or issues to the IT department immediately. Students are responsible for charging and maintaining sufficient battery power for daily school use. Power cords should be kept easily accessible.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

Netiquette

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

- Users should not plagiarize (or use as their own, without citing the original creator) content including words or images from the Internet.
- Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial

information, over the Internet without adult permission.

- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use

Students will:

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

Students will not:

- Use school technologies in a way that could be personally or physically harmful to myself or others.
- Search inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others—staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

Cardinal Gibbons High School will not be responsible for damage or harm to persons, files, data, or hardware. While Cardinal Gibbons High Schools employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Cardinal Gibbons High School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Access to technology in school gives students and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. Cardinal Gibbons is committed to helping students develop 21st-century technology and communication skills.

Violations of this Acceptable Use Policy

- Violations of this policy may have disciplinary repercussions, including:
- Limited network, technology, or computer privileges
- Notification to parents in most cases
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

General Policies

Attendance and Related Policies

Rationale

Regular attendance is essential if a student is to receive maximum benefit from his/her education at Cardinal Gibbons High School. The school will designate absence and tardies as "excused" if parental permission has been given, and "unexcused" if parental permission has not been given. In determining eligibility for academic credit, there is no difference between excused and unexcused absences and tardies. Cardinal Gibbons has adopted the following policy:

1. Parents as the primary educators of their children have the responsibility to see that their children do not miss school unnecessarily.
2. The school has the duty to ensure that the academic progress of the classes is not impeded by students who miss school frequently.
3. Teachers are not obligated to serve as private tutors for students who miss school unnecessarily. Nor are teachers obligated to give students work in advance of the absence.
4. Students must accept full responsibility for making up missed work, including staying after school if this is required by the teacher.

Absence

Students who miss more than ten (10) class sessions of a course during a semester will not receive credit for that course.

In rare cases, appeals may be made through the principal to an Attendance Review Committee.

If a student is absent from school, the parent is required to call the office between 8am and 10am, unless the absence is pre-arranged. The number is 834-1625 ext 214. The student must bring a written excuse upon returning to school for the attendance file and to receive an excused absence. The note should give the dates and reason for the absence and be signed by one of the parents.

Pre-Arranged Absence

The purpose of pre-arranging an absence is to give the teacher an opportunity to express academic concerns about the students' missing school. It is the student's responsibility to notify his or her teachers prior to the absence. Pre-arranged absences are still absences and as such are included in the count of days/periods missed. Parents are responsible for giving a note to the Attendance Office prior to the pre-arranged absence. The note should be give the dates and reason for the absence and be signed by one of the parents.

Early Dismissals

If a student needs to leave school early, parents are asked to give their child a signed note to bring to the attendance office before school starts that morning. The attendance office will issue a Permit to Leave School, which the student will give to his/her teacher when leaving that teacher's classroom. Students are not allowed to leave campus without permission of their parent(s) or emergency contact person.

Make-Up Work

When a student is absent from school, it is the student's responsibility to make specific arrangements for making up work missed during the absence. All work shall be made up in a reasonable length of time, as determined by the respective teacher in his or her written classroom guidelines.

If a student is absent the day an assignment is due or a test is given and the student was informed of the assignment, test or project prior to the absence, the work is due and/or the test must be taken the day the student returns.

A teacher's policy regarding due dates for assignments takes precedence over the above statement. A teacher may require that an assignment be handed in by a particular date regardless of whether the student is in school that day.

Tardies

Students arriving late to school (after 8:05) report to the Attendance Director for an admit slip. Excessive tardiness is one of the most significant factors in poor student performance. It also has deleterious effects on the student's sense of personal responsibility.

Moreover, such tardiness is most disruptive to the teaching process.

When tardies become chronic, the attendance office and/or the Assistant Principal for Student Life will then address it as a discipline problem. Chronic tardiness may result in a student not receiving credit for that course.

Off Campus Permission

If it is necessary for a student to leave the campus once he/she has arrived at school he/she must have the permission of a parent and the attendance office.

Any student leaving and/or returning to school must sign in/out at the attendance office.

Audio and Visual Recording Devices

(Cameras, Camera Phones, Video Recorders, and Tape Recorders)

Students, parents and visitors on campus may not possess any recording device in bathrooms, locker rooms, or other changing areas.

Students, parents and visitors on campus may not record still or moving images, or audio on campus without permission of a faculty/staff member, or the administration.

Electronic Devices, Phones, Music Players

Cell phones, music players, and other electronic devices are permitted on school property, but may not hinder or bother school activities. The school retains the right to confiscate these devices if they interfere with the learning environment.

Bookstore

The school bookstore stocks textbooks. Textbooks are distributed at the beginning of the school year in class. Students are responsible for returning their books at the end of the school year in good condition. Failure to do so will result in fees for those books.

Cheating and Plagiarism

Cheating, including plagiarism on any assessment, including but not limited to tests, classwork, homework and projects is a highly unethical activity. Students who engage in such activities will be subject to disciplinary and academic penalties which may include a failing grade in the course.

Drills: Fire

Fire safety is always important. To insure this safety, regular fire drills are conducted.

1. Directions for leaving the building are posted in every classroom and students are expected to familiarize themselves with these instructions.
2. There must be no talking during a fire drill.
3. Students should close doors and windows and turn out the lights as they leave.

4. Students must remain in line and stay close to their instructor for an outside attendance check.
5. At the end of the drill a signal is given for all classes to return to their rooms in absolute silence.
6. Misconduct concerning fire drills is subject to disciplinary action.

Drills: Lock Down

In the event that there is a need to lock down the school for a safety reason it is to be taken seriously by everyone on campus.

1. Directions for a school lockdown are posted in every classroom, gym, cafeteria and theater.
2. Instructions will be conveyed to classrooms via intercom and or individual staffers, depending on the situation and equipment capability.
3. Teachers are instructed to lock any hallway or exterior door to their classroom and account for all students.
4. Teachers are to move students away from all windows and doors.
5. If possible, classroom teachers should place a green piece of paper (provided in advance) in an exterior classroom window to indicate that there is no intruder in the room and students are safe.
6. Staff members must ensure that students and adults who may be outside are brought into a locked interior area.

Special instructions will apply for gym, cafeteria, library, theater and chapel.

Drills: Severe Weather

Safety in severe weather is very important and is to be taken seriously by everyone on campus. To insure a safe procedure for evacuation in severe weather, drills will be conducted as often as deemed necessary.

1. Directions for relocation are posted in every classroom, gym, cafeteria and theatre.
2. There is to be no talking during severe weather drills.
3. Students will be taken by a teacher to the relocation area if they are to relocate.
4. The teacher will insure that students are in a curled position with arms covering heads.
5. Students will be notified by their teacher when the drill is over and will be taken back to their respective classroom.
6. Misconduct concerning severe weather drills is subject to disciplinary action.

Finances/Tuition

Cardinal Gibbons offers several payment plans to meet the needs of students and their families. A tuition payment plan must be selected at the time of registration.

Tuition payment options are as follows:

1. One payment in full, due by June 1, including annual student fee and New Student Capital Fee, (2.5% discount on tuition only will apply.)
2. By quarter, through FACTS automatic tuition: July, October, January and April.
3. FACTS automatic tuition payment method - 10 month plan: July - April; 12 month plan: July - June.

The New Student Capital fee of \$1000 is required for all NEW students. (Future siblings will be assessed a fee of \$500.)

The annual student fee is \$950. For those students on the single pay plan, the above fee will be billed and due with the June 1 payment. For those who use FACTS payments, the fee will be incorporated into the FACTS withdrawal.

Note: The 2.5% discount only applies towards tuition.

Please refer to the Cardinal Gibbons website for the Tuition Payment Policy.

Financial Aid

Need-based financial aid is available. We use the FACTS Grant and Aid Assessment to process and evaluate financial aid applications. All applications should be completed by March 15th. A financial aid application must be completed online: www.cghsnc.org/financialaid. The Financial Aid committee will review each recommendation and determine the amount of financial aid if any, to be awarded. Notification will be sent to financial aid applicants in May.

Weapons

Students may not possess weapons of any kind on campus including on their person, in their cars, or in their lockers.

Fireworks

The possession of fireworks is illegal and jeopardizes the safety of students and others. The possession or use of fireworks in school or at any school activity is strictly forbidden. Violation of this regulation is a very serious offense.

Food/Drinks

The cafeteria is open before school and during lunch. Teachers may limit food and drinks in their classrooms.

Fundraising

All fundraising activities not sponsored by the Office of Institutional Advancement must be approved by the Principal.

Guardianship

If parents are going to be out of town, the Attendance office should be notified and provided an emergency contact phone number, as well as the name of the adult locally responsible for the student.

Inclement Weather

School closings, late openings, and early dismissals are announced on our website www.cghsnc.org or our phone, WTVD and WRAL TV. Students should listen specifically for Cardinal Gibbons High School. The school uses Alert Now, a communication system which will contact the primary residence in case of a school closing, late opening or early dismissal. Please contact the main office if you would like to update your contact information.

Insurance

Cardinal Gibbons High School provides accident insurance coverage for students and athletes while they are participating in school sponsored and school supervised sports and activities. This coverage is on an **excess** basis, which means that it pays secondary to any other insurance which may be in effect at the time of an injury. This coverage is not intended to be the primary coverage for the student. There is no additional cost to the parents for this coverage.

Injuries

All injuries, whether in or out of school, must be reported to the school nurse by the student as soon as possible.

Locks and Lockers

Lockers are provided for each student. Since lockers are the property of the school, the school administration retains the right to inspect them and to take necessary steps to insure that lockers are used in accordance with the philosophy of the school.

It is the student's responsibility to take care of the locker throughout the school year. It may not be vandalized or decorated in a way inappropriate to the school's policies and values. Lockers should be secured at all times

with a school lock available only from the bookstore. Non-school locks will be cut off if necessary.

Students must lock up their personal possessions during gym class and during athletic events.

Library Media Center

The mission of the library media center is to ensure that students and faculty are effective users of ideas and information. An understanding of the organization of the library, procedures for use, and location of materials is the goal of the library. The library media center strives to be a multi-faceted "classroom" for independent, group or class learning. The Library Media Center and Computer Room are open from 7:00 a.m. until 5:00 p.m. Students may use the library before school, during study hall, during lunch period and after school unless there is a scheduled use by a class or organization. Specific procedures, uses and regulations are contained in the Library handbook which is distributed to each student.

Medications

Students are allowed to carry their own medications as long as they are in their original container and not shared with any others. Students who have medical allergies which require them to carry an EpiPen are required to ensure the medication is stored properly and not expired. Students with serious medical conditions should contact School Nurse with any specific information. Students who are ill (fever, flu, virus) should not return to school until cleared by a physician.

Messages

Messages and deliveries to students during the day will be relayed *only in case of emergency* and only from a parent/guardian. Messages should be given to the Attendance Office: 834-1625 ext 214.

Parent Communications

If a parent has a concern or suggestion, he/she should first discuss it with the teacher. If the concern is not addressed, the parent should submit the concern/suggestion in writing to the Assistant Principal of Instruction.

Parking

General Information

For the safety of our students, faculty and visitors, and to ensure access to the school for emergency vehicles, parents and visitors throughout the day, Cardinal Gibbons High School has instituted a parking policy effective for the 2016-2017 school year.

Matters related to student parking are handled by the Assistant Principal for Student Life, Mr. Mike Curatolo (mcuratolo@cghsnc.org) and Attendance Office Assistant, Mr. Okesa Smith (osmith@cghsnc.org). All inquiries and form and payment submissions should be made through the Attendance Office.

Students may not park in Visitor or CG Educator spot at any time.

Parents and visitors should park in the Visitor spots.

Parking in the lot is at the owner's risk. The school will not be liable for any damage done to vehicles. The school reserves the right to make changes or provide exceptions to these parking policies at any time.

Application for Parking Permits

Students who wish to obtain a parking permit must complete the online application. Students should apply for a parking permit only if a) they are currently able to drive, and b) they plan to drive the majority of school days. A student who drives to school only infrequently should apply for the Daily Permit on those days (see below).

Once a student has been notified that they are eligible for a parking permit, they must submit the following to the Attendance Office:

- ~ photocopy of the applicant's driver's license
- ~ registration card for each vehicle to be parked here (limit of two vehicles)
- ~ \$25 fee (cash or check made out to Cardinal Gibbons High School) for the parking permit

The student will be issued a parking permit at that time. Students must re-apply for a new parking permit at the start of each academic year.

Prioritization

The following prioritization will be used in determining which students will receive a parking permit:

First priority: Senior students in good standing.

Second priority: Junior students in good standing.

Third priority: Sophomore students who transport at least one other student (including a sibling) a majority of the time.

Fourth priority: Sophomore students who are involved in multiple after-school activities.

Fifth priority: Sophomore students

When the maximum number of permits has been issued, students will be placed on a waiting list. If permits become available, students on the waiting list will be notified.

Use of Parking Permits

Permits may not be given to, sold to, or shared with another student without permission from the Attendance Office. Any student who gives, sells or shares their permit at any time will lose the right to use the permit, and will not be given a permit in the future.

If two drivers wish to share a permit, both drivers must complete an application and clearly include the other student on their application. Students must notify the Attendance Office immediately of any change or addition to vehicle information, or if their permit is lost. Replacement cost for lost permits is \$25.

Permits are issued for the school year and become invalid at the end of the school year.

Daily Permits

A limited number of daily permits will be made available each day. The purpose of these permits is to allow for an exceptional circumstance, where a student needs to use the parking lot on a single day. Application for a single daily permit must be made online. Students using a daily permit must park in the regular student parking lot.

Policies

Students who need to go to their car during the school day must first receive permission from the Attendance Office. Special requests to park in or to use the lot at any time must be approved by the Attendance Office. The privilege of parking in the lot may be denied if school policies are not followed. Those who are not in good standing will not receive a parking permit or will have the permit revoked if it has already been issued. Permits must always be displayed. Vehicles without valid permits properly displayed from the rearview mirror may be towed without warning at the owner's expense. Student parking is permitted only in designated areas, and in marked parking spaces. Parking must not block fire and emergency lanes, rights of way, or other vehicles. A speed limit of 10 mph and restrictive signs must be followed. Reckless driving, inappropriate/loud music while in, entering, or departing the lot is not permitted. Students are not permitted at their cars except during arrival/departure from the school grounds. Loitering in the lot is never permitted. All vehicles in the parking lot are subject to search at any time by the school administration or its approved agents.

Commented [NB1]: Mike C- Please update

School Day

The school is open from 7:30 a.m. to 4:00 p.m. Students should not be dropped off at school before 7:30 a.m. The school assumes no responsibility for students who remain at school after 4:00 p.m. unless they are participating in a school-sponsored activity under the supervision of a faculty/staff member.

School Trips

In order for the student to participate in a field trip, the parent must complete the permission form by the date required by the teacher organizing the trip. Students may not participate in the trip unless all required forms are completed, on time.

Transportation is provided by the school for all trips outside of Wake County. For trips in Wake County the following policies are in effect:

1. Freshmen and sophomores may not drive for these events. Transportation must be provided by the parents or by the school.
2. Juniors and seniors may drive only with the written permission of their parents.
3. Neither diocesan nor school insurance covers volunteer drivers for students to activities or to school.

All trips during school hours, and all extracurricular trips, tours, and excursions must be approved by the Principal or an Assistant Principal.

All literature concerning trips will clearly indicate sponsorship by Cardinal Gibbons High School as well as the faculty moderator of the trip. All school regulations are in effect during school trips. Parental permission forms are required. All student rosters of trips are submitted to the Principal for approval.

No student, parent or other person may organize, publicize, or in any way solicit for non-sanctioned school trips while on school property.

Security

Students must either keep their personal possessions in their lockers, cars, or in their possession at all times. In the event that an item is lost or missing the student is to report the matter to the Assistant Principal for Student Life immediately. The sooner the report is made the sooner action can be taken in the items recovery.

Student Communications

Students are encouraged to communicate their concerns via a number of channels. Students may consider going to their student council officers, any staff or faculty member, assistant principals, the campus ministers, school guidance counselors, or the principal.

Visitors

All visitors must report to the main office before commencing a visit. No other visitors are permitted to remain in the school building during or after school hours.

College Counseling

In accord with the philosophy of the school, the aim of the College Counseling department is take a holistic approach to each student and assist them in the development of their mental, spiritual and emotional selves. The counselors are able to look the 'big picture' for each student and help then as needed to have a successful high school experience and to be ready for life after high school.

Cardinal Gibbons High School's College Counseling department offers the following services:

1. **Counseling Services** – Opportunity to discuss matters of transition, adjustment, social and academic concerns for both parents and students.
2. **College Planning** – Assistance to students and parents as they prepare their post-graduate plans.

The College Counseling department and the classroom teachers cooperate in their efforts to aid each student in assuming responsibility for personal and academic development. To achieve this goal, faculty members can make referrals to the College Counseling department if a student seems to need more help. In addition the College Counseling department also contacts students on an individual basis. Parents are always welcome to contact their student's counselor to ask questions or to set up a meeting time.

Please refer to the College Counseling section for more specific information as well as the timelines for each of the four years of high school.

Statement on Confidentiality

Within the context of Catholic Tradition and Values, the Guidance Department of Cardinal Gibbons High School assists students to reach their potential – spiritually, emotionally, socially and intellectually.

To this end, the Counselors respect the student's right to confidentiality in all information shared within counseling sessions. However, this does not include information that would cause serious, foreseeable and imminent harm to the student or other identifiable persons; or when laws or regulations permit or require disclosure without the student's consent. Examples of issues that would contravene the right to confidentiality include: child abuse, sexual/physical threats to others, abortion and suicide threats.

Transcripts

Transcripts, or any information contained therein, may not be released to any third party, except for a member of the staff or faculty having an official need for the information, without the expressed (in writing) approval of the student, if 18 years of age or a high school graduate, or parents or legal guardians if the student is not 18.

Parents and/or students may review their transcript at any time. Further, parents and/or students have the right to challenge any information contained in the records.

Official transcripts sent to third parties, will be requested in writing by the student, if 18, or the student's parent if under 18. Request forms for this are available in the College Counseling Department. The official transcript must be sent directly to the third party by Cardinal Gibbons. Normally it will not be accepted as official if hand carried, unless it is in a sealed envelope with the Registrar's signature.

A student may obtain a copy of his/her transcript at any time.

The student's permanent record (transcript) will remain on file at Cardinal Gibbons High School indefinitely.

Students should be aware that the transcript is a permanent, official record that contains all semester grades and cumulative grade point average.

Colleges and often employers will ask that this record be provided. The student should recognize the importance of this document as it reflects his/her achievement. When transcripts are released, all information is relayed.

Student Activities

Through the Student Activities Program, students are encouraged to recognize their talents and skills and to channel those abilities into activities reflecting the characteristics of respect, integrity and acceptance of self and others.

By participation in these activities, students develop their talents, positive attitudes of self-worth and self-discipline, respect for the rights of others, and the knowledge and skills which promote physical, spiritual, and mental well-being.

Students may be prohibited from participating in various school activities because of poor academic performance. This will be determined by the administration.

Attendance

1. A student must be in school the majority of the day (medical attention excluded) in order to participate in after-school activities that day. Any exceptions to this rule will be made by the Assistant Principal for Student Life or the Principal.
2. Students with excessive numbers of absences may not participate in activities that require the student to miss class.

Extracurricular Activities

Clubs

Cardinal Gibbons students are encouraged to participate in one or more school related activities. Clubs meet at various times and for various occasions. Information about each club including any specific requirements for a club can be found on the website. A club is a faculty/staffed organization with five students or more who meet at least once a month. In general, most clubs operate in a manner that allows students to participate as they choose or when they can. In other words, there is not a mandatory attendance policy for the whole year. A Club Directory is given to each freshman at Freshman Orientation at the beginning of the school year. Additional Clubs may start at any time, by either student initiative or faculty/ staff initiative in order to meet the school's needs and desires with the approval and help of the assistant principal for student activities.

National Honor Society

The Cardinal Gibbons High School Chapter of the National Honor Society maintains a high level of standards and member service. **Leadership, service, character and scholarship** are the four criteria of equal importance in determining acceptance.

The process begins in April of a student's sophomore or junior year. Those with a cumulative Grade Point Average of 3.5 or better at the end of the first semester will be called to a meeting where procedure, criteria for selection, requirements and deadline will be discussed. The Student Activity Information Form will be distributed and explained in detail.

Evaluations will be made by all faculty members and administrators. The NHS Faculty Council, appointed by the Principal, will receive a copy of the Student Activity Information Form, recommendations letters and faculty and administrators' evaluations. The Faculty Council votes on membership and the students are informed of acceptance in May with induction scheduled for October.

Dances

General Policies for Dances

1. All dances are chaperoned by faculty.
2. Students may not leave the dance and return. (including going to a car).
3. Dances are limited to students and their guests.
4. In order to be admitted, students and guests must be dressed according to the previously announced dress code.
5. A minimum may be set for pre-door sale of tickets. If this is not met by the date set, the dance may be cancelled.
6. A police officer will be hired to cover the parking lot area.
7. Students will not be admitted two hours after the opening of the dance. Students may leave the dance at any time.
8. Students should pre-arrange with parents to pick them up immediately after the dance.
9. All school policies regarding drugs/alcohol apply to dances and other school sponsored activities.
10. Students attending dances are expected to be appropriately dressed. A student's attire should reflect the Christian values of modesty and respect for the individual person and the school community.

Athletics

The following athletic policies have been written to familiarize parents and students with the philosophy of the athletic program, its resulting activities and consequent responsibilities, so that parents, coaches and athletes can work together in providing the benefits of the athletic program for all athletes.

Commented [NB2]: Todd

Philosophy

The goals of the athletic program flow from the philosophy and goals of the school. All students are encouraged to become involved in the interscholastic athletic program. It is beneficial for students to develop physically as well as mentally and spiritually and to cooperate with others in a team effort. To receive maximum benefits from participation in sports, a student-athlete should be committed to the program.

At the present time Cardinal Gibbons fields teams in the following sports:

Fall:

Cheerleading (VG and JVG)
Cross County (VG and VB)
Field Hockey (VG and JVG)
Girls Golf (VG and JVG)
Boys Soccer (VB, JV and 9th)
Girls Tennis (VG and JVG)
Volleyball (VG and JV Green/Gold)

Spring:

Baseball (VG and JV Green/Gold)
Boys Golf (VB)
Boys Lacrosse (VG and JV Green/Gold)
Girls Lacrosse (VG and JVG)
Girls Soccer (VG and JVG)
Softball (VG and JVG)
Boys Tennis (VB and JVB)
Track and Field (VG and VB)

Winter:

Boys Basketball (VB, JV and 9th)
Girls Basketball (VG and JVG)
Cheerleading (VG and JVG)
Swimming and Diving (VG and VB)
Wrestling (VB)
Track and Field (VG and VB)

Responsibilities of Student Athletes

Cardinal Gibbons moved to online management of medical history and physicals to protect student privacy, improve efficiency and provide our coaches and training staff with up to date medical information. Parents are now able to self-manage their account, download forms, upload new physicals, and update an information (e.g. insurance) as it changes. All student-athletes must register with Appryse (and renew in July for each school year).

A current physical (less than one-year old) must be uploaded to Appryse and approved by our CGHS Athletic Training staff prior to the first day of tryouts. Under no circumstances shall a student try out for a team without a current physical on file with the CGHS Athletic Trainer.

- a. Complete and upload all forms. A physical examination form – less than one-year-old is required by NCHSAA.
- b. Keep all uniforms and equipment issued to him/her in good condition. Return all such items at the end of the season or pay for missing items
- c. Inform parents of practice, game and transportation schedules and any changes in these schedules
- d. Maintain the required academic, disciplinary and attendance standards of eligibility
- e. Make up any missed school work promptly
- f. Inform parents of estimated time of arrival home from away games
- g. Maintain high standards of sportsmanlike conduct

Academic Eligibility

All student athletes will have their academic performance reviewed quarterly in keeping with the policy of the NCHSAA.

General Athletic Policies

Concerns

If a parent has a concern or suggestion, he/she should first discuss it with the coach. If the concern is not addressed, the parent should submit the concern/suggestion in writing to the Athletic Director. A copy should also be sent to the principal. The A.D. will address the concern with the persons involved.

If the parent still does not receive satisfaction, the concern/suggestion should be submitted in writing to the principal.

Costs

Students are expected to pay for shoes, socks and any incidentals as well as lodging and meals at all away games.

Dual Sports Participation

Out of concern for the health of the student athlete and the time involved, athletes may not participate in more than one sport in a season. Individual exceptions to this rule are left up to the Principal, Athletic Director, and respective coaches. A student who is involved in one sport may not begin practice for the next seasons' sport until the first season is completed. An athlete who quits a team may not practice with another team until the original team's regular season is completed.

Injuries

It is the duty of the coaches to keep the health and safety of the athletes under their care, of paramount importance.

For minor injuries, routine first aid will be administered. As necessary, the student will be referred to the athletic trainer. In all cases the parents will be notified. The wishes of the parents must be followed.

Athletes who are under a physician's care must follow the physician's orders as to when he/she may resume participation.

Uniforms

Uniforms are provided by the school and belong to the school. New uniforms are purchased about every five years according to a rotation schedule.

Practices

Practices are held daily and last for 1.5-2.5 hours depending on the specific sport. Practice schedules are given by the respective coaches, either in written or verbal form. Unforeseen circumstances may warrant changes in the schedule. It is the student's responsibility to inform the parents.

Practices are not scheduled on Sunday.

On days when school is cancelled due to inclement weather, no practices or games shall be held. In the event that inclement weather falls on a holiday or weekend when activities are scheduled, the principal of the school shall decide whether or not the activities shall be held.

Recognition Events

The athletic department in conjunction with the Athletic Association sponsors recognition events which recognize the achievements of the athletes and the program.

Transportation

Cardinal Gibbons will provide school transportation for all students, to and from school, for athletic games and trips. Students are required to travel with the team in school provided transportation unless a parent or legal guardian provides explicit consent, per event, for alternative transportation. Consent must be provided in advance and must meet the school criteria as defined in this document. A student may obtain a copy of the school approved Transportation Consent Form from his or her coach. Under no circumstances may a student transport other students.

Parent Involvement

Cardinal Gibbons Family Association (CGFA)

Commented [NB3]: Kerry M

The Cardinal Gibbons Family Association strives to create an exceptional parent experience at our school. This program focuses on building relationships among parents, the community, and Cardinal Gibbons. There are many opportunities for parents to define their individual journey through high school and to grow with parents in service and knowledge of the Gibbons community.

We are blessed to have wonderful parent support in so many ways. Attend an event or volunteer to meet parents you are privileged to parent alongside of and celebrate the spirit of the Gibbons parent community. Family Football Night, Golf Tournament, Gibbons Drama Production, Sporting Event, Tailgating or Daily Mass in our Queen of All Saints Chapel are fun ways to participate. Volunteering is an exceptional way to meet parents and get involved. Volunteer in Service Projects, Hospitality and Event Support, Office Assistance, Dad Cru, School Store or Cafeteria to name a few. Visit the CGFA webpage at www.cghsnc.org/cgfa for more information and a complete list of opportunities.

Questions? Email CGFamilyAssociation@cghsnc.org or call CGHS Volunteer Coordinator, Kerry Mann (919-834-1625 x277).

Cardinal Gibbons High School
Bell Schedules 2018-2019

Daily Schedule

Mon, Tues, Thurs, Fri

8:00	Warning Bell
8:05 - 9:00	*Period 1
9:05 - 9:50	Period 2
9:55 - 10:40	Period 3
10:45 - 11:30	Period 4
11:35 - 12:25	Period 5
12:30 - 1:10	Period 6
1:15 - 2:00	Period 7
2:05 - 2:55	Period 8

**1 Hour Late/9am Start
Schedule**

40 Minute Classes

9:05-9:45.....	*Period 1
9:50-10:30.....	Period 2
10:35-11:15.....	Period 3
11:20-12:00.....	Period 4
12:05-12:45.....	Period 5
12:50-1:30.....	Period 6
1:35-2:15	Period 7
2:20-2:55.....	Period 8

**Wednesday Assembly
Schedule**

40 Minute Classes

8:00	Warning Bell
8:05 - 8:55	*Period 1
9:00 - 9:40	Period 2
9:45 - 10:25	Period 3
10:30 - 11:10	Period 4
11:15 - 11:55	Period 5
12:00 - 12:40	Period 6
12:45 - 1:25	Period 7
1:30 - 2:15	Period 8

1pm Dismissal

30 Minute Classes

8:00	Warning Bell
8:05 - 8:50	*Period 1/8
8:55 - 9:25	Period 2
9:30 - 10:00	Period 3
10:05 - 10:35	Period 4
10:40 - 11:10	Period 5
11:15 - 11:45	Period 6
11:50 - 12:20	Period 7
12:25 - 1:00	Period 8/1

All-School Mass Bell Schedule

45 Minute Classes

8:00.....	Warning Bell
8:05 - 8:40	Period 1 & homeroom (35)
8:45 - 9:20	Period 2 (35)
9:25 - 11:35	Period 3 (35) <small>(3rd Period will be approx. 35 minutes)</small>
11:40 - 12:15	Period 4 (35)
12:20 - 12:55	Period 5 (35)
1:00 - 1:35	Period 6 (35)
1:40 - 2:15	Period 7 (35)
2:20 - 2:55	Period 8 (35)

Noon Dismissal Schedule

25 Minute Classes

8:00	Warning Bell
8:05 - 8:30	*Period 1/8
8:35 - 9:00	Period 2
9:05 - 9:30	Period 3
9:35 - 10:00	Period 4
10:05 - 10:30	Period 5
10:35 - 11:00	Period 6
11:05 - 11:30	Period 7
11:35 - 12:00	Period 8/1

* Extra time to handle administrative needs - i.e. announcements

Note: On Tuesday and Thursday Periods 1 and 8 will rotate.

Alma Mater

Alma Mater, we salute thee. Alma
Mater, school we love.
Make us worthy of thy lofty standards
and thy noble teaching prove.

Chorus

*Cheer for Gibbons, High School of Fame! Chant
her praises, great is her name.
Raise her colors, float them on high
While singing, "Hail to the High School we love."*

Alma Mater, Home of Wisdom
Alma Mater, Shrine of Truth
We will ever as thy loyal children Bless
the Mother of our Youth.

Chorus