

**GEIBEL CATHOLIC
HIGH SCHOOL
AND
MIDDLE SCHOOL
STUDENT HANDBOOK**

(Modified 6/5/2009)



A tradition of excellence
For over 45 years.

Geibel is affiliated with
The Diocese of Greensburg
The National Catholic Education Association
The Council for Religion in Independent Schools

Geibel Catholic High School and Middle School
Is operated under the authority of
The Most Reverend Lawrence E. Brandt, JCD, Ph.D.
Bishop of Greensburg

Mr. Trent D. Bocan
Superintendent of Catholic Schools

Mr. John Lipchik
Principal

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PREAMBLE

Geibel Catholic High School was established in 1964 in order to provide a Catholic education for young women and men in grades nine through twelve in the Fay-West area. Geibel Catholic Middle School was established in 2006 under the guidance and direction of Bishop Lawrence E. Brandt. Owned and operated by the Diocese of Greensburg, Geibel Catholic exists to provide the best possible learning environment for its students. The two schools attempt to educate the total person in the context of Christian community. Geibel Catholic's mission statement is this: Geibel Catholic High School and Middle School share a unique heritage and ministry. Therefore, they are called to be a gospel-centered community, which seeks to develop the full human potential of each individual. Geibel Catholic High School and Middle School respond to that call as a praying, serving, learning, relating Christian community. Recognizing itself as part of the larger society, Geibel Catholic acknowledges and appreciates the diversity of other persons and their cultures. It is committed to the pursuit of truth, the development of individual responsibility, and the affirmation of the self-worth of each person.

PHILOSOPHY

The Geibel Catholic High School and Middle School community share a rich history on the teachings of Jesus Christ. Therefore, it is gospel-centered, and through the educational process, the student learns to identify and recognize the values of these teachings and to assimilate them.

We believe that as members of this community we are called to be followers and teachers of Christ and as such, we provide opportunities for students, within a structured and disciplined learning environment, to witness Him in their daily lives. We endeavor to prepare our students to take their places in the world, inspired and equipped to use their natural talents to further the Kingdom of God on earth. By providing our students with enough structure to direct their efforts and enough freedom to encourage personal growth and creativity, we hope to enable them to respond to life's challenges with discernment and courage.

GOALS

1. To provide a wholesome environment that exemplifies a Christian community.
2. To lead the students to recognize that life decisions are based on religious values.
3. To have the students recognize the need for strong moral values in a multi-cultural society.
4. To provide the students with the opportunity to be of service to school, parish and community.
5. To maintain an orderly environment conducive to learning in a secure, well-maintained setting.
6. To present the teachings of Christ through a structured religious program based on Catholic philosophy.
7. To unify varied educational experiences which lead toward integrated knowledge.
8. To create the optimum of learning experiences through varied media and educational procedures.
9. To provide a strong academic background for post-secondary work.
10. To encourage critical and independent thinking in order to prepare the student for living in society.
11. To recognize that participation in extra-curricular activities is a vital part in establishing community.
12. To encourage students to acquire habits of self-discipline, enabling them to be actively responsible for their own learning, and to realize that the success of their lives will be measured by the extent of their commitment to live the Christian life.

The Student Handbook attempts to apply Geibel's philosophy of Catholic education to the learning experience of contemporary adolescents. The rules, policies and procedures listed in the Student Handbook make sense only in the context of what has been stated above.

SPIRITUAL LIFE

At Geibel Catholic, God is recognized as the ultimate source of authority and meaning. The school upholds the teachings of the Roman Catholic Church and is united with the local Church of Greensburg. Students are taught love of God, love of neighbor and a healthy love of self. Geibel Catholic assumes that its students are regular observers of their faith, that they practice their faith with enthusiasm and commitment, and that they share their faith with their local parishes as participants in youth work, as liturgical assistants, or as volunteers in the sundry ways available on the parish level.

ACADEMIC LIFE

Geibel Catholic Middle-High School is a center for learning. The faculty and administration hope to create an environment in which students will become motivated to grow intellectually and to learn the skills such as critical thinking and decision making which are vital for this society. They hope to foster in the students a love for learning so that they may become life-long learners. The faculty and administration demand from students a serious approach to classroom activities and will assign night work and research projects in keeping with these goals.

CAMPUS MINISTRY

Campus Ministry is the response of the Christian community to the needs of the young people and the sharing of the unique gifts of youth with the larger community. Youth ministry works to foster the total personal and spiritual growth

of each young person, and seeks to draw young people to responsible participation in the life, mission and work of the Catholic Church. As the young Church of today, the students at Geibel Catholic have the opportunity to grow in their relationship with God by involvement in various programs sponsored by Campus Ministry. This is accomplished through various activities, which are religious and social in nature. Through Campus Ministry the students have the occasion to fully live their Catholic faith with the support and assistance of others. The school itself sponsors a vehicle for youth work called Geibel Youth Ministry (G.Y.M.). This organization conducts many events by which students experience moments of Christian giving of self.

STATEMENT OF NONDISCRIMINATORY ACCEPTANCE POLICY

Geibel Catholic Middle – High School will not discriminate on the basis of race, gender, or national origin. Students seeking acceptance and enrollment to the school will be considered based on religion, academics, character, morality and conduct consistent with Catholic doctrine, and applicable payment history within a Catholic or private/nonpublic school. The school maintains the right to give preferential acceptance and enrollment to Catholic students.

As Geibel Catholic Middle – High School is a private, nonpublic institution, the administration reserves the right to terminate the enrollment of a student for any reason and at any time. Any disciplinary policies and procedures are simply guidelines that the school generally follows. These guidelines do not impede this right by administration to terminate the enrollment of a student for any reason at any time.

ACCEPTANCE AND DISENROLLMENT POLICY

A student may be disenrolled at any time at the discretion of administration consistent with, but not limited to, the following content. The administration may choose not to accept a student for enrollment for reasons consistent with, but not limited to, the following content as well.

- A. Conduct: The school has the right to disenroll any student based upon conduct that is not consistent with our philosophy, mission statement, goals, objectives and code of conduct delineated in our handbook and policy. This could include, but it is not limited to, criminal arrest and conviction at the local, state, or federal level. As a nonpublic school, we have the right to consider conduct internal or external to the school. For instance, a student may be disenrolled for conduct that is not consistent with our philosophy, mission statement, goals, objectives and code of conduct whether the action or incident occurs at the school, at a school event, or within the community at large.
- B. Academic Apathy: The school has the right to disenroll any student based upon lack of effort in the classroom such as failure to display appropriate classroom behaviors necessary for academic success. This may include, but is not limited to: completion of homework and class assignments, failure to come to class properly prepared, and/or behaviors that impede or disrupt the academic or social environment of other students.
- C. Attendance: The school has the right to disenroll any student based upon excessive, unexcused tardiness and absenteeism. For instance, not providing proper medical documentation as defined in the student/parent handbook.
- D. Financial: The school has the right to disenroll any student based upon noncompliance with the diocesan and school tuition policy.
- E. Family Code of Conduct: The school has the right to disenroll any student based upon the student's family member, extended or immediate, causing disruption to the school community in any way. This would include a family member having conduct that is considered by administration to be a detriment to the educational environment or school community. Administration will consider disruptive or detrimental conduct that is not consistent with our philosophy, mission statement, goals, objectives and code of conduct.

As Geibel Catholic Middle – High School is a private, nonpublic institution, the administration reserves the right to terminate the enrollment of a student for any reason and at any time. Any disciplinary policies and procedures are simply guidelines that the school generally follows. These guidelines do not impede this right by administration to terminate the enrollment of a student for any reason at any time.

STUDENT ATTENDANCE POLICY

RATIONALE FOR THE POLICY

1. Regular and punctual patterns of attendance will be expected of each student enrolled in Geibel Catholic Middle-High School. The students are of an age when they need to learn the valuable concepts of attendance and punctuality. The lesson is important for maturation and acceptance of the responsibility for his/her actions. Good school attendance helps to prepare the student for attendance requirements in adulthood.
2. Students should strive to maintain a good attendance record. There is a direct relationship between school attendance and grades, citizenship, and success in school.
3. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The school cannot teach students who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits for each individual student. The regular contact of the students with one another in the classroom and their participation in well-planned instructional activities under the supervision of a competent teacher are vital to this purpose.
4. The attendance policy exists with only the intent to help students and to maintain the rational for which it exists. It is recognized that absences from school may be necessary under certain circumstances. However, every effort should be made by students, parents/guardians, teachers, and administrators to keep absences and tardiness to a minimum.

ATTENDANCE POLICY

1. A school day begins at 7:45 a.m. and consists of eight (8) periods and occasional assemblies. All time missed will be cumulative towards attendance for the year.
2. If a student is not present for a minimum of four (4) class periods or three class periods and an assembly, he/she will be considered one-half day absent. **To be eligible to participate in athletic/extra-curricular activities a student must be present for a minimum of 1/2 day.**
3. **If a student is absent more than twenty (20) days per school year, he/she may be required to participate in a summer school session before being promoted or receiving a diploma.**
4. Exceptions to these attendance standards may be made in special or unusual circumstances such as incapacitation due to illness or injury, hospitalization or other administratively approved reasons for prolonged absence. For lengthy illness, parents or guardians should notify the school immediately.
5. If a student is unable to attend school but is able to study at home, arrangements should be made through the Guidance Office for assignments to be sent home or homebound instruction. (See make-up work page 7).

REPORTING PROCEDURES

When a student is absent, a parent or guardian is required to call the school office (628-5600) before 8:30 a.m. to confirm the absence. The school will call the homes of students who are absent and whose parents or guardians have not called to report them absent. **When the student returns to school, he/she must present a signed, written excuse from a parent or guardian to the main office**, which must contain the student's full name, date of the absence and the reason for the absence. **An excuse not submitted within three (3) days will be regarded as an unexcused absence, which will then become a truant offense.** Truancy is defined as a student being absent from school without the knowledge or consent of his/her parent/legal guardian. The student will also be considered truant if the school administration does not receive notification/verification of the student's absence within three (3) days.

Absences, tardiness, and early dismissal will affect eligibility for athletic/extra-curricular participation and the perfect attendance award.

EXCESSIVE ABSENCE

There is a strong relationship between regular classroom attendance and academic achievement. Absences from school disrupt continuity of class work and student/classmate and student/teacher interactions. In an effort to promote educational excellence, the following policy will be enforced regarding excessive absences.

Warning

A student who, for any reason, is absent from class seven (7) times in a semester will be referred by the teacher to the office. A letter will be mailed to the parents advising them of the policy on absenteeism and continued absence may result in denial of credits.

Forfeiture of Credit

A student who, for any reason, is absent twenty (20) times for a one credit class or ten (10) times for a semester class per school year will forfeit credit for the course(s) in which he/she is enrolled unless there are chronic health conditions of special considerations involved which must be verified by the administration. A physician's statement will determine the validity of each absence for illness over the maximum allowed. If the building principal determines there are

definitely twenty (20) absences, excused or unexcused, as indicated by school records, and that upon review none were due to extenuating circumstances, the student will lose credit for the course(s).

In the event of credit denial, the student may have the option to make up work missed through excessive absences. These may include, but are not limited to, before/after school tutoring and summer work. The parent, student, teacher and principal must agree upon a written contract for credit make up to be granted. Failure to abide by the conditions set forth in the contract will result in irreversible credit denial.

TARDINESS

Students who arrive after 7:45 a.m. and who did not arrive on a late bus are considered tardy for school. These students must report to the main office for an admittance slip before reporting to homeroom/class. Tardiness for any class will result in academic penalty and/or detention. Three acts of tardiness will lead to a detention and constitute a first offense. Excessive tardiness may result in the parent having to sign the student in on days he/she is tardy. **Students tardy due to a doctor or dentist appointment must present verification of the appointment on the appropriate letterhead or they student will be considered tardy.**

Students should not report late to school on the days following any athletic/extra-curricular event. Upon the third violation the student is ineligible to participate in the next event.

EARLY DISMISSAL

Early dismissals are discouraged and should be requested only when absolutely necessary. Students are encouraged to schedule appointments with their doctor or dentist before or after school hours. However, when emergency demands, the appointment should be made as early or as late in the school day as possible. Also parents **MUST CALL** the high school to verify this appointment.

To obtain an early dismissal upon arrival at school, a student must present to the office a written request containing the following information:

1. Full name of student
2. Date of early dismissal
3. Time of early dismissal
4. Reason for early dismissal (name and phone number of doctor or dentist)
5. Signature of parent or guardian
6. Home/business phone number of parent or guardian

Any student granted permission to leave the building because of illness, early dismissal or other emergency, **MUST SIGN OUT AT THE MAIN OFFICE** prior to leaving. Also, upon returning to school after the early dismissal of the same day, a student is required to **SIGN IN AT THE MAIN OFFICE**. Verification of students keeping doctors' or dentists' appointments should accompany student upon returning to school. Uniforms are required for all early dismissal days. Since class time is missed, students and parents should make note of the attendance rule for individual classes, when requesting dismissals.

VACATIONS

Please refrain from taking a vacation during scheduled school time. If unavoidable, vacations must be approved in advance by the school administration.

MAKE-UP WORK

Legitimate absence from class does not excuse one from the work missed. The student should meet with the subject teacher on the first day of return to school in order to arrange for make-up work and to schedule missed tests or quizzes. A more efficient and quicker manner to obtain assignments and other relevant information is to utilize the website www.powerschool.com/parent. Parents and students can access PowerSchool via the PowerSchool link on the school website: www.geibelcatholic.org. Parents will receive their pass code to this website in September once a signed Acceptable Use Policy has been received by the school.

Students who are absent from school will have the number of school days they were absent to complete make-up work, except by special arrangement with the teacher. Assignments or tests which were announced prior to the student's absence will be due the day the student returns. Students who know in advance that they will be absent (i.e. family vacation or school activity) may be required to complete assigned work before the absence. All make-up work not completed within the allotted time will be recorded as an "F".

The administration reserves the right to make the final decision concerning attendance policies and violations. Possible consequences of violating the attendance policy include, but are not limited to: Detention, Out -of - School Suspension, Loss of Privileges, Probation and Expulsion. For excessive absences students may receive failing or incomplete grades and may also be required to attend make-up classes on Saturdays and /or during the summer.

ACADEMIC POLICIES

GRADUATION CREDIT REQUIREMENTS

Religion	4
English	4
Mathematics	3
Science	3
Social Studies	3 1/2
Physical Education - Contracted	1
Health/Wellness	1
Fine Arts & Humanities	3
Foreign Language	2
Electives	3
Guidance	1/2
<hr/>	
Total	28

A total of twenty-eight credits and nine hours of service per nine weeks per year are required to graduate. Transfer students' credits will be assessed on an individual basis. It is the responsibility of each student to know the quality and quantity of his/her credits so he/she will meet the graduation requirements. No student will be permitted to graduate earlier than the end of their senior year at Geibel Catholic, and only after completing the graduation requirements of Geibel Catholic. The Formation through Advanced Catholic Education and Scholarship program allows for students to complete college courses (on a college transcript) at the high school and prior to graduation.

COURSE REGISTRATION PROCEDURES

SENIORS

1. All seniors attending Geibel Catholic full-time must take eight subjects each semester.
2. Seniors attending Vo-Tech must take Religion, English, American Legal Systems and one other elective course.
3. Required for seniors: one credit each in Religion and English, ½ credit Social Studies and 5 credits in elective courses.
4. All seniors must have completed 21 credits by August 14th to be enrolled as a senior. The student must enroll in classes that will result in the completion of 28 credits and all of the state requirements before the end of the school year.

JUNIORS

1. All juniors attending Geibel Catholic full-time must take eight subjects each semester.
2. Juniors attending Vo-Tech must take Religion, English and American History, and one elective.
3. Required for juniors: One credit each in Religion, English, Social Studies, Mathematics and Science, ½ credit Guidance and two credits in elective courses.
4. All students must have completed 14 credits by August 14th to be enrolled as a junior.

SOPHOMORES

1. All sophomores must take eight subjects each semester.
2. Required for sophomores: One credit each in Religion, English, Mathematics, Science, and Social Studies, ½ credit Health and two credits in elective courses.
3. All students must have completed 7 credits by August 14th to be enrolled as a sophomore.

FRESHMEN

1. All freshmen must take eight subjects each semester.
2. Required for freshmen: One credit each in Religion, English, Social Studies, Mathematics, and Science; ½ credit in Wellness. Two credits in either Art, Music, Technology, Foreign Language or Language Arts.

MIDDLE SCHOOL

1. All Middle school students must take eight classes each semester.
2. Requirements for middle school include: Religion, Language Arts, Science, Social Studies, Math, Physical Education, Foreign Language, Art, Technology, and Music

CHEATING

Cheating is a violation of the basic philosophy of Geibel Catholic High School and constitutes a serious disciplinary offense.

- For the first offense, the student shall receive 3 detentions and additional penalty suggested by the teacher and approved by the Administration.
- The second offense shall result in a 3 day Out-of-School suspension and additional penalty suggested by the teacher and approved by the Administration.
- The third offense will result in a 10 day Out-of-School suspension with possible implementation of expulsion procedures and additional penalty suggested by the teacher and approved by the Administration.

Plagiarism

Definition: Plagiarism is using others' ideas (literary, musical, artistic, scientific, technological, etc.) and words (spoken, written, and /or published) without clearly and properly acknowledging the source of that information. It is a serious offense that is a combination of fraud, theft, lying, and cheating.

Students can avoid plagiarism by giving credit whenever they use:

- Another person's idea, opinion, or theory.
- Any facts, statistics, graphs, drawings, artwork, musical composition, etc.—any pieces of information that are not common knowledge.
- Quotations of another person's actual spoken or written words.
- Paraphrase of another person's spoken or written words.

Instructors have the right to question the legitimacy of homework, research papers, reports, etc. Work that is plagiarized, copied from another student, completed by family members or friend, downloaded from the Internet, or is otherwise clearly beyond the student's own academic ability is subject to question by the teacher.

Penalty for Plagiarism:

- For the first offense the student will redo the assignment (topic change at the teacher's discretion) within a 7 calendar day period, and the maximum grade that can be earned is a 75%.
- For the second offense within the 4 year period of student's academic career at Geibel Catholic, the penalty is a "0" grade on the project along with disciplinary action.

FORMATION through ADVANCED CATHOLIC EDUCATION and SCHOLARSHIP (FACES)/COLLEGE IN HIGH SCHOOL COURSES

Geibel Catholic Middle – High School offers courses of college credit at the school through a number of local universities and colleges. Please visit our website, www.geibelcatholic.org, to view our Program of Studies catalog for a complete listing of courses available for college credit. As with all courses, administration reserves the right to enroll or remove a student in any course at the administration's discretion. No student will be permitted to graduate earlier than the end of his/her senior year at Geibel Catholic, and only after completing the graduation requirements of Geibel Catholic. The Formation through Advanced Catholic Education and Scholarship program allows for students to complete college courses (on a college transcript) at the high school and prior to graduation.

SCHEDULE CHANGE POLICY

Course registration will take place during the second semester for the following school year. Specific directions for registration will be given at the appropriate time.

Applications for changes in course requests must be presented by parents prior to June 15th and must be approved by the administration. Any schedule change after the third day of school, must be approved by the administration and will be assessed a \$10.00 fee.

EXAMS

Mid-term exams are given near the end of the first semester, and final exams during the last week of the school year. In each case, the examination grade constitutes one-fifth of the semester grade. Teachers reserve the right to substitute a project or paper for the exam grade. Make-up for final exams requires administrative approval. **Middle school students will not take mid-term and final exams.**

INCOMPLETES / FAILURES

1. Students receiving an incomplete, "I", on their report card are responsible for completing work as stated in the attendance policy under "Make-Up Work." If this is not done, the grade will be changed to an F.
2. It is recommended by Geibel Catholic Middle-High School that failures (F) in any course be made up before the beginning of the following school year. These courses are to be made up at a summer school approved by the Geibel Catholic administration. Failure to make up courses may result in a student attending Geibel Catholic for five years to complete his/her high school requirements.
3. **Students failing a class and not making that class up through an approved summer session will not be permitted to advance to the next level in that subject.**
4. Each student is responsible for having transcripts or report cards from approved summer sessions submitted to the main office. Upon receipt of this information, the updated grades and credits will be added to the student's permanent record card and transcript.
5. A student is only permitted to make-up two (2) required classes through an approved summer class during his/her four years of high school at Geibel Catholic. These classes must be approved by the administration. If a student repeats (2) two, full-year, required courses in an approved summer school and consequently fails a

third course of the same status, the student will have to repeat the required course during their next academic year at Geibel Catholic High School.

6. If a student fails a religion course, he/she will be required to make-up the course as determined by the subject teacher. This must be completed and approved by the administration before the student may take his/her next religion course.

SUMMER SCHOOL POLICY

- Any required courses failed must be made up in an accredited summer school.
- No tutoring will count as credit.
- Tutoring will only be accepted as enrichment to help students succeed in that course the following year.
- No credit is given for enrichment courses; however, they do appear on the transcript.
- No remedial courses taken during the summer can be substituted for a course that should be taken during the school year.
- No remedial courses taken during the summer can be used to move to a higher level course during the school year, unless it was taken to make up a failure.
- Most summer school applications can be picked up in the Guidance Office after June 1. If there are any questions concerning summer school, please call the Guidance Office.
- Please request that all summer school grades be sent to Geibel Catholic Middle - High School Guidance Office.

COURSE WEIGHTING

Certain courses will be weighted. Weighted courses carry an additional weight of 0.5 on the student's Quality Point Average.

Honors English II	Honors European History	Trigonometry	Principles of Literature
Pre-Calculus Mathematics	College Algebra	Physics	Chemistry II
Anatomy/Physiology	French IV	Spanish IV	Survey of Spanish Literature
Faith & Justice	World Religion	AP Calculus	Survey of French Literature

GRADING SCALE

<u>Grade</u>	<u>Level I (Non-weighted)</u>	<u>Level II (Weighted 0.5)</u>	<u>Letter</u>
100	4.0	4.5	A
99	4.0	4.5	A
98	4.0	4.5	A
97	3.934	4.434	A
96	3.868	4.368	A
95	3.802	4.302	A-
94	3.736	4.236	A-
93	3.67	4.17	A-
92	3.556	4.056	B+
91	3.443	3.943	B+
90	3.33	3.83	B+
89	3.165	3.665	B
88	3.0	3.5	B
87	2.89	3.39	B-
86	2.78	3.28	B-
85	2.67	3.17	B-
84	2.585	3.085	C+
83	2.5	3.0	C+
82	2.415	2.915	C+
81	2.33	2.83	C+
80	2.22	2.72	C
79	2.11	2.61	C
78	2.0	2.5	C
77	1.89	2.39	C-
76	1.78	2.28	C-
75	1.67	2.17	C-
74	1.536	2.036	D
73	1.402	1.902	D
72	1.268	1.768	D
71	1.134	1.634	D
70	1.0	1.5	D
69 and below	0.0	0.0	F

GRADE POINT AVERAGE

Grade point average is calculated for the end of each quarter and the end of the year. Grade point average is NOT rounded off. Grade point average is used for internal reporting of the honor roll and external reporting of class rank and transcripts.

HONOR ROLL REQUIREMENTS

Highest Honors	4.0 and above
High Honors	3.65 – 3.99
Honors	3.25 – 3.64

Grade point average is NOT rounded off in the calculation of the honor roll or honor cords.

HONOR CORDS

All graduating students with a cumulative G.P.A. of 3.65 or higher for four years will receive an honor cord. This cumulative G.P.A. includes grades from exams.

NATIONAL HONOR SOCIETY

All juniors and seniors, who have spent at least one semester at Geibel Catholic, and have a cumulative scholastic QPA of 3.65, are academically eligible for consideration in the NHS. An appointed faculty committee reviews student information sheets, faculty recommendations, and school discipline and attendance records to assess the character, service, and leadership of the students. Qualified students are then selected by a majority vote. Student application does not automatically qualify a candidate for acceptance into the National Honor Society. Students must meet NHS standards for admittance and continuance to become a member and maintain membership in NHS. Inductions are held in the spring only.

SENIOR RANKING AND AWARDS

Senior final rank will be determined by the cumulative GPA for all four years of high school. All four quarters of the senior year will be used to determine a student's final rank. Final grades for all classes will be used to arrive at the student's final GPA. Senior awards will be based upon this final ranking.

SCHOOL POLICIES AND PROCEDURES

ACCEPTANCE POLICY

Geibel Catholic Middle – High School will not discriminate on the basis of race, gender, or national origin. Students seeking acceptance and enrollment to the school will be considered based on religion, academics, character, morality and conduct consistent with Catholic doctrine, and applicable payment history within a Catholic or private/nonpublic school. The school maintains the right to give preferential acceptance and enrollment to Catholic students. The following are the ordinary steps for admission to Geibel Catholic:

1. Complete an official application.
2. A \$50.00 non-refundable deposit must be paid to the school. This money will be deducted from tuition owed when the student begins school.
3. A school administrator may personally interview the applicant.
4. The student's present school sends his/her transcript to Geibel Catholic. (Students who do not complete their course requirements at their previous school will not be admitted.)
5. Make a commitment to fulfill tuition obligations.
6. The student will then be notified of his/her acceptance to Geibel Catholic.
7. Enroll at Geibel Catholic and register for courses.

SCHOOL HOURS

The regular school day runs from 7:45 a.m. until 2:27 p.m. Students may begin to arrive at 7:00 a.m. Students arriving to school before 7:35 a.m. should report DIRECTLY to the cafeteria. Students are NOT permitted in ANY area of the building without direct supervision from school personnel until 7:35 a.m. **Students may meet with a classroom teacher prior to 7:35 a.m. but students are NOT permitted in the hallway or locker rooms areas until the 7:35 a.m. bell rings. At the end of the school day, all students are to leave the school premises by 3:00 p.m., with the exception of those participating in athletic practices, games or other supervised school activities.**

The school may provide a staff person to provide supervision in the cafeteria until 4:00 p.m. on regular school days. Any student who stays on school premises after 3:00 p.m. for an activity that starts at a later time should report to the cafeteria. Students are not permitted to be anywhere in the building without the supervision of school personnel.

TUITION PAYMENT CONTRACTS

All tuition payment contracts must be returned to the finance office before June 1, 2009. Families choosing the annual or semi-annual payment options must return a signed tuition payment contract and make a tuition payment by August 15, 2009, or your child will not receive a schedule to attend Geibel Catholic. Families choosing the semi-annual payment option must make the second payment by January 15, 2010, or your child will not be enrolled for classes starting the second semester. Families choosing the monthly F.A.C.T.S. option must return the signed F.A.C.T.S. agreement before June 1, 2009, and must keep payments current to be enrolled in Geibel Catholic. Families experiencing financial difficulties are encouraged to contact Mrs. Schuessler or Mr. Mascia to discuss this issue.

TUITION POLICY

School Tuition Policy and Procedure – 2009-10 School Year and forward, unless otherwise specified.

1. There are four options for payment:
 - A. One lump sum payment by August 15 of the upcoming school year;
 - B. Two equal payments – First payment due August 15 of the upcoming school year and the second payment due January 15 of the current school year;
 - C. Monthly payment plan on FACTS that will bring the balance to zero by June 30 of that school year completed in June;
 - D. Any of the above payment plans, but paid through a credit card. If a credit card payment method is chosen, an additional service fee will be charged, and this service fee percentage will be announced on an annual basis. If a credit card payment method is chosen, the service fee will apply to school years 2009-10 and forward;
 - E. No cash will be accepted for payment (payment must be made by check, money order or credit card);
 - F. One of the four plans must be chosen for payment;
 - G. If a case of hardship exists, the parents/guardians may ask for a meeting with the principal to request to pay less than the per month minimum (the school reserves the right to adjust this per month minimum payment). Such a request is approved on a case by case basis by an administrative review team. The parents/guardians must submit a written appeal to the principal asking for such consideration and delineating their special circumstances. This appeal must be submitted within five calendar days of the meeting with the principal;
 - H. If after reviewing your tuition statement including financial aid and applicable scholarships, you anticipate difficulty with any of the above payment plans, or wish to appeal your financial aid and scholarship awards, please send a letter to the attention of the principal detailing your concerns. Financial aid and scholarship award announcements will be sent to parents/guardians during the first week of May. Appeal letters must be received by the principal before May 31.
 - I. Whatever plan is agreed to, the parents/guardians are responsible to make payments accordingly. If a payment is not made, for whatever the reason, the following process will be followed:
 - a) The parents/guardians will be notified in writing of the payment not being received;
 - b) The parents/guardians will be given 20 calendar days to bring the account to current status;
 - c) If the account is not brought to current status, and no other agreement is approved by the principal (or the administrative review team when applicable), the student enrollment will cease after the 20th day.
2. Beginning with the 2010-11 school year (Graduating Class of 2011), senior students will not be permitted to carry a previous balance forward, unless a hardship case is determined.
3. If a student enrolls in the upcoming school year with a past due balance of 30% or less, the parents/guardians will be placed on an extended agreement plan. In doing so, the parents/guardians will need to submit their social security numbers and sign a FACTS payment plan agreeing to pay at least the monthly minimum payment, as well as signing an extended payment plan specifying that the parents/guardians will agree to continue making such payments until the balance is paid in full:
 - A. If this process is not agreed upon and completed by July 1 preceding the upcoming school year, the student enrollment will cease.
4. No students will be accepted at either Catholic high school if they are carrying a past due balance from any Catholic school in the Diocese of Greensburg.

STUDENT/PARENT HANDBOOK AGREEMENT

Parents and students are asked to read and sign the Student/Parent Handbook Agreement Form and return the form to the Main Office before September 5th. Failure to sign and return the form will result in the student **not** being permitted

to attend classes. This policy is intended to ensure that students and parents are aware of the policies and procedures of the school and will abide by these rules and policies.

ASSEMBLY PROCEDURES

A. In-school assemblies:

1. Students are required to attend all scheduled assemblies. Liturgy is considered a scheduled assembly.
2. Please report quickly and quietly. Rules for tardiness apply.
3. Go directly to your seat and remain there until dismissed.
4. Conduct at assemblies and other school-sponsored events should always be appropriate to the nature of the activity.
5. At assemblies, the only acceptable demonstration of appreciation is clapping. Shouting and whistling are never appropriate. Always pay attention to the program.

B. School sponsored events:

1. Attend as many "outside" school events and activities as possible. Do your part to maintain Geibel Catholic's reputation for good sportsmanship. Behavior in the stands should always reflect the best in Geibel Catholic's students and should never interfere with another spectator's right to enjoy the event.
2. Cheers should always be positive in support of our team's good play. Booing, vulgar or insulting cheers and gestures have no place in the actions of our students and reflect negatively on our team and student body.
3. Respect the decision of the officials. Visiting teams and fans are our guests. Give their cheerleaders and fans a fair opportunity for cheering.
4. Individuals who exhibit inappropriate conduct will be ejected from the event and may forfeit the privilege of attending future ones.

BELL SCHEDULE 2009 – 2010 SCHOOL YEAR

Regular Schedule

7:45 – 8:32	Period 1
8:35 – 9:17	Period 2
9:20 – 10:02	Period 3
10:05 – 10:47	Period 4
10:50 – 11:20	First Lunch
10:50 – 11:32	Period 5 for 2 nd Lunch
11:23 – 12:05	Period 5 for 1 st Lunch
11:35 – 12:05	Second Lunch
12:08 – 12:50	Period 6
12:53 - 1:35	Period 7
1:38 - 2:27	Period 8

60 Minute A.M. Assembly - Activity

7:45 – 8:48	Activity Period
8:51 – 9:26	Period 1
9:29 – 10:04	Period 2
10:07 – 10:42	Period 3
10:45 – 11:20	Period 4
11:23 – 11:53	First Lunch
11:23 – 11:58	Period 5 for 2 nd Lunch
11:56 – 12:31	Period 5 for 1 st Lunch
12:01 – 12:31	Second Lunch
12:34 – 1:09	Period 6
1:12 – 1:47	Period 7
1:50 – 2:27	Period 8

30 Minute A.M. Assembly

7:45 - 8:28	Period 1
8:31 - 9:01	Assembly
9:04 - 9:42	Period 2
9:45 - 10:23	Period 3
10:26 - 11:04	Period 4
11:07 - 11:37	First Lunch
11:07 - 11:45	Period 5 for 2 nd Lunch
11:40 - 12:18	Period 5 for 1 st Lunch
11:48 – 12:18	Second Lunch
12:21 - 12:59	Period 6
1:02 - 1:40	Period 7
1:43 - 2:27	Period 8

60 Minute A.M. Assembly - Mass

7:45 – 8:23	Period 1
8:26 – 9:01	Period 2
9:04 – 9:39	Period 3
9:42 – 10:17	Period 4
10:20 – 11:20	Assembly
11:23 – 11:53	First Lunch
11:23 – 11:58	Period 5 for 2 nd Lunch
11:56 – 12:31	Period 5 for 1 st Lunch
12:01 – 12:31	Second Lunch
12:34 – 1:09	Period 6
1:12 – 1:47	Period 7
1:50 – 2:27	Period 8

30 Minute P.M. Assembly

7:45 - 8:28	Period 1
8:31 - 9:09	Period 2
9:12 - 9:50	Period 3
9:53 – 10:31	Period 4
10:34 – 11:12	Period 6
11:15 – 11:45	First Lunch
11:15 – 11:53	Period 5 for 2 nd Lunch
11:48 – 12:26	Period 5 for 1 st Lunch

60 Minute P.M. Assembly

7:45 - 8:25	Period 1
8:28 – 9:03	Period 2
9:06 – 9:41	Period 3
9:44 – 10:19	Period 4
10:22 – 10:57	Period 6
11:00 – 11:30	First Lunch
11:00 – 11:35	Period 5 for 2 nd Lunch
11:33 – 12:08	Period 5 for 1 st Lunch

11:56 – 12:26	Second Lunch	11:38 – 12:08	Second Lunch
12:29 - 1:07	Period 7	12:11 – 12:46	Period 7
1:10 - 1:48	Period 8	12:49 – 1:24	Period 8
1:51 - 2:27	Assembly	1:27 – 2:27	Assembly

One Hour Snow Delay

8:45 – 9:23	Period 1
9:26 – 10:01	Period 2
10:04 – 10:39	Period 3
10:42 – 11:17	Period 4
11:20 – 11:50	First Lunch
11:20 – 11:55	Period 5 for 2 nd Lunch
11:53 – 12:28	Period 5 for 1 st Lunch
11:58 – 12:28	Second Lunch
12:31 – 1:06	Period 6
1:09 – 1:44	Period 7
1:47 – 2:27	Period 8

Two Hour Snow Delay

9:45 – 10:15	Period 1
10:18 – 10:45	Period 2
10:48 – 11:15	Period 3
11:18 – 11:48	First Lunch
11:18 – 11:48	Period 5 for 2 nd Lunch
11:51 – 12:21	Period 5 for 1 st Lunch
11:51 – 12:21	Second Lunch
12:24 – 12:51	Period 4
12:54 – 1:21	Period 6
1:24 – 1:51	Period 7
1:54 – 2:27	Period 8

BOOKBAGS

Book bags, gym bags and miscellaneous equipment bags are not to be taken into the classroom or left in the hallways. Upon entering the school, these bags should be placed in the student's locker, the locker room or may be stored in a classroom with teacher approval. The school is not responsible for any lost or stolen items.

BUS RULES/INFORMATION

In the interest of a safe, orderly and pleasant ride on the bus, students are expected to be courteous, cooperative and restrained.

1. Students will wait for the bus to come to a complete stop before entering the bus.
2. Except when assigned by the administration or driver, there are no reserved seats on the bus. Students will take seats available as they get on the bus and will not 'save' a seat for any other pupil.
3. State law prohibits standing in the aisles while the bus is in motion and/or putting any part of the body out of the bus window.
4. Students will not tamper with or deface anything on the bus, nor will they throw anything out the windows. FINANCIAL RESPONSIBILITY RESTS WITH THE STUDENT FOR ANY DAMAGE DONE TO THE BUS.
5. Emergency doors are to be used only in an emergency and not as an ordinary exit from the bus.
6. Eating, smoking and use of abusive language are strictly forbidden on the bus.
7. Pushing, shoving and any other unnecessary roughness will not be tolerated.
8. When exiting from the bus to cross the highway, students are required to cross in front of the bus and to be careful of oncoming traffic.
9. THE BUS DRIVER IS IN FULL CHARGE OF THE BUS. Any situation that needs attention on the bus should be reported to the driver at once. He will bring the infraction to the attention of the administrator.
10. A student who ARRIVES ON A LATE BUS is required to report to the Main Office, sign in, go to his/her locker and report directly to the period in session.
11. If a student is reported for any of the above offenses, the administrator will take the following disciplinary action:

First Offense: The student is removed from the bus and is not permitted to ride any bus for three (3) school days following the removal. A report of the infraction is sent to the parent/guardian.

Second Offense: The student is not permitted to ride any bus for five (5) school days following the removal. This infraction is also reported to the parents/guardian.

Third Offense: AUTOMATIC SUSPENSION OF RIDING PRIVILEGES. The principal will determine the number of days suspension in accordance with the severity of the offense. Students removed from the bus are not excused from attending school.

CAFETERIA

Students at Geibel Catholic Middle- High School are expected to conduct themselves properly during lunch periods, practice good table manners, and abide by the following rules:

1. Enter and leave the cafeteria at a walk.
2. Form and keep a single line at the service area.
3. Ask permission of the proctor to leave the cafeteria.
4. Report to the cafeteria during lunch period and remain for the allotted time.
5. Conversation at lunch tables is not only permitted, but desirable. However, loud and boisterous talk, yelling and screaming are not acceptable.

6. Do not throw any object--no matter how small, for however short a distance.
7. Do not take food or drink of any kind from the cafeteria.
8. Leave the table clean and suitable for luncheon use by other students.
9. No more than six students at a lunch table.
10. This facility is operated in accordance with U.S. Department of Agriculture policy. Any person who believes he or she has been discriminated against in any USDA related activity should write to:
Administrator of the Food & Nutrition Service
3101 Park Center Drive
Alexander, Virginia 22302

CHANGE OF ADDRESS

Inform the Main Office and the Guidance Office of a change of address or telephone number.

CHAPEL

A small chapel is located on the second floor. Use of the chapel during school hours is available to family and friends of the school with prior notification to the main office.

CHAPLAIN

The Bishop of Greensburg appoints a chaplain to the school. He celebrates liturgies, is available for the Sacrament of Reconciliation upon request, and is generous with his time for any student or faculty need. As a designated student advocate and a willing listener, the chaplain is available for counseling as a member of our Guidance team.

CLASSROOM JOURNAL/COMPUTER DISKS

Classroom journals and computer disks are an integral part of many classes. However, it should be noted that information on these journals and disks is not confidential. The administrator, guidance counselors, Student Assistance Program or State Police will address anything contained within these items that may be deemed harmful to the writer or any other person.

COURSE CREDIT/REQUIREMENT ALTERNATIVES

In an effort to provide maximum flexibility in educational opportunities for students at Geibel Catholic Middle-High School, a program of alternative choices has been developed. The building principal and the Office for Catholic Schools must grant approval for these alternative choices before students are enrolled in the college course.

Concurrent College Credit

Concurrent college credit is defined as attending a college, community college, or university while attending high school. Concurrent attendance may be summer courses, evening courses, or afternoon courses. College classes taken may be substituted for high school electives and fulfill the three (3) credit elective requirement.

The following requirements must be met:

1. Students must be a junior or senior in high school.
2. Courses may **NOT** be substituted for required high school course work.
3. Courses must be submitted to the high school administration for credit approval. Courses must be submitted to the administration prior to college registration for credit consideration.
4. Courses judged to be eligible for credit **WILL NOT** be included in the student's QPA or class ranking. Students will receive ½ credit for each college class..
5. The letter grade earned in the college course will be the letter grade recorded on the student's permanent record.

DIRECTORY INFORMATION FOR MILITARY RECRUITERS

Under the NO CHILD LEFT BEHIND ACT OF 2001, Geibel Catholic Middle-High School is required to provide to the military, directory information on all juniors and seniors. Under 9528 of ESEA, the following is considered directory information: name, address and telephone number. Parents interested in excluding their child's name from the Military Student Directory must complete and submit to the main office the Directory Information Form by September 5th.

DRESS REGULATIONS (MEN)

Pants:

Navy, khaki, hunter green, black or gray dress slacks may be worn. **All pants must be secured at the waist, no lower. Men not wearing their pants around their waists will be issued a warning and detention upon the first offense. NOT PERMITTED:** Cargo, corduroy, or denim pants, pants with elasticized waist, rivets or patch pockets. **No undergarments may be visible.**

Shirts/Ties:

Students are permitted to wear three button short or long sleeve Polo shirts. Colors are green or white embroidered with the school crest. Shirts must be tucked in at all times. Oxford dress shirts with full button front, collars and sleeves. Acceptable colors (solid only) are white and light yellow embroidered with the school crest. Ties are required to be worn with the Oxford shirts. **SHIRTS MUST BE PURCHASED THROUGH A SCHOOL APPROVED COMPANY.** All dress shirts must be tucked in at all times. Only the first top button of all shirts is permitted to be unbuttoned.

NOT PERMITTED: Flannel or tee shirts. Fleece or sweatshirt type material. No string ties or western ties. No inappropriate printing, logos or advertisements. Long-sleeved shirts worn under short-sleeved Polo/Oxford shirts.

Sweaters:

Traditional sweater styles such as cardigans, crews, v-necks or vests embroidered with the school crest. Acceptable colors are white, light yellow and green (solid colors only). Complete uniform Polo or Oxford shirts must be worn with the sweater. **SWEATERS MUST BE PURCHASED THROUGH A SCHOOL APPROVED COMPANY.**

NOT PERMITTED: Turtlenecks

Shoes/Socks:

Dress shoes only. Socks must be worn.

NOT PERMITTED: Canvas or leather athletic shoes, shoes or boots that extend above the ankles, combat boots, work boots or sandals of any kind.

Hair:

Must be neat and appropriate. **The length is not to exceed the bottom of the ear lobes on the sides, the bottom of the collar of the dress shirt in the back, and the eyebrows in the front. Pony tails are not permitted.** No inappropriate styles or colors are permitted.

Grooming:

Appearance should be neat and orderly. Faces are to be clean-shaven with only moustaches allowed. Sideburns are not to exceed the bottom of the ear lobe. Visible body piercing articles are acceptable in the ear area only.

Miscellaneous:

Hats, headbands, wristbands or visors are not permitted at any time. No unsafe or inappropriate accessories.

DRESS REGULATIONS (WOMEN)

Skirts:

Crill Tog navy and green plaid double pleated skirt or navy and green plaid kilt.

NOT PERMITTED: Visible undergarments. Skirts are not to be shorter than three (3) inches above the kneecap. Girls who wear their skirts above the permitted length will be issued a warning and detention upon the first offense. Upon the second offense, a certified letter will be sent to the student's parents/guardian indicating the student will not be permitted to wear skirts for the remainder of the school year.

Slacks:

Navy, khaki, hunter green, black or gray dress slacks may be worn.

NOT PERMITTED: Cargo, corduroy or denim pants, pants with elasticized waist, rivets or patch pockets or form fitting slacks. No undergarments may be visible.

Blouses/Shirts:

Students are permitted to wear three button Polo shirts. Colors are green or white embroidered with the school crest. Shirts must be tucked in at all times. Oxford blouses with full button front, collars and sleeves. Acceptable colors are white and light yellow (solid colors only) embroidered with the school crest. **Blouses must be tucked in at all times. SHIRTS MUST BE PURCHASED THROUGH A SCHOOL APPROVED COMPANY.** Only the first top button of all shirts is permitted to be unbuttoned.

NOT PERMITTED: Flannel and tee shirts. Fleece or sweatshirt type material. No inappropriate printing, logos or advertisements. Long-sleeved shirts worn under short-sleeved Polo/Oxford shirts.

Sweaters:

Traditional sweater styles such as cardigans, v-necks, crew or vests embroidered with the school crest. Acceptable colors are white, light yellow and green (solid colors only). **SWEATERS MUST BE PURCHASED THROUGH A SCHOOL APPROVED COMPANY.** Complete Polo or Oxford uniform shirts must be worn under the sweater. **NOT PERMITTED:** Turtlenecks

Shoes/Socks:

Dress shoes only. Socks or stockings must be worn.

NOT PERMITTED: Canvas or leather athletic shoes, shoes/boots that extend above the ankle, combat boots, work boots, open-back mules/shoes or sandals of any kind.

Hair:

Must be neat and appropriate. Unnatural colors are not permitted.

Grooming:

Appropriate grooming is required. Visible body piercing articles are acceptable only for the ears.

NOT PERMITTED: Excessive or inappropriate make-up.

Miscellaneous:

Hat, wristbands or visors are not permitted at any time. No inappropriate accessories.

DRESS-UP DAYS (MEN)

Young men must wear a full button front dress shirt. **Ties must be worn.** Sport coats or suits may be worn if desired.

No undergarments should be visible. **Only the first top button of all shirts is permitted to be unbuttoned.**

DRESS-UP DAYS (WOMEN)

Dress slacks, dresses, skirts with appropriate top or blouse. No undergarments should be visible. **Uniform skirt**

regulations apply as to length. Only the first top button of all shirts is permitted to be unbuttoned.

NOT PERMITTED: Strapless tops/dresses, straps less than one inch wide or with only one shoulder.

DRESS DOWN DAYS (MEN AND WOMEN)

Permitted: Jeans, tee shirts, sweatpants, sweatshirts and tennis shoes. All shirts must have sleeves.

NOT PERMITTED: Visible undergarments, ripped or torn jeans, spandex shorts or pants, hats/visors, tank tops or sleeveless shirts, inappropriate logos, printing or advertisements including heavy metal rock groups, beer/drugs or anything not in accordance with Geibel Catholic High School's educational philosophy. On dress down days, students will not be permitted to wear clothing with area school representations unless the student participates in a joint program established between that school and Geibel Catholic. **Walking-length shorts may be permitted at the discretion of the administration.**

MIDDLE SCHOOL DRESS CODE

DRESS REGULATIONS (MEN)

Slacks:

Khaki or navy blue dress slacks are to be worn. **All slacks must be secured at the waist, no lower.**

NOT PERMITTED: Cargo, corduroy, or denim pants, pants with elasticized waist, rivets or patch pockets. No undergarments may be visible.

Shirts/Ties:

Students are permitted to wear three button short or long sleeve Polo shirts. Polo shirt colors are navy or light blue embroidered with the school crest. Shirts must be tucked in at all times. Oxford dress shirts with full button front, collars and sleeves may be worn. Acceptable colors (solid only) are navy or light blue embroidered with the school crest. Ties are required to be worn with the Oxford shirts. **SHIRTS MUST BE PURCHASED THROUGH A SCHOOL APPROVED COMPANY.** All dress shirts must be tucked in at all times. **Only the first top button of all shirts is permitted to be unbuttoned.**

NOT PERMITTED: Flannel or tee shirts. Fleece or sweatshirt type material. No string ties or western ties. No inappropriate printing, logos or advertisements. No long-sleeved shirts may be worn under short-sleeved Polo/Oxford shirts.

Sweaters:

Traditional sweater styles such as cardigans, crews, v-necks or vests embroidered with the school crest. Acceptable color is navy blue (solid color only). Complete uniform Polo or Oxford shirts must be worn with the sweater.

SWEATERS MUST BE PURCHASED THROUGH A SCHOOL APPROVED COMPANY.

NOT PERMITTED: Turtlenecks

Shoes/Socks:

Dress shoes only. Socks must be worn.

NOT PERMITTED: Canvas or leather athletic shoes, shoes or boots that extend above the ankles, combat boots, work boots or sandals of any kind.

Hair:

Must be neat and appropriate. **The length is not to exceed the bottom of the ear lobes on the sides, the bottom of the collar of the dress shirt in the back, and the eyebrows in the front. Pony tails are not permitted.** No inappropriate styles or colors are permitted.

Grooming:

Appearance should be neat and orderly. Faces are to be clean-shaven with only moustaches allowed. Sideburns are not to exceed the bottom of the ear lobe. Visible body piercing articles are acceptable in the ear area only.

Miscellaneous:

Hats, headbands, wristbands or visors are not permitted at any time. No unsafe or inappropriate accessories.

DRESS REGULATIONS (WOMEN)

Slacks:

Khaki or navy blue dress slacks are to be worn.

NOT PERMITTED: Cargo, corduroy or denim pants, pants with elasticized waist, rivets or patch pockets or form fitting slacks. No undergarments may be visible.

Blouses/Shirts:

Students are permitted to wear three button Polo shirts. Colors are light blue and navy blue embroidered with the school crest. Shirts must be tucked in at all times. Oxford blouses with full button front, collars and sleeves. Acceptable colors are light blue and navy blue (solid color only) embroidered with the school crest. **Blouses must be tucked in at all times. SHIRTS MUST BE PURCHASED THROUGH A SCHOOL APPROVED COMPANY. Only the first top button of all shirts is permitted to be unbuttoned.**

NOT PERMITTED: Flannel and tee shirts. Fleece or sweatshirt type material. No inappropriate printing, logos or advertisements. Long-sleeved shirts worn under short-sleeved Polo/Oxford shirts.

Sweaters:

Traditional sweater styles such as cardigans, v-necks, crew or vests embroidered with the school crest. Acceptable color is navy blue (solid colors only). **SWEATERS MUST BE PURCHASED THROUGH A SCHOOL APPROVED COMPANY.** Complete Polo or Oxford uniform shirts must be worn under the sweater. **NOT PERMITTED: Turtlenecks**

Shoes/Socks:

Dress shoes only. Socks or stockings must be worn.

NOT PERMITTED: Canvas or leather athletic shoes, shoes/boots that extend above the ankle, combat boots, work boots, open-back mules/shoes or sandals of any kind.

Hair:

Must be neat and appropriate. Unnatural colors are not permitted.

Grooming:

Appropriate grooming is required. Visible body piercing articles are acceptable only for the ears.

NOT PERMITTED: Excessive or inappropriate make-up.

Miscellaneous:

Hat, wristbands or visors are not permitted at any time. No inappropriate accessories.

DRESS-UP DAYS (MEN)

Young men must wear a full button front dress shirt and **ties must be worn.** Sport coats or suits may be worn if desired. No undergarments should be visible.

DRESS-UP DAYS (WOMEN)

Dress slacks, dresses, skirts with appropriate top or blouse. No undergarments should be visible. **High school uniform skirt regulations apply as to length.**

NOT PERMITTED: Strapless tops/dresses with straps less than one inch wide, topless dresses or dresses with only one shoulder.

DRESS DOWN DAYS (MEN AND WOMEN)

Permitted: Jeans, tee shirts, sweatpants, sweatshirts and tennis shoes. All shirts must have sleeves.

NOT PERMITTED: Visible undergarments, ripped or torn jeans, spandex shorts or pants, hats/visors, tank tops or sleeveless shirts, inappropriate logos, printing or advertisements including heavy metal rock groups, alcohol/drugs or anything not in accordance with Geibel Catholic High School's educational philosophy. On dress down days, students will not be permitted to wear clothing with area school representations unless the student participates in a joint program established between that school and Geibel Catholic. **Walking-length shorts may be permitted at the discretion of the administration.**

The listed dress code regulations do not cover every conceivable situation. All final dress code interpretations and decisions are the prerogative of the school administration.

INJURIES AND UNIFORMS

Students are required to adhere to dress code regulations when injured unless they are unable to do so due to the injury. When it is necessary to be out of uniform, the clothing worn must be neat and appropriate. A doctor's excuse must be provided if it is necessary for the student to be out of uniform. A student may acquire the assistance of another student in each period to help carry books. The assisting student and the injured student must be in the same class. Departure is two minutes before the bell.

A student who is out of uniform must report to the Attendance Office for an out-of-uniform excuse. Permission is granted for one day only. Early dismissals and late arrivals are not excuses to be out of uniform. Away athletic events are not occasions for special dress up days; regular uniforms must be worn. A note from parents is not an excuse to be out of uniform. Only the school may grant this permission. The school administrator will make final decisions concerning the dress code.

DISSECTION REFUSAL

The schools in the Diocese of Greensburg will continue to use dissection, vivisection and incubation as part of planned instructional processes. Students may refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals, or any parts thereof, as part of their course of instruction. If a parent objects to having his/her child participate or observe any of these activities, the principal should be notified in writing for permission to be excused. Being excused will in no way reflect in the teacher's evaluation of the student.

DRIVING PRIVILEGES

Parents are asked not to request or sign a student driver request form unless it is absolutely necessary. Students must have a valid reason for driving to school. A written request for driving privileges must be submitted to the Principal by September 7th. The request will be evaluated. School officials reserve the right to refuse any and all driving privileges. It is hoped students will take advantage of bus transportation provided. **There will be a \$30.00 yearly fee or \$15.00 fee per semester for all driving permits.**

The following driving regulations must be followed:

1. The student must obtain a permit application from the main office, complete the permit and return it to the office.
2. All students' vehicles must be properly registered and marked with a valid parking permit.
3. Names of students riding as passengers must be filed with the driver's permit along with a note from their parents giving them permission to ride with the driver.
4. Any student who illegally drives another student to or from school will be referred to the administration for disciplinary action.
5. All student drivers must park in the designated area and may not leave the parking lot until directed.
6. There is absolutely no parking permitted in Dr. Ellis's parking lot or the baseball field area during the school day.
7. After the vehicle is properly parked, all occupants must immediately go into the building.
8. If a student driver has to be called to move a car for blocking vehicles or parking in a non-designated area, driving privileges could be immediately revoked.
9. Students are NOT permitted to go to their cars during school hours without proper permission.
10. The school will not be held accountable for any damage or other problems encountered by student drivers. By requesting to drive to school, the student assumes all liability for problems that may arise.
11. Consideration for a ONE DAY DRIVING PASS or for a pass to cover a short period of time may be given by filing A DAY IN ADVANCE with the administrator.
12. NO SPEEDING WILL BE TOLERATED. Student drivers and passengers are required to observe the same rules and regulations governing the use of tobacco, alcoholic beverages and controlled substances as apply to all other school property. All students must obey traffic flow signs. This includes One-Way signs.

13. Any student violating any of the above conditions shall IMMEDIATELY LOSE driving and parking privileges.

14. Driving privileges will be revoked for excessive absences and/or tardiness.

ELECTRONIC DEVICES

Students are forbidden to possess beepers, MP3's, laptop computers, headphones, laser pointers, or other electronic devices on school grounds. **Cell phone use is not permitted during regular school hours. Cell phones are to remain in a student's locker or car until the end of the school day. Students using cell phones during the school day without permission will have the cell phones confiscated and will be subject to disciplinary action. Confiscated cell phones will only be returned to the student's parents/guardian.** Students who are members of volunteer fire departments or ambulance services or who have health problems requiring such devices must notify the school administrator of their need to be so equipped.

FIRE ALARM

A repeating blaring horn sound indicates the fire alarm. When the alarm rings, students are to move quickly and silently to the nearest exit. Directional signs are posted in every classroom. While outside, students are to remain with their class and teacher in an orderly manner and are to follow all directions given by the teacher. Students are to return to the school when directed by a teacher.

GAMBLING

Card games and any form of gambling are not permitted in school.

GUIDANCE

Guidance services are available to every student in the school. These services include assistance with educational planning, interpretation of test scores, career information, study helps, help with home, school and/or social concerns in an atmosphere where personal problems can be discussed in confidence. Parents may arrange to see their child's record by making an appointment with the guidance counselor. At least 24 hour notice is requested for these appointments.

Students are to obtain guidance passes from the counselor for an appointment.

GRADUATION FEE

Seniors are assessed a \$25.00 graduation fee which is not included in tuition. Notification of this fee will be sent home in the spring.

GYM

Gym and sports equipment may be used only under the supervision of a staff member. Students may not be in the gym at any time unless a staff member is present. The gym is not to be used as a walkway to other areas. **Food and drinks are not to be taken into the gym.**

HALL PASS

Students leaving a class or assigned area for any reason including, but not limited to the restroom, office, health office, guidance office, telephone, or locker must have a hall pass. The hall pass is included in the student day planner. Students not having their handbook will not be permitted to leave the assigned area. Students are not permitted to use another student's handbook or hall pass for any reason. Students losing their handbook will be assessed a \$10.00 replacement fee.

HEALTH SERVICES

Various tests mandated by the state are given at scheduled times. These include hearing, tuberculin and diabetes tests and physicals for 11th grade students. Vision, height and weight are checked each year. All students are required to have these tests. Failure to comply with these tests and the corresponding return of all forms may result in the student not participating in the graduation ceremony.

Students taking school and athletic physicals will be required to exercise. They are to wear appropriate clothing. Girls are to wear shorts and a sports bra or bathing suit top.

If you become ill during the school day, you must first report to the Main Office and will be directed to the Nurse or Athletic Trainer for care. If you fail to do this, your absence will be recorded as a class cut, and you will be penalized accordingly. Do not simply stay out of class or remain in a lavatory. If you are too ill to stay in school, the nurse or the Main Office will call your parents to arrange for you to go home. **YOU MAY NOT LEAVE THE SCHOOL UNTIL YOUR PARENTS HAVE BEEN NOTIFIED AND YOU HAVE PERMISSION TO LEAVE.**

HONESTY

Geibel Catholic strives to develop Christian character in its community members. The virtue of honesty is a special virtue in a school setting. Violations of honesty include lying, cheating, and plagiarism. Tests and homework assignments must be the student's own work. **Cheating and plagiarism, as well as the theft of an exam or test, could result in severe disciplinary sanctions, including suspension and the loss of course credits.**

INTERNET USE POLICIES

Use of the Internet provides great educational benefits to students. Unfortunately, however, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people and contrary to the religious beliefs and moral values of the Catholic Church. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents or guardians read, accept and sign the rules for acceptable on-line behavior as required by Diocesan policy.

1. Students are responsible for good behavior on the Internet just as they are in a school building. General school rules for behavior and communications apply.
2. Network storage will be treated in the same manner as school lockers. Network administrators may review files and communications to maintain integrity and ensure that users are using the system responsibly. Users should expect that files will be subject to inspection by appropriate school officials without prior notice.
3. The following are not permitted.
 - a. Sending or displaying offensive messages or pictures.
 - b. Using obscene language.
 - c. Harassing, insulting or attacking others.
 - d. Damaging computers, computer systems, or computer networks.
 - e. Violating copyright laws.
 - f. Using another's password.
 - g. Trespassing in another's folder, work, files or e-mail.
 - h. Games are prohibited unless assigned by a teacher for educational purposes.
 - i. Intentionally wasting limited resources including the use of "chat letters" and messages broadcast to mailing lists or individuals.
 - j. Employing the network for commercial purposes.
 - k. Revealing the personal address or phone number of yourself or any other person without permission from your teacher.
 - l. Use of "chat" rooms which are morally inappropriate and violate Catholic doctrinal or moral teaching.
4. Violations may result in a loss of access as well as other disciplinary or legal action.
5. Because of the free growth of the Internet, certain files and sites are considered unsuitable for classroom use. The materials can be illegal, defamatory, or offensive to the religious beliefs and moral values of the Catholic church. Therefore all students who use the Internet must have on file with the principal a signed contract entitled **INTERNET ACCEPTABLE USE POLICIES.**

LOCKERS

Each student will be assigned a locker and a lock. **The student must keep this lock on the locker at all times.** The homeroom teacher will provide the student with the combination. Combinations are not to be given to other students. Students are strongly encouraged not to allow other students to use his/her locker. Vandalism to the locker or the lock could result in the student being assessed a fee to cover the damage. This includes writing on lockers, putting stickers on lockers, breaking the hinges on the locker, etc.

ALL LOCKERS ARE THE PROPERTY OF GEIBEL CATHOLIC MIDDLE-HIGH SCHOOL. STUDENTS ARE NOT PERMITTED TO USE UNASSIGNED LOCKERS.

Lockers will be checked periodically by the administration, including random periodic searches and canine sniff searches. Care of lockers and personal property is the responsibility of the individual student. **THE SCHOOL IS NOT RESPONSIBLE FOR STUDENT PROPERTY.**

LOST AND FOUND

There is a lost and found area in the main office. Most articles are lost through carelessness on the part of the student. Students are encouraged not to bring large sums of money or valuables to school. Valuables are not to be left on desks, on cafeteria tables, in the lavatories or in the locker rooms. The school tries to protect student property, but it is the student's obligation to assume responsibility for his/her own property. Valuables should be given to the teacher, coach or moderator.

MEDICAL POLICIES

Both prescriptive and non-prescriptive medication will be taken under the supervision of the school nurse. In the absence of the school nurse, the school principal or his designee will supervise the self-administration of the medication by the student. All medication should be taken to the Nurse's Office or to the Main Office.

PRESCRIPTIVE MEDICATION

Students who must take prescriptive medication during school hours will comply with the following regulations:

1. Written orders from a physician should detail the name of the student, the name of the medication, date, dosage and the schedule of medication. (May be on the container label.)
2. The parents or guardians requesting that the school comply with the physician's orders must provide written permission. Permission forms may be obtained in the Nurse's Office or Main Office.
3. Medication should be brought to school in daily doses in a container properly labeled by the pharmacy or physician.

NON-PRESCRIPTIVE MEDICATION

1. It is a state law that no student may possess any medication on school property at any time.
2. The school shall supply no medication.
3. If a parent wishes that the student take non-prescriptive medication while in school, written verification must be supplied to the school nurse/main office. The parent should see that the medication is supplied in a properly labeled container.

EXCUSE FROM PHYSICAL EDUCATION CLASSES

When a physician requests that a student be excused from Physical Education classes, the student should give a written note from the physician directly to the Main Office. The note should include the reason for the excuse, dates to be excused and other pertinent information. A copy of the note will be given to the P.E. teacher.

POSTERS/SIGNS

All posters, banners, or signs of any type must be approved by the Administration before being posted. Any sign not approved will be removed and destroyed. When the posted event is over, all signs, tape, etc., must be removed completely and promptly.

PROM

The school prom is sponsored by the Junior Class. The event is open to all juniors and seniors who may invite a guest. All guests in attendance must be at least in the tenth grade and cannot be older than 21 years of age. Geibel Catholic students must submit a permission slip for their guests. All guests of Geibel Catholic students are subject to the same rules and regulations that govern the student body. Geibel Catholic students are responsible for the behavior and actions of the guests that they invite to school-sponsored activities.

RELIGIOUS EXERCISES

All students must complete all religion course requirements and must attend all required religious activities, assemblies, and off campus sessions.

RESTROOMS

Students may use the restrooms before and after school, between class periods, and at the beginning and end of lunch period. They are expected to keep these rooms clean. Students may not loiter or smoke there. It is forbidden to damage facilities in any way. If a student is feeling ill, he/she should report to the Main Office and should not remain in the restroom.

SCHOOL CLOSINGS

When it is necessary to cancel or delay school, the announcement will be made over the following radio and TV stations:

WMBS	590 AM
WHJB	620 AM
WLSW	104 FM
3WS	95 FM
WPXI Channel 11	

Since students who attend Geibel Catholic Middle-High School come from ten different public school districts, students are advised to listen for the information from their public school district. For example, if a particular district decision differs from the one that Geibel Catholic will follow, students will follow their own district's decision. Geibel Catholic will normally follow Connellsville School District's decision. NOTE: The students who ride the Masontown,

Monessen, and Brownsville bus will follow Geibel Catholic's (Connellsville Area School District) decision. See a school bell schedule for delay times.

SCHOOL DANCES

1. Dances are held from 7:00 to 10:00 p.m.
2. A dance must be chaperoned by the activity moderator, one faculty member, parents, and two auxiliary police. The names of the chaperones are to be submitted to the Administration in writing at least four days before the dance.
3. Dress requirements will be set by the committee responsible for planning the dance and must be approved by the Administration.
4. Students must report to the dance by 7:30 p.m. in order to attend any dance. Those arriving after this time will not be admitted.
5. All students attending a dance must remain until the announced conclusion of the event. The only exception will be if the parents/guardians come and inform the moderators of the dance that they are taking their child home with them.
6. Smoking or the use of tobacco products is forbidden. The use or possession of alcoholic drinks or unlawful drugs is cause for five detentions, probation, and referral to authorities which will result in suspension of driver's license accordance with the new Pennsylvania State Law on underage drinking.
7. Dances are closed to persons other than Geibel Catholic students unless otherwise specified.

SCHOOL GROUNDS

School grounds are maintained for the use of the students. It is the student's responsibility to help keep the premises clean and free of litter. Trash cans are provided for this purpose. Please take pride in your school. During school hours and during extracurricular activities, unless otherwise specified, students are to remain on school premises at all times. Any activity that necessitates a student leaving school grounds for practice, requires written permission from the parent/guardian.

SEXUAL HARASSMENT POLICY

POLICY OR PURPOSE

1. It is the policy of the Diocese of Greensburg that all employees and students should enjoy a working and learning environment free from all forms of discrimination, including sexual harassment.
2. There is hereby established a policy strictly prohibiting all forms of sexual harassment in any work area, learning area, activity area, or any other place under the permanent or temporary control of the Diocese of Greensburg, or in any parish school located within the diocese (hereinafter referred collectively as the "Diocesan School Community").
3. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.
4. Appropriate sanctions shall be applied against all proven offenders of this policy.

DEFINITIONS

1. **ACADEMIC** is defined to include any school-sponsored activity, whether as a participant or as a spectator, including clubs or special events.
2. An **ALLEGATION** is defined as an unproven claim being asserted or declared and which the asserting party undertakes to prove.
3. **EXPLICIT** is defined as being unambiguous in expression, or as being so plain and distinct that there is not reason for ambiguity or difficulty in interpretation.
4. **IMPLICIT** is defined as being implied, or capable of being understood from something else through unexpressed.
5. **SEXUAL HARASSMENT** is defined to include:
 - a. Any unwelcome sexual advances, request for sexual favors, or other verbal, visual or physical conduct of a sexual nature;
 - b. An explicit or implicit requirement of submission to sexual advances as a basis for an employment decision;
 - c. An explicit or implicit requirement of submission to sexual advances as a condition of employment, promotion, grades, or academic or social status.
 - d. Any case in which submission to or rejection of such conduct is used as the basis for any employment or academic decision affecting any individual.
 - e. Any case in which such conduct has the purpose or effect of interfering unreasonably with the individual's personal, professional, work, or academic performance.
 - f. Any case in which such conduct creates or tends to create an offensive, hostile, or intimidating work or academic environment.
 - g. Actual or threatened retaliation against a person who complains or intends to complain of sexual harassment.
6. Furthermore, the following behavior, if unwelcome, may constitute sexual harassment:
 - a. Sexual comments.

- b. Sexually-oriented, verbal “kidding” or joke telling.
- c. Explicit or implicit pressure to engage in sexual activity.
- d. Repeated remarks to a person, if such remarks have sexually demeaning implications.
- e. Non-verbal gestures of a sexual nature.
- f. Physical acts such as touching, pinching, patting, hugging, fondling, brushing up against, assault, or restricting an individual’s movement.
- g. Use of or display of visual objects such as sexually explicit photographs or posters.
- h. Use of unwelcome terms of endearment.

DISCIPLINARY OR ADMINISTRATIVE MEASURES

If it is determined that any student has engaged in sexual harassment in violation of these policies, rules, and regulations, he or she shall be subject to appropriate disciplinary action, up to and including suspension or expulsion.

STUDENT INSURANCE

Students who are involved in any school activity, are urged to enroll in the insurance program offered through the school or make certain that private coverage is adequate. The school does not provide blanket accident insurance coverage. Student insurance may be purchased at the beginning of the school year. Be certain that you fully understand the coverage provided by the policy.

STUDENT SERVICE HOURS

It is Geibel Catholic’s goal that by fostering a “*Stewardship Through Service*” mind-set, we will provide students with a greater appreciation for Catholic social teachings, build a sense of community, develop leadership skills, and nurture a profound respect for life while experiencing the joy of stewardship.

Students are required to complete 36 service hours by the year-end of the academic year. For the next school year, ALL service hours begin on the day after the last day of school for the current school year. Volunteer service logged during the summer *will* be credited to the required service hours for the next school year. Students need to provide the proper signed authorization of summer volunteer hours. Middle school students must complete 18 hours of service per year, 9 hours per semester.

Students are required to complete nine hours per grading period. Students not completing nine (9) hours of service per nine weeks will not receive his/her report card. As service hours are completed, students are required and responsible to fill out a “stewardship log” and then return the completed form to the Campus Minister. All records must be submitted in this format and *signed* for the student to receive credit for hours served.

Students are permitted to participate in group activities that involve service to the Church, Community or School. Sports teams, honor societies, and school clubs are encouraged to ban together in a spirit of stewardship.

TELEPHONE

Students are encouraged to use the school phone before school, during lunch, and after school. **Cell phones are not to be used during regular school hours.** No student will be permitted to be called to the telephone or receive phone messages except in cases of extreme emergencies.

TUITION

Because Geibel Catholic Middle-High School is a private school, it depends on subsidies, gifts, donated services and tuition for its operations. While all Geibel Catholic students are encouraged to be people of faith, students receiving such financial assistance from diocesan parishes have a special responsibility in justice to give of their time and talent to those parishes.

Parents/guardians are asked to opt for a particular payment plan. **A student will not receive a schedule or be permitted to attend classes for the semester if his or her tuition is not current.** If there are particular hardships, these cases will be received by a committee established for that purpose by Geibel Catholic Middle- High School. The principal will prepare the case for the committee to review. After review, a determination will be made regarding registration for additional semesters.

VISITORS

All visitors must report to the Main Office upon entering the school. All guests of Geibel Catholic students are subject to the same rules and regulations that govern the student body. Geibel Catholic students are responsible for the behavior of their guests.

DISCIPLINE CODE

The Administration is responsible for enforcing the disciplinary actions and corrective measures needed for offenses that are too serious to be handled by the classroom teacher. The Administrators are the usual contact people for parents seeking disciplinary advice. They are to collect and maintain records of disciplinary action and correspondence and all else that is necessary for maintaining good discipline in the school. The final decision regarding any disciplinary action rests with the Principal. Detention periods are served immediately following school on Tuesday through Thursday. Middle School detentions will be served with the principal on Wednesday. Detention is served on the first detention period following the infraction. However, in order for transportation to be arranged, a student may serve his/her detention on the next scheduled detention day. Only the administration will assign after school detention periods. Teachers have the right and duty to assign student detentions for minor infractions provided the teacher supervises the detention. All detentions will be reported to the administration immediately after being assigned. No restriction for participation in extracurricular activities will be required for teacher-assigned, in-class detention.

Repeated violation of the disciplinary code will result in more stringent action taken by the administration in conjunction with the Discipline Code. Students may be referred to the Student Assistance Program for assessment.

As Geibel Catholic Middle – High School is a private, nonpublic institution, any disciplinary policies and procedures are simply guidelines that the school generally follows. The administration reserves the right to terminate the enrollment of a student for any reason and at any time, as well as to use administrative discretion when reviewing, considering and providing consequence for any conduct or discipline code violations or infractions. These guidelines do not impede this right by administration to terminate the enrollment of a student for any reason at any time or to provide consequences deemed as appropriate by administration.

As a nonpublic school, we have the right to consider conduct internal or external to the school. Students who violate the code of student conduct will be subject to a range of disciplinary options including: Warning, Detention, Parent Contact, Suspension and when warranted, Expulsion. Any offense or violation may subject a student to any of the above stated options, including a recommendation of expulsion, not withstanding the recommended responses listed above, when circumstances are warranted.

The listed disciplinary regulations do not cover every conceivable situation. All final disciplinary interpretations and decisions are the prerogative of the school administration. Diocesan policy supersedes local school policy.

STUDENT REGULATIONS FOR DETENTION

1. Detention will begin 5 minutes after final dismissal. It may last one hour.
2. Student dress code is required.
3. Students will not be permitted to leave detention early.
4. Participation in extracurricular activities does not take precedence over completing a detention.
5. **The student may not participate in any extracurricular activities or school functions if detention requirements are not met.**
6. Failure to report to detention will result in additional detentions.
7. The administrator or a staff member will proctor all detentions.
8. Parents will be notified of a detention.
9. Students may be required to do general cleaning duties when serving detentions.
10. After the third disciplinary offense, students will be assigned to serve detentions on Saturdays. Saturday detentions are three hours in length (7:30 – 10:30 a.m.).

PROBATION

Probation is a period of time determined by the administration, during which a student may be allowed to remain in school and participate in extracurricular activities (providing the rules of the activity were not violated as determined by the activity sponsor) but may be restricted from certain activities. The administrator will notify the parent/guardian, explaining the problem, and arranging a meeting with the student and parent/guardian. A parental response is mandatory. Any other infractions during the probation period will result in further student discipline as determined by the school administrator, rather than the Geibel Discipline Code, and expulsion is an option. Referrals to the Guidance Department for counseling and the Student Assistance Program (SAP) will also be made.

SUSPENSION

Students whose behavior is extremely unsatisfactory will be suspended.

Out-of-school suspension: The student is removed from the regular school environment and is not permitted on school property or admitted to any athletic or extracurricular activities during the suspension. Students in violation of this directive will be subject to trespassing. The time of the suspension will range from one to ten days. Students are responsible for making up all tests, projects, and assignments. A parent conference may be required before a student is permitted to return to school after a suspension.

EXPULSION

Expulsion is a severe punishment that is used as a last resort and after serious deliberation. Expulsion is the permanent removal of a student from the school. Expulsion is carried out at the recommendation of the school administration and the approval of the Superintendent of Catholic Schools.

ALL final disciplinary interpretations and decisions are the prerogative of the Administration of Geibel Catholic Middle - High School and the Superintendent of Catholic School for the Diocese of Greensburg. The Administration reserves the right to extend beyond the consequential sequences listed at any time the Administration sees that the need arises. As a nonpublic school, we have the right to consider conduct internal or external to the school.

DISCIPLINARY OFFENSES AND RESPONSES

As a nonpublic school, we have the right to consider conduct internal or external to the school. Students who violate the code of student conduct will be subject to a range of consequences including, but not limited to: warning, detention, parental contact, suspension, and expulsion. Note that the disciplinary offenses and recommended consequences do not cover every possible situation. ALL final disciplinary interpretations and decisions are the prerogative of the Administration of Geibel Catholic High School and the Superintendent of Catholic School for the Diocese of Greensburg. The Administration reserves the right to extend beyond the consequential sequences listed below at any time the Administration sees that the need arises.

Level I Offenses:

- Dress Code Violations
- Tardy for School
- Failure to Comply with a Request of a Teacher or Administrator
- Unlawful/Unexcused Tardy to Class (referred each 3 tardies)
- Disruption Inside or Outside of the Classroom
- Unacceptable Language/Gestures
- Cell Phone (refer to the Cell Phone section for additional information pertaining to a Cell Phone violation)

Level I Consequences:

- First Offense: One Detention
- Second Offense: Three Detentions
- Third Offense: Saturday Detention
- Fourth Offense: Suspension
- Fifth Offense: Up to 10 Days Suspension
Implementation of Expulsion Procedures

As a nonpublic school, we have the right to consider conduct internal or external to the school. The Administration reserves the right to consider ALL violations when implementing consequences. This includes combining violations among or within each level of offenses.

Level II Offenses:

- Cutting Class
- Truancy/Leaving School Grounds Without Permission from School Official
- Forgery of Parent or School Official Signature
- Cheating (refer to the Cheating section for additional information pertaining to a Cheating violation)
- Insubordination/Disrespect of a faculty or staff member, disrespect to another student.

Level II Consequences:

- First Offense: 3 Detentions

- Second Offense: Saturday Detention
- Third Offense: Suspension
- Fourth Offense: Up to 10 Days Suspension
Implementation of Expulsion Procedures

As a nonpublic school, we have the right to consider conduct internal or external to the school. The Administration reserves the right to consider ALL violations when implementing consequences. This includes combining violations among or within each level of offenses.

Level III Offenses:

- Fighting
 - In accordance with the State Safe School Act of 1995, the incident will become part of the student's permanent disciplinary record.
- Student Harassment –Verbal, Ethnic, Physical, or by use of a Technological Device
 - In accordance with the State Safe School Act of 1995, the incident will become part of the student's permanent disciplinary record.
- Smoking Cigarettes, Possession of/or use of Tobacco (snuff included) in School, on School Grounds, or at a School Sponsored Activity
 - In accordance with the State School Smoking/Possession Law 6306.1, a student who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of a school district commits a summary offense. The student will receive a summons from the Magistrate and required to answer charges at his/her office. The fine and court costs will be imposed by the District Magistrate at the hearing in his/her office.
- Vandalism/Theft
 - Restitution Required.

Level III Consequences:

- First Offense: 3 or More Days Suspension
Parental Conference to Return to School
- Second Offense: Up to 10 Days Suspension
Implementation of Expulsion Procedures

As a nonpublic school, we have the right to consider conduct internal or external to the school. The Administration reserves the right to consider ALL violations when implementing consequences. This includes combining violations among or within each level of offenses.

Level IV Offenses: The following offenses are considered very serious in nature. Therefore, the violation and the consequence have been listed separately.

- STUDENT HARASSMENT (REPEATED OR EXTREME IN NATURE); SEXUAL, ETHNIC, VERBAL (INCLUDING USE OF TECHNOLOGICAL DEVICES), PHYSICAL
 - Immediate 10 Day Out-of-School Suspension
 - Immediate Implementation of Diocesan Guidelines
- VANDALISM/THEFT (REPEATED OR EXTREME IN NATURE)
 - Immediate 10 Day Out-of-School Suspension
 - Immediate Implementation of Diocesan Guidelines
- VERBAL OR PHYSICAL THREAT TO SCHOOL PERSONNEL
 - Immediate 10 Day Out-of-School Suspension
 - Immediate Implementation of Expulsion Procedures
 - PA State Police Notification
 - In accordance with the State Safe School Act of 1995, the incident will become part of the student's permanent disciplinary record.
- POSSESSION OF DANGEROUS CHEMICALS OR FIREWORKS
 - Immediate 10 Day Out-of-School Suspension
 - Immediate Implementation of Expulsion Procedures
 - PA State Police Notification

- BOMB OR TERRORIST THREATS
 - Immediate 10 Day Out-of-School Suspension
 - Immediate Implementation of Expulsion Procedures
 - PA State Police Notification

- TAMPERING WITH FIRE EXTINGUISHERS/SETTING OFF FALSE ALARMS
 - Immediate 10 Day Out-of-School Suspension
 - Immediate Implementation of Expulsion Procedures
 - PA State Police Notification

- ASSAULT OF SCHOOL PERSONNEL OR THEIR PROPERTY
 - Immediate 10 Day Out-of-School Suspension
 - Immediate Implementation of Expulsion Procedures
 - PA State Police Notification

- POSSESSION OF A WEAPON

No person other than public officers in uniform in the exercise of their duties shall bring any weapon as defined in Section 012 of the Pennsylvania Crimes Code, 18 Pa. C.S. 912, onto school grounds or in any school building or vehicle even though they have a legal permit to carry such weapon.

 - Immediate 10 Day Out-of-School Suspension
 - Any student found to be in violation of this policy will be subject to disciplinary action and reported to the appropriate law enforcement agency for criminal prosecution under 18 Pa. C.S. 912.
 - Police will be notified, criminal complaint will be initiated.
 - Students will be arrested.
 - Immediate Implementation of Expulsion Procedures
 - Non-school students who violate this policy shall be prosecuted as trespassers.
 - In accordance with the State Safe School Act of 1995, the incident will become part of student's permanent disciplinary record.

- USE AND/OR POSSESSION OF ILLEGAL DRUGS AND/OR ALCOHOL
 - Immediate 10 Day Out-of-School Suspension
 - PA State Police Notification
 - Parents must arrange for a readmission conference for the student. (The readmission decision is at the discretion of a review panel.) If readmission is granted, it is contingent upon ongoing drug therapy and testing at the expense of the family.
 - Immediate Implementation of Diocesan Guidelines
 - Possible Implementation of Expulsion Procedures
 - In accordance with the State Safe School Act of 1995, the incident will become part of student's permanent disciplinary record.

- SELLING OF ILLEGAL DRUGS AND/OR ALCOHOL
 - Immediate 10 Day Out-of-School Suspension
 - Immediate Implementation of Diocesan Guidelines
 - Immediate Implementation of Expulsion Procedures
 - PA State Police Notification
 - In accordance with the State Safe School Act of 1995, the incident will become part of student's permanent disciplinary record.

As a nonpublic school, we have the right to consider conduct internal or external to the school. The Administration reserves the right to consider ALL violations when implementing consequences. This includes combining violations among or within each level of offenses.

As Geibel Catholic Middle – High School is a private, nonpublic institution, any disciplinary policies and procedures are simply guidelines that the school generally follows. The administration reserves the right to terminate the enrollment of a student for any reason and at any time, as well as to use administrative discretion when reviewing, considering and providing consequence for any conduct or discipline code violations or infractions. These guidelines do not impede this right by administration to terminate the enrollment of a student for any reason at any time or to provide consequences deemed as appropriate by administration.

DOGS WILL BE USED TO SEARCH FOR ILLEGAL SUBSTANCES.

CELL PHONE POLICY

Students are permitted to bring cell phones to school; however, cell phones are not permitted to be visible or used during the entire school day. Cell phones should remain off and in the student's locker during the school day. The school is not responsible for cell phone loss or misuse by another person using a cell phone without the owner's permission. In cases of an emergency, parents should call the Administrative Office to contact their son or daughter. The following consequences have been established for students who do not follow our Cell Phone Policy.

Visibility or Use of Cell Phone:

- First Offense: One Detention, a phone call home, and the cell phone taken and given back to the student at the end of the school day.
- Second Offense: Three Detentions, cell phone is taken and the student's parent or legal guardian must pick up in the Administrative Office.
- Third Offense: Saturday Detention, cell phone is taken and the student's parent or legal guardian must pick up in the Administrative Office.
- Fourth Offense: 1 Day Out-of-School Suspension, cell phone is taken and the student's parent or legal guardian must pick up in the Administrative Office.
- Fifth Offense: 3 Day Out-of-School Suspension, cell phone is taken and the student's parent or legal guardian must pick up in the Administrative Office.
- Sixth Offense: 10 Day Out-of-School Suspension, cell phone is taken and the student's parent or legal guardian must pick up in the Administrative Office. Implementation of expulsion procedures.

Unauthorized Photos, Cheating, or Any Other Unauthorized or Inappropriate Use of Any Cell Phone:

These offenses will be dealt with on an individual basis according to policy of Geibel Catholic Middle - High School and the Diocese of Greensburg for such offenses.

ALL final disciplinary interpretations and decisions are the prerogative of the Administration of Geibel Catholic High School and the Superintendent of Catholic School for the Diocese of Greensburg. The Administration reserves the right to extend beyond the consequential sequences listed at any time the Administration sees that the need arises.

ATHLETIC/EXTRACURRICULAR ACTIVITIES

ATHLETIC ELIGIBILITY FOR HIGH SCHOOL AND MIDDLE SCHOOL

1. Any student participating in any high school or junior high school athletic program must have a parental permission form properly signed and on file with the school Athletic Director. Every participant must receive a medical examination and permission to participate by the school physician or a physician approved by the school.
2. Students **MUST CARRY** family purchased school insurance or personal (family) insurance to participate in any athletic activity.
3. PIAA, WPIAL and Geibel Catholic High School and Middle School policies will govern eligibility to participate in athletics. These policies are subject to change with new legislation by the PIAA and WPIAL.
4. **Any student absent from school or arriving to school after 11:00 a.m. WILL NOT be permitted to participate or practice in any sport that day unless excused by the administration.** Students who arrive late the morning after games/matches may be suspended from participation. Students **ABSENT FOR 20 SCHOOL DAYS** or more in one semester will not be eligible to participate in any athletic contest until attending a total of 45 school days following the twentieth day of absence. Extenuating circumstances, such as funerals, extended illness, or legal obligations will be subject to review and the decision of the WPIAL.
5. A student athlete failing two or more classes as of Friday of each week will be deemed ineligible to participate in athletics, and will not be permitted to participate in practice or in games while ineligible. The ineligible student athlete will not be permitted to attend practices while ineligible, as she or he should be attending to her or his studies. If a student athlete fails to meet this eligibility requirement, she or he will lose eligibility from the following Sunday though Saturday.

6. A student athlete who has failed two courses for the previous marking period will be ineligible until the first eligibility report is considered in the following marking period.
7. Our first and foremost interest is the personal educational program of each student; thus it is mandatory that he/she maintains satisfactory grades. Geibel Catholic follows the athletic eligibility requirements of the PIAA. The pupil must be passing at least four full-credit subjects, or the equivalent. Eligibility shall be cumulative from the beginning of the nine weeks grading period and shall be reported on a weekly basis. In cases where a student's cumulative work from the beginning of the grading period does not, as of any Friday, meet these standards, he/she shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which his/her cumulative work from the beginning of the grading period meets the established standards. In cases where the student's work in any preceding grading period does not meet the established standards, the student shall be ineligible to participate for at least fifteen school days of the next grading period beginning on the first day report cards are issued. At the end of the school year, the student's final credits in his/her subjects rather than the credits for the last grading period shall be used to determine eligibility for the next grading period at the start of the new school year.
8. No one can participate in an extra-curricular activity while serving a school suspension. The Administration reserves the right to suspend an individual from participation in practice, games, and activities for violations of the discipline code and/or Acceptance/Disenrollment Policy.
9. All athletic equipment **MUST BE RETURNED**. If it is lost or stolen or if it is sufficiently damaged through misuse or abuse, students will be required to pay the **COST OF REPLACING** the equipment. Failure to turn in equipment within two weeks after the season may result in assessment of the **REPLACEMENT COST** of the article.
10. No athletic activity or practice, except for regularly scheduled games will be permitted beyond the 9:00 p.m. hour on an evening preceding a school day unless explicit permission has been granted by the school administration.
11. **ANABOLIC STEROIDS**: The use/possession of anabolic steroids, except for a valid medical purpose, by any student involved in school-related athletics is prohibited. Bodybuilding, muscle enhancement, increasing muscle bulk or strength, or enhanced athletic ability are not valid medical purposes for the use of steroids. **THE FOLLOWING MINIMUM PENALTIES ARE PRESCRIBED FOR ANY STUDENT FOUND IN VIOLATION OF THIS REGULATION**:
 - First violation, suspension from school athletics for 60 days.
 - Additional violations will result in consequences per the discretion of administration.

The penalties shall be in addition to and not in place of any other disciplinary action under the Disciplinary Code and/or drug and alcohol policy. No student shall be permitted to resume participation in school athletics unless the administration has received a medical report indicating that no residual evidence of steroids exists. As a further condition of reinstatement into the school athletic program, the student shall be required to participate in a drug counseling and/or treatment program satisfactory to the principal.

TRANSFER STUDENTS & ATHLETICS

Students transferring to Geibel Catholic after they have attended another school in the ninth, tenth, or eleventh grade, may be ineligible to participate in athletics for one year.

A waiver for the athletic ineligibility may be requested from the WPIAL. However, the decision on athletic eligibility is determined by the WPIAL. It is important that students and parents are aware of the athletic eligibility situation with transfer students before enrolling or transferring from Geibel Catholic. If you have any questions, you need to contact the administration and/or the WPIAL.

EXTRACURRICULAR ACTIVITIES

1. Any student absent from school or arriving to school after 11:00 a.m. **WILL NOT** be permitted to participate or practice in any activity on that day unless excused by the administration. After participating in any extracurricular activities, students who habitually arrive late in the morning may be suspended from participation. Students shall not be eligible to participate in any activity until attending a total of 60 school days following the twentieth day of absence. Extenuating circumstances, such as a funeral, extended illness, or legal obligations will be subject to the review and decision of the principal.
2. All extracurricular activities are secondary to the focus of the school which is the personal academic program of each student; thus it is mandatory that he/she maintains satisfactory grades. A student failing two or more classes as of Friday of each week will be deemed ineligible to participate in activities, and will not be permitted to participate in practice or activities while ineligible. The ineligible student will not be permitted to attend practices

while ineligible, as she or he should be attending to her or his studies. If a student fails to meet this eligibility requirement, she or he will lose eligibility from the following Sunday through Saturday.

3. A student who has failed two courses for the previous marking period will be ineligible until the first eligibility report is considered in the following marking period.
4. No extracurricular activity will be permitted beyond the 9:00 p.m. hour on an evening preceding a school day unless explicit permission has been granted by the school administration.

DRUG AND ALCOHOL POLICY

ADMINISTRATIVE GUIDELINES AND STATEMENT OF POLICY

A student on school grounds, during a school session, or anywhere at a school-sponsored activity who is under the influence of alcohol, drugs or mood-altering substances, or possesses, uses, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances or any substance purported to be a restricted substance or over the counter drug shall be subjected to discipline.

This policy including its rules, regulations and guidelines, is a coordinated effort by the Office of Catholic Schools to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol, and mood-altering substances by members of its entire student population.

Through the use of curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Office of Catholic Schools will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood-altering substances by the entire student population. As an extension of this policy, the following rules, regulations, and guidelines shall be used by all school district personnel when responding to drug, mood-altering substances and alcohol related situations.

DEFINITION OF TERMS

Drug/Mood Altering Substance/Alcohol---shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood.

Examples of the above include, but are not limited to: beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look-alike substances, and any capsule or pills not registered with the nurse or annotated within the student's health record and given in accordance with the Office of Catholic School policy for the administration of medication to students in school.

Student Support System---is a multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurses, counselors) and other members of the community. This team has been trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

Student Assistance Program---identifies students who are having problems which hinder their academic success and refers them for help. The heart of the program is a Student Assistance Core Team composed of school personnel and community specialists who are specially trained to work with these students.

Possession---possess or hold, without any attempt to distribute, any alcohol, drug or mood-altering substances determined to be illegal or as defined by this policy.

Cooperative Behavior---shall be defined as the willingness of a student to work with staff and school personnel in a reasonable manner, complying with requests and recommendations of the members of the Student Assistance Program.

Uncooperative Behavior---is resistance or refusal, either verbal, physical or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the members of the Student Assistance Program.

Drug Paraphernalia---includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol or mood-altering substances. Examples include, but are not limited to: roach clips, pipes and bowls.

GUIDELINES

As an integral part of the Office of Catholic Schools Drug and Alcohol Prevention Program, these guidelines represent one component in an effort to respond effectively to drug,-mood altering substances and alcohol-related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood-altering substances and alcohol-related incidents. The Superintendent of Catholic Schools reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

FINAL REMARKS

All school rules apply during the school day and at all school activities whether on the school property or elsewhere and may be considered per the provisions of the Acceptance and Disenrollment Policy. As a nonpublic school, we have the right to consider conduct internal or external to the school. It is expected that Geibel Catholic students will

conduct themselves appropriately and with pride at all times and in a manner that reflects our school spirit, consistent with our school's philosophy and mission statement.

Attend as many school events and activities as possible. Do your part to maintain our reputation for good sportsmanship. Behavior in the stands should always reflect the best in Geibel Catholic's students and should never interfere with another spectator's right to enjoy the event.

Cheers should always be positive in support of our team's good play. Booing, vulgar or insulting cheers and gestures have no place in the actions of our students and reflect negatively on our team and student body. Respect the decisions of officials. Visiting teams and fans are our guests. Give their cheerleaders and fans a fair opportunity for cheering.

Individuals who exhibit inappropriate conduct will be ejected from the event and may forfeit the privilege of attending future events and will be subject to the school's Disciplinary Code.