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HONOR CODE

“I pledge to uphold and promote by my actions and words the values of honesty and respect for others in our Gilmour community.”

The Honor Code at Gilmour Academy proceeds from our Mission to develop the competence to see and the courage to act in creating a more humane society. It has emerged through the collective efforts of faculty and students together. This code reflects the moral values that flow from our Catholic heritage and the goodwill of all who stand with us, and through it, we proclaim the value of integrity, respect for life, and commitment to justice for all.

With this Honor Code our community chooses to make more explicit the religious and moral commitments of the Academy, to foster an atmosphere of honor and respect, and to underscore the school’s dedication to moral responsibility as one of its stated six outcomes. In addition, we engage our students in achieving these outcomes through a process which ensures student involvement in disciplinary matters where honesty and respect are at issue. The Honor Code thus is given life through the establishment of the HONOR COUNCIL.

The Honor Council consists of Middle School students, freshmen, sophomores, juniors, and seniors along with faculty and the Dean of Students who review referrals and recommend action to the Head of the Upper School. The Honor Council is responsible for handling all referrals from faculty, staff, or other students for lying, cheating, stealing, and disrespect, as defined below:

Lying is any form of falsification, through actions or words, for the benefit of oneself or others.

Cheating in the academic realm consists of a student’s giving or using unauthorized aid, information, or any representation of another’s work as one’s own. Cheating in sports or other extracurricular activities is in violation of established rules of conduct and fair play.

Stealing is taking another's property without his or her knowledge or consent.

Disrespect for others is a failure to acknowledge each person's right to express and celebrate his or her heritage, beliefs, personality, and uniqueness. In showing respect for others, a person must allow another to practice culture, religion, and belief; to maintain the right to life; to enjoy a safe and healthy environment; and to display the qualities that make him or her unique, without prejudice.

The final resolution of an Honor Code referral is a decision of the Head of the Upper School, based on consideration of the recommendation from the Honor Council.

STUDENT GOVERNMENT

Students are elected to membership each year as part of student government, providing them the opportunity to represent and lead their classmates in areas of school life including activities programming, policies, and service.

The Executive Cabinet is comprised of four members from the senior class who have been elected through a school-wide election. These students provide oversight of class-level activities and serve as the chief liaisons to the faculty and administration. The Cabinet concerns itself with broad issues that affect school culture and student leadership. A president presides in addition to the three members/vice presidents of student government.

Each grade level elects a Class Senate comprised of a president and at least three senators. Class Senates concern themselves with activities and issues that primarily affect their grade levels. Class Senates also contribute to student government through cooperative efforts across grades and under the direction of the Cabinet.

PASTORAL LIFE

Pastoral Life is intended for the enrichment of the spiritual life of all members of the Gilmour community. Activities include: the Student Retreat Program, in which all students participate on all grade levels; the Student Service Program, student liturgical and spiritual events and ministries, school-wide, class-wide, and community-wide ceremonies and experiences; and pastoral/personal counseling.

ORGANIZATIONS and ACTIVITIES

<p>Academic Challenge Altar Servers Amateur Radio Bible Study Group Blue & Gray Club Cum Laude Society Drama Club Environmental Club Eucharistic Ministers Service Trips Holy Cross Chorale Honor Council Jazz Ensemble Lectors Literary Magazine Lifeteen Live Jive</p>	<p>Measles Initiative Middle School Drama Club Middle School Jazz Band Mock Trial Model U.N. National Honor Society National Junior Honor Society SADD Science Olympiad Ski Club Speech & Debate Team Spirit Club Student Congress Student Council The Lance Women's Leadership Yearbook</p>
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General School Guidelines regarding the management of and participation in school activities include the following:

- Club meetings and gatherings will normally be held after school hours.
- No organization may solicit funds without the permission of the Assistant Director of the Upper School. Similar channels apply to use of school facilities.
- Specific information regarding membership in Honorary Societies and election to office is available from the moderators of the activity.

ATHLETICS

The Athletic Department of Gilmour Academy is a member of the Ohio High School Athletic Association (OHSAA), and adheres to all regulations that are outlined in the Constitution and bylaws of that governing body. Twenty-six team sports make up the interscholastic program; all compete on the varsity level and include junior varsity and freshman teams when team membership permits.

The following guidelines apply to all Gilmour Academy sports:

- Practices will begin at **4:15** p.m.
- A student who is absent for *all or part* of a regular school day may be prohibited from participating in athletics that day.
- Students must submit **OHSAA** medical cards to their coaches prior to the beginning of the first day of practice and have a signed Emergency Medical Authorization card on file.
- Athletic practices may not be conducted without a coach.

- The weight room may not be used without a coach or other authorized personnel in attendance.
- Student participants have daily responsibility for their equipment, uniforms, and condition of the locker rooms. Students will be billed for any lost or damaged items.
- Food or drink is not permitted in the locker rooms and field house.
- Unless a team pre-dresses at Gilmour, players are expected to adhere to the daily student dress and grooming code when traveling to a contest. This also includes weekends.
- All players are expected to travel to and from athletic contests on school transportation.
Exception: A coach may permit a player to travel with a parent provided that the parent personally seeks permission to do so. Parental permission for a student to travel with another student or family must be submitted in writing to the Athletic Director well in advance of a scheduled contest. Traveling using such alternative transportation, however, is strongly discouraged.
- Athletic letters are earned at the conclusion of each sport's season. Individual coaches are responsible for determining the criteria for awarding letters at the beginning of each season.

FALL	WINTER	SPRING
<p style="text-align: center;"><u>GIRLS</u> CROSS COUNTRY GOLF (Coed) *SOCCER CHEERLEADING TENNIS *VOLLEYBALL</p> <p style="text-align: center;"><u>BOYS</u> CROSS COUNTRY FOOTBALL GOLF (Coed) *SOCCER</p> <p>*MIDDLE SCHOOL OPPORTUNITIES.</p>	<p style="text-align: center;"><u>GIRLS</u> *BASKETBALL CHEERLEADING SWIMMING INDOOR TRACK HOCKEY</p> <p style="text-align: center;"><u>BOYS</u> *BASKETBALL HOCKEY INDOOR TRACK SWIMMING</p> <p>*MIDDLE SCHOOL OPPORTUNITIES.</p>	<p style="text-align: center;"><u>GIRLS</u> LACROSSE *FAST PITCH SOFTBALL TRACK</p> <p style="text-align: center;"><u>BOYS</u> *BASEBALL *LACROSSE TENNIS TRACK</p> <p>*MIDDLE SCHOOL OPPORTUNITIES.</p>

ATHLETIC ELIGIBILITY

Determination for athletic eligibility begins when grades are officially recorded at the conclusion of each four-and-a-half-week grading period. Once a progress report is posted on Net Gilmour all students competing in interscholastic sports are assessed for eligibility. Students who become ineligible at that time have their status updated every Wednesday at noon for the following week as explained below. Students who are deemed eligible when the progress report is posted, or become eligible at one of the weekly updates, remain eligible until the next progress report is issued and all athletes are again assessed. Fall athletes are eligible at the beginning of the fall season as long as they have passed a minimum of five courses during the previous semester.

Two D's or one F constitutes ineligibility. While able to practice, the ineligible student is not permitted to compete in a sport for the period beginning Friday morning, 8:00 a.m. through the following Thursday evening at midnight.

A student who is absent for *all or part* of a regular school day may be prohibited from participating in athletic or extracurricular activities that day.

Gilmour Academy adheres to the guidelines of the Ohio High School Athletic Association.

DRAMA ELIGIBILITY

Eligibility for participation in the Fall Play or the Spring Musical is determined at the time of casting. At that time, any student wishing to participate must meet the same criteria for eligibility as athletes (explained above) and must not be on academic or disciplinary probation at that time. If grades drop after rehearsals begin, the cast member will be assigned to a mandatory study hall.

SPEECH/DEBATE ELIGIBILITY

Students who are participating in Speech and Debate as an extracurricular activity must meet the same criteria for eligibility as athletes (explained above). This is generally enforced only when students are required to miss all or part of a school day to participate.

CUM LAUDE SOCIETY

The Cum Laude Society is a prestigious scholastic honorary society. It was founded in 1906 to recognize superior scholarship among students in secondary schools. Not only does membership in the society recognize scholastic achievement, but it also simultaneously strives to encourage qualities of excellence, justice and honor. Outstanding independent and public schools, which honor and encourage academic excellence, offer membership in the Cum Laude Society to students who have maintained stellar academic records during high school and who have demonstrated a true love for learning. In addition, the Society requires that students offered membership also embody strong character, honor and integrity in all aspects of school life. Induction into the Society occurs in the spring. Membership is offered by faculty nomination to juniors and seniors. The Society regulations determine membership and may include the top 10 percent of the junior class and the top 20 percent of the senior class.

NATIONAL HONOR SOCIETY GUIDELINES

Article VI (Selection of Members)

Those students who may be considered candidates for membership in the **Holy Cross Chapter of the National Honor Society** must be rising juniors or seniors who have a cumulative 3.7 GPA or above. Each must submit a survey of examples of service, leadership and activities, both in and out of school. Each must also write an essay on what scholarship, leadership, service, and character mean to him or her. The surveys and essays will be submitted to the Faculty Council for consideration. The Council will then select the members who will then be inducted in the fall. Each inductee must submit a signed copy of the bylaws as an indication that he has read and understood the rules that govern this organization. Compliance with school rules is expected. Repetitive violations of school rules or Honor Code infractions clearly suggest that the student may not be a suitable candidate.

Those students who may be considered candidates for membership in the **Holy Cross Chapter of the National Junior Honor Society** must be rising eighth graders who have no grade less than an "A-" in the seventh grade, or rising ninth graders who have no grade less than an "A-" in the eighth grade. Each student must submit a survey of examples of service, leadership and activities, both in and out of school. Each must also write an essay on what scholarship, leadership, service and character mean to him or her. The surveys and essays will be submitted to the Faculty Council for consideration. The Council will then select the members who will then be inducted in the fall. Each inductee must submit a signed copy of the bylaws as an indication that he has read and understood the rules that govern this organization. Compliance with school rules is expected. Repetitive violations of school rules or Honor Code infractions clearly suggest that the student may not be a suitable candidate.

Article VII (Membership)

In order to continue as a member in good standing in the **Holy Cross Chapter of National Honor Society**, students must demonstrate scholarship by maintaining a cumulative 3.7 GPA, exhibit qualities of character that adhere to the standards of behavior laid out in the Gilmour Academy Handbook and show evidence of service by performing ten hours of service annually to be completed by April 15. The hours cannot be transferred from Gilmour's service hours' requirement for graduation and the NHS hours must be completed during the school year. Students must also show evidence of leadership by exerting a wholesome influence, taking initiative in class and school activities, striving to train and aid others, and going forward when others hesitate. Leadership may additionally include holding positions of responsibility in academic, athletic and extra-curricular activities. Compliance with school rules is expected. Repetitive violations of school rules or Honor Code infractions clearly suggest that the student may not be a suitable candidate for continued membership. Membership in the **National Honor Society** is not automatic.

In order to continue as a member in good standing in the **Holy Cross Chapter of the National Junior Honor Society**, students must demonstrate scholarship by maintaining a 3.7 GPA or above in the Middle School and achieve and maintain a cumulative 3.7 GPA in the ninth and tenth grades. In addition, students should exhibit qualities of character that adhere to the standards of behavior laid out in the Gilmour Handbook and show evidence of service by performing ten hours of service annually to be completed by April 15. The hours cannot be transferred from Gilmour's service hours' requirement for graduation and the NHS hours must be completed during the school year. Students must also show evidence of leadership by exerting a wholesome influence, taking initiative in class and school activities, striving to train and aid others, and going forward when others hesitate. Leadership may additionally include holding positions of responsibility in academic, athletic and extra-curricular activities. Compliance with school rules is expected. Repetitive violations of school rules or Honor Code infractions clearly suggest that the student is not a suitable candidate for continued membership. Membership in the **National Junior Honor Society** is not automatic.

Article VIII (Standards and Dismissal)

The qualifying cumulative GPA of 3.7 must be maintained to retain membership in the **Holy Cross Chapter of the National Honor Society**. If a member's GPA falls below the minimum requirement at the end of a semester, then he or she will be notified in writing and placed on probation. The member will then have one semester to raise his GPA to the minimum standard (3.7). If the member raises his or her GPA by the end of the next semester, then the probationary period will end. If the member is unable to meet the minimum standard by the end of the next semester, then he will be notified in writing and meet with the faculty council for review and possible dismissal.

According to the National Honor Society handbook, "In the case of a flagrant violation of school rules or civil laws, a warning is not required for dismissal, but a hearing will still be held." A majority vote (3 out of 5) of the faculty council is needed for formal dismissal. Once a student has been dismissed or has resigned, he or she is never again eligible for membership or its benefits.

The qualifying "no grade less than an "A-" in the Middle School" or a cumulative GPA of 3.7 in the ninth and tenth grades must be maintained to retain membership in the **Holy Cross Chapter of the National Junior Honor Society**. If a member's qualifying average of A- in the Middle School or cumulative GPA of 3.7 in ninth and tenth grades falls below the minimum requirement at the end of a semester, then he or she will be notified in writing and placed on probation. The member will then have one semester to raise his or her Middle School average up to the minimum standard of A- or Upper School GPA to the minimum standard of 3.7. If the member meets the minimum requirements by the end of the next semester, then the probationary period will end. If the member is unable to meet the minimum standard by the end of the next semester, then he or she will be notified in writing and meet with the faculty council for review and possible dismissal.

According to the National Honor Society Handbook, “In the case of a flagrant violation of school rules or civil laws, a warning is not required for dismissal, but a hearing will still be held.” A majority vote (3 out of 5) of the faculty council is needed for formal dismissal. Once a student has been dismissed or has resigned, he or she is never again eligible for membership in the **National Junior Honor Society** or its benefits. However, he or she may be considered for membership in the **National Honor Society** if he meets the eligibility requirements.

GUIDANCE DEPARTMENT

The various phases of a student’s growth and development are addressed by Gilmour’s guidance staff. The counselors foster scholarship, encourage moral and personal responsibility, cultivate emotional maturity and sensitivity, and elicit the development of decision-making strategies. These goals are realized through cooperative efforts involving students, parents, advisors and counselors. Gilmour’s comprehensive program is augmented by pastoral counseling.

The guidance umbrella includes:

- *Individual counseling
- *Group guidance
- *Career exploration
- *Standardized test administration
- *Crisis prevention and management
- *Conflict resolution, peer intervention
- *Academic counseling
- *Study skills
- *Tutoring referrals
- *Counseling referrals
- *College guidance and placement
- *Consultation with parents/teachers

ADVISORY PROGRAM

The advisory program is one of the most effective ways to personalize our students’ experience at Gilmour Academy. Advisory groups are made up of between 8 and 12 students and one advisor who meet on a weekly basis. The main purpose of our advisory program is to create opportunities for students to connect comfortably and meaningfully with at least one adult in our community as well as to be a part of a supportive and stable peer group that meets regularly. The advisor helps the students with goal-setting, preparing for self-assessments, scheduling and working through areas of academic concern. The advisor is another resource person for parents as well. Counselors and advisors work together with parents and students to try to assure that everyone’s experience at Gilmour is a positive one.

COLLEGE PLACEMENT OFFICE

During the spring of the student's junior year, individual college planning appointments are scheduled with students and their parents. Once parameters for college choice are set, families are encouraged to visit colleges to gather additional information about the schools. Students are permitted three excused absence days to visit colleges during each of the junior and senior years. Excused absence forms for college visitations are available in the main office. Forms must be submitted before the absences.

College admissions officers visit Gilmour Academy each fall. A list of college representatives and dates and times of their visits will be posted on web.gilmour.org and www.tcci.naviance.com/gilmour. Juniors and seniors may secure a pass to leave class and meet with the representatives. Parents are also welcome at these meetings.

College applications are processed by the College Guidance Office during the fall and winter months. The financial aid forms (FAFSA & CSS Profile) and registration forms for college entrance exams (ACT & SAT) are available in the College Guidance Office but registration is encouraged through the following websites: FAFSA www.fafsa.ed.gov CSS Profile www.collegeboard.com/profile (ACT) www.act.org (SAT) www.collegeboard.com. Parents and students may access pertinent college information on the Gilmour College Guidance website at www.tcci.naviance.com/gilmour.

HEALTH SERVICES

The Health Services Department seeks to facilitate a safe and healthy learning environment for the students of Gilmour Academy. A school-based clinic provides health services during school hours. The clinic is staffed by a Registered Nurse who may be reached as follows:

Middle and Upper School Health Clinic: (440) 473-8071

Students wishing to see the Registered Nurse during the school day may do so by obtaining a Clinic Pass from the classroom teacher or the School Office. Upon enrollment, parents are asked to provide contact phone numbers (including cell phone numbers) yearly along with alternate contacts who would be able to pick up the student in the event of illness. School policy requires that any ill child be picked up within one hour of parent/contact notification by the school nurse or designee.

It is expected that children with active symptoms (fever, vomiting, diarrhea, etc.) will remain at home. Students who become ill during the school day will report to the Dean of Student Life and Discipline or school office and be seen by the school nurse, who will contact the parent/guardian. Any child with a rash, lice, or other highly contagious conditions/symptoms, will not be allowed at school until evaluated by a physician. When a physician has verified that a child has a communicable disease, the parent should notify the

school nurse immediately so that necessary advisement regarding exposure can be distributed to others and any mandated reporting can be made to the Board of Health.

The Emergency Medical Authorization Form must be completed and on file with the clinic annually. **The Health/Immunization Record** must be completed upon entry to the Lower School, Middle School, Upper School and by any transfer students. In the case of an accident/injury at school, first-aid will be administered followed by parent and EMS contact as appropriate.

If possible, all medications should be given at home by parents. If necessary, medication may be administered by the School Nurse only with the written permission of both the parent and the prescribing physician. The appropriate permission forms are available through the clinic or online (Web page – Health Link), are effective for one school year only, and must be re-submitted annually. Students are not permitted to carry or dispense medication (even over-the - counter meds) while on school property. **Please note: Gilmour Academy will strictly adhere to this policy in order to ensure student safety and meet state legal standards.**

It is a requirement of the State of Ohio that every school maintain up-to-date immunization records. Any children attending grades K-12 are expected to comply with this law and maintain current immunization status in order to be in school. A schedule of these immunizations is mailed with the required health forms and may be obtained on line. After the initial immunization records are received and are on file, it is the responsibility of the parents to notify the school of additional immunizations throughout the school year.