

# STUDENT AND PARENT HANDBOOK



 CARDINAL  
GIBBONS  
HIGH SCHOOL

Cardinal Gibbons High School  
Parent Student Handbook  
2020-2021  
Web-only PDF Version  
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# OUR MISSION

## CARDINAL GIBBONS HIGH SCHOOL

### Mission Statement

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

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 educators 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 educators, administrators, and parents accept 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, educators, 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 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 or her spiritual, intellectual, physical, emotional, and social dimensions according to the teachings of Jesus Christ.

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## DIOCESE OF RALEIGH

### Mission Statement of the Catholic Schools and Early Childhood Centers

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

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 effective 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 gender, race, or national origin in the administration of its academic and admissions policies, scholarship, and financial aid programs, and other school administered services.

# ACADEMICS

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## GRADUATION REQUIREMENTS

Minimum requirements for Graduation: 24 credits (for students at Cardinal Gibbons for 4 years)

- 4 credits in Theology (one credit for each year in attendance)
- 4 credits in English
- 4 credits in Mathematics (one credit must be above Math III)
- 3 credits in Science (one must be in Biology; one must be a Physical Science: Chemistry or Physical Science)
- 3 1/2 credits in Social Studies
- 2 credits in the same World Language
- 1 credit in Fine Arts
- 1 credit in Health and Physical Education
- 1/2 credit in Technology Skills

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## MINIMUM UNDERGRADUATE ADMISSION REQUIREMENT

The minimum undergraduate admissions requirements at all 16 constituent institutions\* of the University of North Carolina will consist of the following:

- A high school diploma or its equivalent
- 4 course units in English
- 4 credits in Mathematics (one credit must be above Math III)
- 3 credits in Science (one must be in Biology; one must be a Physical Science: Chemistry or Physical Science)
- 2 credits in Social Studies - U.S. History, Government, and Economics
- 2 credits in the same World Language

*\*Individual constituent institutions may require other courses in addition to the minimum requirements and, therefore, prospective students should refer to the catalogs and contact the admissions offices of any institutions to which they plan to apply. In determining the admissibility of each applicant, constituent institutions also consider factors other than courses completed, such as high school grades, scores on college entrance examinations, recommendations, and student activities.*

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## NORTH CAROLINA STATE BOARD OF EDUCATION NC SCHOLARS' PROGRAM

Students must have an overall four-year grade point average of 3.5 on a 4.0 scale (unweighted) and must meet the following course requirements:

- 4 credits in English
- 4 credits in Mathematics (one credit must be above Math III)
- 3 credits in Science (Biology, Chemistry or Physics, and an Earth/Environ. Science)
- 4 credits in Social Studies
- 2 credits in the same World Language

### 1 CREDIT IN HEALTH AND PE

- 4 credits in Elective Courses

22 Total Credits

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## CHEATING AND PLAGIARISM

Cheating, including but not limited to tests, classwork, homework, and group 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 a course.

Students should not plagiarize (or use as their own, without citing the original creator) content including words or images from the Internet.

Students should not take credit for things they did not 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.

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## COURSE WITHDRAWALS AND SCHEDULE CHANGES

On all course changes, written/digital approval must be given by the parent and administration. A student may not withdraw from a class without approval of the teacher, college counselor and/or the Assistant Principal of Instruction. Educator 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 fee, which must be paid before a change is operative.

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## DETERMINATION OF VALEDICTORIAN AND SALUTATORIAN

Determination of the Valedictorian and Salutatorian is based upon the Cumulative GPA after seven semesters. No student will be considered for Valedictorian or Salutatorian unless he/she has been a student at Cardinal Gibbons for at least five consecutive semesters. The Valedictorian and Salutatorian must be a student in good standing as determined by the administration. Only Cardinal Gibbons High School courses are included in the GPA and determination of Valedictorian and Salutatorian. High school credit is not given for courses taken at a college or university.

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## FAILURES

Students who receive a grade of an F in a required course must make up the course in order to be promoted to the next grade. Students will have access either to a summer school option or an online option. Students must complete any coursework prior to July 31st of the academic year. Students with multiple failures will be placed on academic probation. Students on probation who do not improve may be asked to withdraw from Cardinal Gibbons.



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## GRADING SCALE

Cardinal Gibbons uses letter grades in evaluating scholastic achievement. A grade of incomplete (INC) indicates that requirements have not been met. An incomplete grade must be made up within two weeks of the date the grade was issued.

Letter Grade	Range	College Prep	Honors	AP
A+	97-100	4.33	4.83	5.33
A	93-96	4.00	4.50	5.00
A-	90-92	3.67	4.17	4.67
B+	87-89	3.33	3.83	4.33
B	83-86	3.00	3.50	4.00
B-	80-82	2.67	3.17	3.67
C+	77-79	2.33	2.83	3.33
C	73-76	2.00	2.50	3.00
C-	70-72	1.67	2.17	2.67
D	65-69	1.00	1.50	2.00
F	64 or below	0.00	0.00	0.00

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## HONORS AND AWARDS

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

- A Honor Roll: All A's for the semester (A+, A, A-)
- A-B Honor Roll: No grade below a B- for the semester (A+, A, A-, B+, B, B-)

### Senior Awards

The Bishop Luis Rafael Zarama Award is given to seniors who rank in the top 10% of the graduating class. Determination for this award is based upon the Cumulative GPA after seven semesters. No student will be considered unless he/she has been a student at Cardinal Gibbons for at least five consecutive semesters. Only Cardinal Gibbons High School courses are included in the GPA and determination of this award. This award is a medallion (bust of James Cardinal Gibbons) worn on a green ribbon over the graduation gown. This is denoted by the graduate's name in the Graduation program. (This award is given at Graduation practice.) A picture with the Bishop is taken immediately following Baccalaureate Mass.

The Bishop F. Joseph Gossman Award is an academic award given to the senior who has the best overall average in a particular content area, over the 4 years of high school and who has shown extraordinary interest in the subject. This is given by the department, and the recipients of these awards are announced during the Graduation ceremony and receive the award on stage.

The Bishop Michael F. Burbidge Award is presented to the student who is known for showing outstanding love and devotion to the administration, faculty, and students of Cardinal Gibbons High School. The recipient's name is added to the plaque that hangs in the main office of the school. This award is given on stage at Graduation.

The Bishop Vincent S. Waters Award is given to a student who has shown outstanding witness to the Roman Catholic faith, by living out each day, the Christian call to holiness. The recipient's name is added to the plaque that hangs in the main office of the school. This award is given on stage at Graduation.

The North Carolina Academic Scholar Program is sponsored by the State of NC Board of Education. A gold seal is placed on the diploma of each of these recipients. This is given to seniors who have a 3.5+ GPA (unweighted) and who have met certain course requirements. This is denoted by the graduate's name in the Graduation program.

The President's Education Award Program is the sponsor of this award. A certificate signed by the President of the United States and the Secretary of Education is given for outstanding achievement and is denoted beside the graduate's name in the Graduation program. The criteria for the President's Education Award are a minimum of a 3.5 GPA (unweighted) and a score on the SAT or ACT in the 85th percentile or higher. (Certificates are given at Graduation practice.)

#### Junior Awards

Junior Marshal - The top 15 students in class ranking after five consecutive semesters are asked to serve as marshals for Baccalaureate Mass and Graduation. A student must be enrolled at Cardinal Gibbons for at least three semesters to be considered.

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#### LIBRARY MEDIA CENTER

The mission of the Library Media Center is to ensure that students and educators 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. The Library Media Center strives to be a multi-faceted "classroom" for independent, group, or class learning. It is open from 7:00 A.M. to 5:00 P.M. Students may use the Media Center before school, during Study Hall, during lunch periods, and after school unless there is a scheduled use by a class or organization. Specific procedures, uses, and regulations are contained in the Media Center Handbook.

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#### NATIONAL HONOR SOCIETY

The National Honor Society is an organization that promotes appropriate recognition for juniors and seniors who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service. All members are expected to attend monthly meetings and to make contributions to the Cardinal Gibbons chapter by participating in chapter service activities.

Rising juniors and rising seniors with a cumulative GPA of at least 3.5 are eligible to apply to NHS. Students must be enrolled for a minimum of one semester at CGHS in order to be eligible to apply. Selection of students for membership is the responsibility of the Cardinal Gibbons NHS Educator council appointed by the Principal. Students who are eligible to apply will be contacted via their school email address in February.

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#### PARENT/GUARDIAN ACADEMIC COURSE/EDUCATOR CONCERNS

In the event a parent/guardian needs to express a concern or suggestion, he/she should first contact the individual educator to have a discussion. If the concern is not addressed, please submit the concern or suggestion in writing to the Assistant Principal of Instruction.

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## REPORT CARDS AND SEMESTER EXAM POLICY

Students can view quarter, exam, and semester grades by accessing “Grades History” in PowerSchool. 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 half. The GPA is calculated on the basis of the semester average.

Exams at the end of each semester count for 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.

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## TRANSCRIPTS

Transcripts are an official record of a student’s semester grades and GPA. The registrar is responsible for these records. Transfer student grades will not be a part of the Cardinal Gibbons HS transcript. Official grades and credits earned at other schools will be attached to the Cardinal Gibbons transcript when an official transcript is requested. Only high school courses taken at Cardinal Gibbons High School are included in the GPA and determination of awards. High school credit is not given for courses taken at a college or university.

Transcripts may not be released to any third party, except for a member of the staff having an official need for the information, without the expressed approval (in writing) of the student, if 18 years of age or older, or a parent/guardian if the student is not yet 18.

Parents/students may obtain a copy of his/her transcript at any time as well as challenge any information contained in the records. A 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 a cumulative grade point average. Colleges and employers often ask that this record be provided. Students should recognize the importance of this document as it reflects achievement.

# STUDENT LIFE

## ACCEPTABLE USE & ELECTRONIC DEVICE POLICIES

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 and electronic devices. 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. Cardinal Gibbons 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 educator.
- Misuse of school resources can result in disciplinary action.
- We make a reasonable effort to ensure students’ safety and security online, but we 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, school-issued laptops, 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 are uncertain.

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## ACCEPTABLE USE & ELECTRONIC DEVICE POLICIES, CONT.

### Web Access

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

### School-Issued Laptop

Cardinal Gibbons may provide users with laptop 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 devices, including use of the school network, may be monitored. 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.

### 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

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## ACCEPTABLE USE & ELECTRONIC DEVICE POLICIES, CONT.

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.

### 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 the 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 would not want parents, teachers, or future colleges or employers to see. Once something is online, it is out there—and can sometimes be shared and spread in ways you never intended.

### 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 (educator 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. Do not 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.

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## ACCEPTABLE USE & ELECTRONIC DEVICE POLICIES, CONT.

### Examples of Acceptable Use

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behavior both online and offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.

### Examples of Acceptable Use, Cont.

- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert an educator if threatening/bullying, inappropriate, or harmful content (images, messages, posts) are seen 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 oneself and others.
- Help to protect the security of school resources.

### Examples of Unacceptable Use

#### Students should not:

- Use school technologies in a way that could be personally or physically harmful to themselves or others.
- Search inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct online.
- 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 found online.
- Post personally-identifying information, about themselves or others.
- Agree to meet someone from 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 is not intended for use.

These examples of acceptable and unacceptable use are illustrative, not exhaustive. Users must use their own good judgment when using school technologies.

### Discipline regarding Electronic Communications

A student's conduct in the area of electronic communications affects our school community and student body, thus inappropriate behavior in this area is subject to review and disciplinary action by the administration. Appropriate conduct in electronic communications is expected at all times, including but not limited to all websites, texting, any messaging platform, email, use of Twitter, Facebook, Instagram, and/or any other social networking website allowed for school use. Communication may include, but is not limited to text, still images, video and audio, and applies to communication both inside and outside of school, as well as during school and after school hours.

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.

#### Limitation of Liability

Cardinal Gibbons High School will not be responsible for damage or harm to persons, files, data, or hardware. While Cardinal Gibbons 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 will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network. Access to technology in school gives students and educators 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 these Policies

- Violations of these policies 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

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## ATTENDANCE 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.
4. Teachers are not obligated to give students work in advance of the absence.
5. Students must accept full responsibility for making up missed work, including staying after school if this is required by an educator.
6. A student must be in school the majority of the day (medical attention excluded) in order to participate in after-school activities that day. Students with excessive numbers of absences may not participate in activities that require the student to miss class.
7. If parents/guardians are going to be traveling out of town, the Attendance Office should be notified and provided the name of the adult locally responsible for the student(s).

#### 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 email or call the Attendance Office between 8 A.M. and 10 A.M. unless the absence is prearranged. The Attendance Office can be contacted via email ([attendance@cghsnc.org](mailto:attendance@cghsnc.org)) or by phone 919- 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 along with a parent's signature.

#### Pre-Arranged Absence

The purpose of prearranging an absence is to give the educator an opportunity to express academic concerns about a student's absence. It is the student's responsibility to notify his or her educators prior to planned absences. Prearranged absences are still absences, and as such, are included in the count of days/periods missed. Parents are responsible for giving notice to the Attendance Office prior to the prearranged absence via email, phone, or note (see above). The notice should provide the dates and reason for the absence along with a parent's signature.

#### 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 or the parent may contact the Attendance Office before school starts that morning. The Attendance Office will issue a Permit to Leave School slip for the student, which the student will give to his/her educator when leaving that educator's classroom. Students are not allowed to leave campus without permission of their parent(s) or an emergency contact.

#### 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 educator 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. An educator's policy regarding due dates for assignments takes precedence over the above statement. An educator may require that an assignment be handed in by a particular date regardless of whether the student is or is not in school that day.

#### Tardies

Students arriving late to school (after 8:05) report to the Attendance Director for an admittance 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 a course.

#### Off-Campus Permission

If it is necessary for a student to leave the campus once he/she has arrived at school for any reason other than off-campus lunch privileges, 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.

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## AUDIO AND VISUAL RECORDING DEVICES

(Cameras, Camera Phones, iPods, Video/Tape Recorders, etc.)

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 an educator or the administration.

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## CONDUCT OUTSIDE OF SCHOOL

A Cardinal Gibbons student's activities are always subject to review.

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 educators, students, and families.

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## DRESS CODE

Students attending Cardinal Gibbons High School are expected to be appropriately dressed to learn. A student's attire should reflect the Christian values of modesty and respect for the individual person and the school community at all times both on campus and at all school-sponsored activities and events. There should be no overly tight or form-fitting clothing. No cleavage or bare midriffs should be exposed whether it is caused by shirts "rising up" or skirts pulled down. Shorts and skirts should be cut no higher than three inches above the knee. Only modest ear piercings are permitted. Any hairstyle that causes a disturbance in the learning environment is not allowed.

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. Students must arrive dressed for school; students may not change at their lockers. Questions about this policy should be directed to the Assistant Principal for Student Life. Questions about the appropriateness of an item of clothing, should be directed to an Assistant Principal or the Attendance Director before wearing the items to school.

### 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, sneakers, or boots
- Hats may not be worn inside the building
- A Cardinal Gibbons approved sweatshirt or jacket purchased from the school store 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 higher than three inches above the knee
- Appropriate shoes, sandals, sneakers, or boots
- Hats may not be worn inside the building
- A Cardinal Gibbons approved sweatshirt or jacket purchased from the school store 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 blue denim or jeans of any variety
- Appropriate shoes, sandals, sneakers, or boots
- 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 higher than 3 inches above the knee
- Modest slacks, skirts or walking shorts which measure no higher than 3 inches above the knee
- No blue denim shirts, jackets, vests or jeans of any variety
- Appropriate shoes, sandals, sneakers, or boots
- 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.

#### DRESS DOWN DAYS

- A modest, sleeved blouse, or shirt.
- Modest slacks, skirts, athletic, or walking shorts which measure no higher than 3 inches above the knee. Blue denim is ok.
- Appropriate shoes, sandals, sneakers, or boots
- Hats may not be worn inside the building unless it is part of a spirit week or the Halloween costume
- 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.
- FEMALES ONLY - Dress should be no higher than 3 inches above the knee

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## DISCIPLINARY PROCESS FOR DRESS CODE VIOLATION

1. First violation yields a warning and request for change of dress
2. Second violation yields a detention
3. Third violation yields a detention and meeting with parents and administration
4. Fourth violation yields suspension
5. Fifth violation yields a meeting to discuss continued enrollment at Cardinal Gibbons

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## DRILLS: FIRE, LOCK DOWN, SEVERE WEATHER

### Fire

To ensure safety of educators, students, and guests on campus, regular fire safety drills are conducted.

- Directions for exiting the building are posted in every classroom, and students are expected to familiarize themselves with these instructions.
- It is imperative that there is complete silence during a fire drill.
- Students should close windows/doors and turn off the lights when leaving the classroom.
- Students must remain in a single-file line and stay close to the educator who is responsible for their presence as an outside attendance check will be conducted.
- At the end of the drill, a signal will be given for all students to return to the classroom, again in complete silence.
- Misconduct during a fire drill is subject to disciplinary action.

### Lock Down

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

- Directions for a school lock down are posted in every classroom, theater, cafeteria, media center, and gymnasium.
- Instructions will be conveyed to classrooms via intercom and/or individual educators, depending on the situation and equipment capability.
- Classroom educators are to move students away from all windows and doors.
- If possible, classroom educators should place the green strip of paper (provided in advance) in an exterior classroom window to indicate a safe classroom without an intruder.
- Educators must ensure that any and all students or adults who are outside are brought into a locked interior area.
- Special instructions will apply for the gymnasium, cafeteria, media center, theater, and chapel.

### Severe Weather

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

- Directions for relocation are posted in every classroom, theater, cafeteria, media center, and gymnasium. Students are expected to familiarize themselves with these instructions.
- It is imperative that there is complete silence during a severe weather drill.
- Students will be taken by an educator to the relocation area if relocation is necessary.
- Students should sit in a curled position with their arms covering their heads.
- At the end of the drill, a signal will be given for all students to return to the classroom, again in complete silence.

- Misconduct during a severe weather drill is subject to disciplinary action.

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## FIREWORKS

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

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## FOOD AND DRINKS

The school cafeteria is open during all lunch periods. Educators may limit food and drinks in their individual classrooms.

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## 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 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 a student violates school policies, rules, or regulations, he or she may be subject to the following disciplinary actions as determined by the Assistant Principal for Student Life and/or the Principal:

- Denial of Privileges: Students may be excluded from activities and otherwise denied privileges that are normally accorded to them.
- Probation: A student will be placed on disciplinary probation when his/her 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 Assistant Principal for Student Life will determine the period of time for the disciplinary probation. Positive improvement must be evident before the probation is lifted.
- Detention: *(Any educator may make a recommendation to the Assistant Principal for Student Life.)* The time and form of detention will be determined by the Assistant Principal for Student Life. Usually detention occurs 6:00 A.M. and 7:00 A.M. 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.).
- Suspension: *(Principal or Assistant 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.
- 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 listed above in writing to the Principal. Serious offenses, in addition to those outlined elsewhere in the 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 the student is invited to return the following year.

Cardinal Gibbons reserves the right to search any items brought on campus.

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## INCLEMENT WEATHER POLICY

School closings, delayed openings, and early dismissals due to inclement weather are announced on Twitter, our website [www.cgshnc.org](http://www.cgshnc.org), by phone, and news stations: WTVD and WRALTV. 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.

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## INJURIES

All injuries, whether on or off campus, must be reported. The Nurse is available on campus every school day. Injury report forms are available in the Registrar's Office.

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## INSURANCE

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

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## LOCKS AND LOCKERS

Lockers are provided for students. Since these lockers are the property of Cardinal Gibbons High School, school administrators reserve the right to inspect them and to take necessary steps to ensure that they are used in accordance with the mission and 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 always be secured with a school-supplied lock. Other types of locks (not supplied by Cardinal Gibbons High School) will be cut off if necessary. Students must lock up personal belongings during Physical Education class and all athletic events.

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## MEDICATIONS

Cardinal Gibbons High School students may carry their own medications as long as they are in their original container and not shared with others. Students who have medical allergies which require them to carry an EpiPen are responsible for safely and responsibly storing the medication along with routinely checking its expiration date. Students with serious medical conditions should contact the School Nurse with specific information.

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## MESSAGES AND DELIVERIES

Messages and deliveries for students during the day will be relayed *only in case of an emergency* and only from a parent/guardian. These messages and deliveries must be done through the Attendance Office: (919) 834-1625, ext. 214.

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## PARKING PASSES AND PARKING LOT

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

Students may not park in any visitor space, nor any marked educator spot during school hours. Parents and visitors should park in the visitor spaces. 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.

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### SCHOOL DAY HOURS AND FIELD TRIPS

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 a student to participate in a field trip, the parent must complete the permission form by the date required by the educator 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 within Wake County, the following policies are in effect:

1. Freshmen and Sophomores may not drive. Transportation must be provided by 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 information concerning trips will clearly indicate sponsorship by Cardinal Gibbons High School as well as the educator 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.

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## SCHOOL STORE

The school store is open during lunch periods on Mondays, Wednesdays, and Fridays. Additionally, purchases may be made during special events on campus and online. Please see the school website for pictures, prices, and more information.

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## SECURITY

Students must keep their personal belongings either in lockers, cars, or in their personal possessions at all times. In the event that an item is lost or missing, a student is to report the matter to the Assistant Principal for Student Life immediately.

The possession of a weapon of any kind is strictly forbidden on the school campus or off-site at a school activity.

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## SICK POLICY

A student should remain at home if any of the following symptoms are present:

- Fever within the last 24 hours or a fever that is reduced with medication
- Vomiting or diarrhea within the last 24 hours
- Sore throat or earache
- Unidentified or contagious rash
- Chicken Pox or Shingles
- Head lice
- Chronic cough and congestion
- Red, watery eyes that emit a discharge
- Thick mucus from the nose

Should a student become ill at school, he/she should see the School Nurse. That student may not return to school until cleared by a physician, have been on prescription medication for 24

hours, or there is an absence of symptoms for 24 hours.

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## STUDENT CONCERNS

In the event a student needs to express a concern or suggestion, he/she may consider approaching a few different persons. Students may contact a student council officer, educator, assistant principal, college counselor, or the principal.

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## STUDENT HARASSMENT

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 pattern 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.

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## 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).

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## 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 community. We encourage a student who has a problem with the use of drugs and/or alcohol to speak with a college 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.

### Tobacco Use Prohibited

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.

No student, educator or school visitor is permitted to use or possess 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
- on any school grounds and property - including athletic fields and parking lots - owned leased, rented, or chartered by Cardinal Gibbons
- at any school- sponsored or school-related event on-campus or off-campus

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.

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## VISITORS

All visitors must report to the Main Office to obtain a name badge before commencing a visit. The name badge must remain visible throughout the duration of that visit.

# STUDENT ENGAGEMENT

As a student at Cardinal Gibbons High School, one 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 and Mass are mandatory and part of the school day. By enrolling a student at Cardinal Gibbons High School, parent(s)/guardian(s) have agreed to participate in full in the entire program offered.

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## CLUBS

Cardinal Gibbons students are encouraged to engage in one or more school-related club or activity. 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 school website. A club is an educator-led organization with five or more students 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; there is no mandatory attendance policy for the entire year. Clubs may start at any point in the year, by either student initiative or educator initiative, in order to meet the school's needs and desires with the approval and help of the Assistant Principal for Engagement.

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## DANCE POLICY

Cardinal Gibbons High School educators chaperone all dances, and a police officer is hired. Students may not leave a dance and return (including going to a car). Additionally, students will not be admitted two hours after the beginning time of the dance, but students may leave at any time. Dance attendees should prearrange with parents for pick up immediately after the dance concludes. Dances are limited to Cardinal Gibbons students and their guests. In order to be admitted, students and guests must be dressed according to dress code reflecting modesty and respect. A minimum maybe set for pre-door sale of tickets; if this minimum is not met by the date set, the dance may be canceled. All school policies regarding substances apply to dances and other school-sponsored activities.

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## FUNDRAISING

All fundraising activities not sponsored by the Advancement Office must be approved by the principal.

# ATHLETICS

The following athletic policies have been documented to familiarize parents/guardians and students with the philosophy of the Cardinal Gibbons High School Athletic Program. The program, its resulting activities and consequent responsibilities should be reviewed, so that parents/guardians, coaches, and student athletes can work together to provide the safest and most beneficial program for all involved.

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## PHILOSOPHY OF THE CARDINAL GIBBONS HIGH SCHOOL ATHLETIC PROGRAM

The goals of this program flow from the philosophy and mission of the school. All student athletes are encouraged to engage 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.

Cardinal Gibbons High School currently participates in the following sports:

- |                                |                                  |
|--------------------------------|----------------------------------|
| * Baseball                     | * Basketball (Men's and Women's) |
| * Cheerleading                 | * Cross Country                  |
| * Field Hockey                 | * Golf                           |
| * Lacrosse (Men's and Women's) | * Soccer (Men's and Women's)     |
| * Softball                     | * Swimming and Diving            |
| * Tennis (Men's and Women's)   | * Track and Field                |
| * Volleyball                   | * Wrestling                      |

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## ACADEMIC ELIGIBILITY

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

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## ATHLETES' RESPONSIBILITIES

Cardinal Gibbons High School 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 (i.e. insurance) as it changes. All student athletes must register in the appropriate place (and renew in July for each school year), per Athletic Department instructions.

A current physical (less than one year old) must be uploaded to the appropriate place and approved by the Cardinal Gibbons 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 Athletic Trainer.

- Complete and upload all forms. A physical examination form - less than one-year-old is required by NCHSAA.
- 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.
- Inform parents of practice, game and transportation schedules and any changes in these schedules.
  - Maintain the required academic, disciplinary and attendance standards of eligibility.
  - Make up any missed school work promptly.
  - Inform parents of estimated time of arrival home from away games.
  - Maintain high standards of sportsmanlike conduct

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

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### DUAL SPORTS PARTICIPATION

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

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### INJURIES

It is the coach's paramount responsibility to maintain the health and safety of all athletes under his/her care. For minor injuries, routine First Aid will be administered. As necessary, the student will be referred to an athletic trainer. In all cases, the parents/guardians are notified, and their wishes 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.

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### PARENT/GUARDIAN CONCERNS

In the event a parent/guardian needs to express a concern or suggestion, he/she should first contact the individual coach to have a discussion. If the concern is not addressed, please submit the concern or suggestion in writing to the Athletic Director. A copy should also be sent to the Principal.

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### 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 in any format they employ: written, verbal, or on social media. Unforeseen circumstances may warrant changes in the schedule. It is the coach's responsibility to inform parents as well as athletes. Practices are NOT scheduled on Sundays.

On days when school is closed due to inclement weather, practices and games are not held. In the event that inclement weather falls on a holiday or weekend activities are scheduled, the Principal will make a decision about scheduled activities or events.

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## RECOGNITION EVENTS

The Athletic Department, in conjunction with the Athletic Association, sponsors recognition events which recognize the achievements of the student athletes and the program.

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## TRANSPORTATION

Cardinal Gibbons High School 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 a school-provided mode of transportation unless a parent/guardian provides explicit consent, per event, for alternative transportation. Consent must be provided in advance and must meet school criteria as defined in this document. A student may obtain a copy the school-approved Transportation Consent Form from his/her coach. Under no circumstances may a student transport other students.

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## UNIFORMS

Uniforms are provided by the school and are the property of the school. New uniforms are purchased approximately every five years according to a rotating schedule.

# BUSINESS OFFICE

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## FINANCES AND 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 the annual student fee and the 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.

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## FINANCIAL AID & SCHOLARSHIPS

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 15<sup>th</sup>. A financial aid application must be completed online: [www.cghsnc.org/financialaid](http://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.



# COLLEGE COUNSELING

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## DEPARTMENT SERVICES

In accord with the philosophy and mission of Cardinal Gibbons High School, the aim of the College Counseling department is to take a holistic approach to each student and assist him or her in the development of his/her mental, spiritual and emotional self. The counselors look the 'big picture' for each student and help as needed. The counselors believe each student should have a successful high school experience and leave high school prepared for the next phase of life.

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

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

The College Counseling Department and the classroom educators cooperate in their efforts to help each student in assuming responsibility for personal and academic development. To achieve this goal, educators can make referrals to the College Counseling Department if a student seems to require some help. Additionally, college counselors also contact students on an individual basis. Parents/Guardians are welcome to contact their student's counselor with questions or to set up a meeting.

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## STATEMENT ON CONFIDENTIALITY

Within the context of Catholic tradition and values, the College Counseling 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 in 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 or physical threats to others, abortion, or suicide threats.

# PARENT ENGAGEMENT

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## CARDINAL GIBBONS FAMILY ASSOCIATION

The Cardinal Gibbons Family Association strives to create an exceptional parent experience separate from that of their student's experience. 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 exceptional parent/guardian support in so many ways. Attend an event or volunteer to meet parents you are privileged to parent alongside and celebrate the spirit of the Cardinal Gibbons parent community. Family Football Night, Golf Tournament, Gibbons Drama productions, tailgating, PrayerCru, Mass in our Queen of All Saints Chapel, are some of the events at which a parent/guardian can participate. Volunteering is a wonderful way to get involved; parents do so aiding in several areas including: service projects, hospitality and event support, office assistance, the school store, and the cafeteria. Visit the CGFA website: [www.cghsnc.org/cgfa](http://www.cghsnc.org/cgfa) for more information and a complete list of opportunities.

Questions? Contact [CGFamilyAssociation@cghsnc.org](mailto:CGFamilyAssociation@cghsnc.org) via email.

# ALMA MATER

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## ALMA MATER LYRICS

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.

# ADDENDA

## Bullying Prevention Policy

Bullying, intimidation, and harassment diminish a student's ability to learn and the school's ability to educate. Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited at Cardinal Gibbons, and in each of the following situations:

1. During any school-sponsored education program or activity;
2. While in school, on school property, on school buses or other school vehicles, or at school sponsored or school-sanctioned events or activities;
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment;
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school if the bullying causes a substantial disruption to the education process or orderly operation of a school.

This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and does not require a school to staff or monitor any non-school-related activity, function or program.

Bullying includes cyber-bullying (as defined below) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- A. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- B. Causing a substantially detrimental effect on the student's or students' physical or mental health;
- C. Substantially interfering with the student's or students' academic performance;
- D. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is intended to be illustrative and non-exhaustive.

Cyber-bullying is defined as bullying through the use of technology or any electronic communication, including without limitation any transfer or signs, signals, writing, images, sounds, data, or intelligence or any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without

limitation electronic mail, Internet communications, instant messages, or facsimile communications.

“Cyber-bullying” includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation of impersonation creates any of the effects enumerated in the definition of bullying in this policy.

“Cyberbullying” also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying per this policy. Bullying is strictly prohibited by North Carolina law and contrary to Cardinal Gibbons’ policies. Students are encouraged to immediately report bullying to the administration.

Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying should report it to the administration. Anonymous reports may also be made in writing and provided to the Head of School at the address below.

Jeff Bell, Head of School [jbelle@cghsnc.org](mailto:jbelle@cghsnc.org)

Consistent with applicable federal and state laws and rules governing student privacy rights, and Cardinal Gibbons’ policies, the Head of School, or his designee, will inform all parents/guardians of those students involved in the alleged incident of bullying and discuss, as appropriate, the need for interventions, such as individual counseling, social work services, group counseling, and restorative measures.

The following are interventions that can be taken to address bullying including school social work services, restorative measures, social emotional skill building, counseling, school psychological services, and/or community-based services. Reports of bullying will be promptly investigated by appropriate school staff members and/or administrators. Reasonable efforts will be made to complete the investigation within ten (10) school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying. Any reports of bullying will be kept confidential to the extent possible give the need to investigate the reported claim. School support personnel and other staff members with relevant knowledge and experience, maybe be involved in the investigation process, as deemed appropriate. The Head of School, or his designee, shall be notified of all reports of bullying as soon as possible after the report is made. Consistent with the applicable federal and state law, and Cardinal Gibbons’ policies regarding student privacy and confidentiality, parents/guardians of the students who are parties to the investigation may be provided relevant information regarding the investigation, as deemed appropriate by the Head of School, or his designee, and an opportunity to meet with the Head of School, or his designee, to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying, as deemed appropriate.

Any student who is determined, after an investigation, to have engaged in bullying will be subject to disciplinary consequences as deemed appropriate and consistent with Cardinal Gibbons’ disciplinary policies, including suspension or dismissal. Students who make good faith complaints will not be disciplined. Any retaliation or reprisal against any person who reports an act of bullying per this policy is a violation of this policy and strictly prohibited.

Further, consequences and appropriate disciplinary action will be taken as deemed necessary by Cardinal Gibbons for the person engaging in the retaliation or reprisal. Appropriate consequences and remedial action may also be taken against a person found to have falsely accused another of bullying as a means of retaliation or as a means of bullying. This policy is based on the engagement of a range of school stakeholders, including students and parents/guardians. This policy is consistent with Cardinal Gibbons' policies. The school may periodically engage in a policy evaluation process to assess the outcomes and effectiveness of this policy. Accordingly, relevant data may be collected or utilized for this purpose.

#### Offensive and Derogatory Language

Derogatory language is comprised of words that tend or intend to detract, disparage or belittle and can often be considered offensive. Often derogatory language includes stereotypes and/or negative references to ethnicity, race, sexual orientation, gender, class, religion or disability. The use of such language, whether spoken, written, recited as published material (i.e. song lyrics), or shared using social media, or the use of symbols (e.g., Confederate flags, swastikas) will result in some form of disciplinary action. Multiple offenses may lead to the student being removed from the Cardinal Gibbons community. Please note that the Cardinal Gibbons contextualizes any derogatory language used in academic materials.

#### Attendance

Students are responsible for meeting their school commitments, and the school views regular attendance at all obligations as essential to the progress of each student. Therefore, the school assumes that students will be present at all advisory meetings, classes, sports practices, and other commitments unless ill. Students who are absent from a commitment, but are not excused, will face consequences administered by the faculty member in charge of that commitment. In some cases, the problem will be referred to the Assistant Principal for Student Life. Students will only be marked unexcused from class if they are not in attendance, either in person or virtually. Attendance virtually means being present for class with your camera on and your face in view.