

Gilmour Academy Parent and Student Handbook



Contents

SECTION 1: WELCOME TO GILMOUR!	4
STATEMENT	5
THE HOLY CROSS TRADITION.....	6
TWELVE CHARACTERISTICS OF HOLY CROSS SCHOOLS.....	7
HISTORICAL BACKGROUND	8
GILMOUR COAT of ARMS.....	11
GILMOUR COLORS	11
GILMOUR ALMA MATER	12
STUDENT PRAYER	12
PARENTS AND INDEPENDENT SCHOOLS	13
SECTION 2: RULES AND POLICIES	15
AUTOMOBILES	16
ATTENDANCE	16
TECHNOLOGY USE POLICY.....	18
DRUG AND ALCOHOL POLICY.....	21
SANCTUARY.....	23
TOBACCO.....	23
BULLYING AND HARASSMENT	24
POLICIES RELATED TO CHILD ABUSE, HARASSMENT AND VIOLENCE	24
MADE IN THE IMAGE AND LIKENESS OF GOD	25
ANTI-HARASSMENT POLICY.....	25
SEXUAL VIOLENCE POLICY.....	26
PHYSICAL VIOLENCE POLICY	27
DRESS CODE.....	28
DISCIPLINARY PROCEDURES	31
SUSPENSION.....	33
INSURANCE	34
LOCKERS	34
COMMONS	34
SCHOOL CANCELLATIONS.....	34
SCHOOL-SPONSORED TRIPS	35
SEARCHES	35
VISITORS.....	36
LIKENESS.....	36
WEAPONS	36

SECTION 3: STUDENT LIFE.....	37
HONOR CODE.....	38
COMMUNITY BLOCK.....	39
PASTORAL LIFE.....	39
CLUBS and ORGANIZATIONS.....	39
ATHLETICS.....	41
ATHLETIC ELIGIBILITY.....	42
DRAMA ELIGIBILITY.....	42
SPEECH/DEBATE ELIGIBILITY.....	42
VALEDICTORIAN & SALUTATORIAN.....	42
CUM LAUDE SOCIETY.....	42
NATIONAL HONOR SOCIETY GUIDELINES.....	43
SCHOOL COUNSELING DEPARTMENT.....	45
HEALTH SERVICES.....	47
SECTION 4: CURRICULUM.....	48
REQUIRED PROGRAM of STUDIES.....	49
GRADING SYSTEM.....	50
AWARDING OF CREDIT.....	51
PASS/FAIL.....	51
COMPETITIVE SPORTS OPTION.....	51
HONOR ROLL.....	51
INCOMPLETE GRADES.....	52
REPEATING COURSES.....	52
EXTERNAL COURSES.....	52
MIDDLE SCHOOL CREDITS.....	52
ADVANCED PLACEMENT COURSES.....	53
SCHEDULE CHANGES.....	53
PROGRESS REPORTING.....	54
ACADEMIC WATCH.....	54
ON-CAMPUS TUTORS.....	54
SAINT ANDRE SERVICE AND JUSTICE PROGRAM.....	55
RETREATS.....	56
STUDENT SELF-ASSESSMENTS.....	55
SENIOR PROJECT.....	56
VECTOR.....	56
SECTION 5: RESIDENTIAL LIFE.....	57

SECTION 1: WELCOME TO GILMOUR!

STATEMENT

“... to develop the competence to see and the courage to act in creating a more humane and just society.”

Gilmour Academy, as a Holy Cross school, continues to build on a 175-year tradition. It is a faith-based tradition that has grown in the ability to withstand the challenge of its values, endurance and leadership during changing times. This tradition gives focus to our efforts to learn, develop and grow on a continual basis.

Gilmour’s mission is rooted in Catholic tradition and shares a common expression of that mission with the Holy Cross institutions of learning throughout the world. The mission is one of helping young men and women develop the intellectual skills necessary for the competency to see, and the habits of the heart needed for the courage to act in creating a more humane and just society. It is a mission that encourages a global perspective while cultivating an ability to observe, interpret and respond proactively as informed and active citizens.

Gilmour’s mission conveys a faith-based concept of human reality that enables students to critically assess society’s values, concerns and hopes in light of the Gospel message. The Academy seeks explicitly to integrate Gospel values, Catholic tradition, moral decision making, sound pedagogy and community service to facilitate a synthesis of faith and life for our students.

We seek to achieve our mission as a faith-based, coeducational pre-Kindergarten through 12, college-preparatory school, operating according to the independent school model, which is designed to emphasize student learning through personalization, small classes, and an outreach of service in the community. We seek a population that is diverse and capable of a college-preparatory curriculum and families who share a commitment to a faith-based community; value the common good; have respect for personal, social, racial, political, religious, gender and linguistic diversity; and who support the discipline necessary to achieve academic and personal excellence.

We expect our graduates to be successful men and women who strive for the highest levels of competency, ethics and morality in their chosen careers and to be active in their communities. It is our mission that provides curriculum coherence through which we work as community learners in developing our students’ skills so they may become:

1. People of hope on a journey of faith
2. Courageous, collaborative leaders
3. Empathetic, engaged global citizens
4. Authentic, effective communicators
5. Reflective, analytical thinkers
6. Innovative, resilient problem solvers
7. Curious, resourceful lifelong learners

Our mission by design is both personal and communal. We provide a cultural experience which promotes the education of the mind and heart with a community ethos rooted in the belief of the Catholic religion, in which history and hope are not forgotten, and a spirit of keen discernment and responsible freedom prevail.

THE HOLY CROSS TRADITION

The Holy Cross tradition of operating a school and teaching young people began in post-revolutionary France when Christian education was a growing priority. One man, Father Basil Moreau C.S.C., saw the vocation of teacher as a calling equal to God's call for a religious life in the congregation. He was an educator himself and was, therefore, able to guide a group of laymen, originally founded by Father James Dujarie, to become the group of teachers that Father Moreau primarily envisioned.

Dedicated to a philosophy promoting the education of the whole person, Father Moreau C.S.C. introduced revolutionary ideas into the Catholic educational system of his time. Prior to his contribution, education was modeled on the seminary and was very rigid. Father Moreau believed, however, that spiritual, intellectual, artistic, physical and social education were equally important. Thus, he endorsed physical activity, music, the arts and social activity as valuable elements of the school day. Liberal education, therefore, was a much broader term for Father Moreau and was not limited to the classical education practiced in seminary schools.

As a result of Father Moreau's dedication, the tradition of the Holy Cross mission continues to express itself, since its earliest foundations, through the education of today's youth in schools, colleges and universities. Likewise, the mission's influence continues with educators in parishes and other ministries. Their goal is to assist others in recognizing and developing their own gifts while discovering the deepest spiritual longing in their lives. Regardless of the organizational strengths of a school, its structure takes second place to the quality of the educators within its walls. Father Moreau understood that true teaching can only take place when young people and educators are free to interact. Because teachers are role models for young people, they can be effective Christian educators only insofar as they lead faithful, knowledgeable and caring Christian lifestyles themselves. Therefore, the personal qualities of the teachers in a Holy Cross school are what make Father Moreau's vision of quality education work. Without reverence, knowledge, zeal, vigilance, self-control, meekness, patience, prudence and firmness, teachers will be unable to fulfill their call to develop the hearts and minds of young people, and the schools in which they work will be ineffective.

"We are called to approach our role as educators in the faith as fellow travelers on a journey in faith. We identify with others in a shared condition as sinners struggling to be liberated from ignorance and prejudice, men among others sharing the sufferings and struggles of our world, participating in the human quest for liberation... supporting everywhere men and women of goodwill (Constitution 2) Our mission implies a concrete commitment to be in solidarity with others. We are not there alone in the world; we are not even there as persons in an exceptional or privileged position. We are among others, supporting others and advancing them towards the realization of a goal. Our solidarity goes beyond the barriers of nationality, culture and religion to reach out to all men and women of grace and goodwill."

"We are called to form with those around us, communities which will be signs of the coming kingdom. They will be communities in which faith is so active that it leads us to live in the kingdom in a radical manner. The signs of the kingdom are those proclaimed by Christ in his own description of the Messianic times which he has come to inaugurate: the blind see, the prisoners are set free, the good news is preached to the poor, and a year of grace is proclaimed"
(Luke 4:18).

-Claude Gron, C.S.C., Superior General, Circular Letter (No. 5)

The spirit of Father Moreau continues to live at Gilmour Academy as we strive to form a community which lives the charisms of our founder: zeal, hope, forgiveness, inclusiveness, hospitality, the cross, option for the poor, and trust in Divine Providence.

TWELVE CHARACTERISTICS OF HOLY CROSS SCHOOLS

The soul of a Holy Cross school is nurtured and supported by an intentional community committed to the contemporary fulfillment of its mission. As faculty, staff, students, parents and trustees, we form a community of practice to achieve shared goals ascribed by our mission as a faith-based community. We recognize that each of us is at a different point in our life and faith journey, but aspires to build relationships within the community, which serve as sources of strength and models of commitment to one another. We recognize and accept that our mission is both personal and communal. Schools in the Holy Cross tradition share and build upon characteristics that manifest a commitment to actively cultivate an education that...

1. is student centered beginning with where an individual finds himself or herself
2. focuses on the whole person
3. operates in a spirit of collegiality and inclusiveness
4. seeks an understanding and collaborative relationship with the local church and civic community
5. promotes collaboration and empowerment of faculty and parents
6. nourishes a vibrant family spirit
7. places a strong emphasis on an education for justice and a commitment to the option for the poor
8. promotes an adaptable spirit that addresses needs and challenges as they occur
9. strives for excellence
10. places an emphasis on service and sensitizing students in understanding and being justly responsive to the demands of the common good
11. identifies campus ministry and religious education programs as central to the institution and curriculum
12. places an intentional effort to awaken within students, faculty and staff a fundamental Christian sense of call or vocation to live the Gospel

HISTORICAL BACKGROUND

Founded by the Congregation of the Holy Cross in 1946 on the site of the Cedar Hill Farm estate, Gilmour Academy is named after Right Reverend Richard Gilmour, the second Bishop of Cleveland and a prominent Catholic educator, who died in 1891. Our vision of education, passed on through many generations and over five continents, holds central a tenet expressed by our Holy Cross founder, Venerable Father Basil Moreau, C.S.C.

**"We shall always place education side by side with instruction;
the mind will not be cultivated at the expense of the heart."**

Brother Theophane Schmitt, C.S.C., was the founder and the first headmaster of Gilmour Academy. He guided the academic development of the new school and directed the conversion of the Tudor mansion and adjacent buildings to academic and residence purposes.

Gilmour Academy was accredited by the State of Ohio and the North Central Association of Colleges and Secondary Schools in 1950, the year of its first graduating class. From the beginning, Gilmour graduates have gained acceptance into prominent colleges and universities.

The physical growth of the campus has kept pace with the increase in enrollment. From the first additions, including the Classroom Building, the Lancer Gymnasium and Natatorium, the Thomas More Library, and the Science Building, many physical landmarks have coincided with academic and organizational transitions in order to bring Gilmour Academy to its current status:

- 1969 The Academy underwent a reorganization whereby it became jointly owned by the Brothers of the Holy Cross, Midwest Province, and laymen. A two-tiered board consisting of corporate members and Trustees assumed legal and financial responsibility for the operation of the Academy.
- 1970 Commons (dining room) completed
Art Barn completed
Music Shed renovated
Dormitory Building built
Soccer fields and tennis courts installed
- 1973 Middle School (Grades 7 & 8) opened in estate's former Gate House
- 1974 Ohio State Department of Education granted Gilmour Academy new charter as six-year high school
- 1975 Additions to Art Barn and Middle School
- 1980 Ohio State Department of Education granted Gilmour Academy college-preparatory charter
Baseball field - Figgie Field - dedicated
- 1982 Gilmour Academy and Glen Oak School merged (Gilmour becomes coeducational institution)
- 1983 Figgie Field House constructed
Lancer Gym expanded
Rockne Building renovated

- Art Barn moved and expanded
- Athletic fields expanded
- Br. Ivo Regan Performing Arts Building renovated
- Lower School opened for Grades 1 & 2

- 1984 Lower School added Grades 3 & 4

- 1985 Lower School added Grades 5 & 6, opened Montessori and extended-day program

- 1988 Lower School added traditional kindergarten
Upper School Library/Science Building renovated

- 1989 Ohio State Department of Education granted Gilmour Academy Lower School charter

- 1993 Lower School renovation (addition of dining room, art studio, three classrooms, before- and after-care area, music/chorus area)

- 1994 Track and field events surfaces at Weber Stadium converted to all-season surfaces

- 1995 Our Lady Chapel completed and dedicated
Cedar Road entrance (Sustar Entranceway) completed

- 1996 Tudor Gardens restoration completed

- 1997 Indoor Ice Arena constructed
Classroom Building renovation and addition completed

- 2000 Residence Hall addition (Great Room and recreation/fitness center) completed

- 2002 New Middle School and Fine Arts Building opened

- 2003 Lower School addition completed (science lab, classrooms, exhibition area, music room)
Lower School Library renovated
Ice Arena addition (second rink and athletic training center) completed

- 2004 Weber Stadium upgraded (turf field installed for football, soccer, lacrosse and running track resurfaced)
Wood floor installed in Lower School gym

- 2005 State-of-the-art broadcast studio built

- 2008 Holy Cross House renovation completed

- 2009 Athletic Center and natatorium opened

- 2010 Historic water tower renovated

- 2013 Marian and Holy Family Shrine dedicated

- 2014 New press box installed at Weber Stadium

- 2015 IT data center constructed and campus technology infrastructure upgraded
- 2016 First Steinway pianos arrived on campus
Telepresence Room constructed
- 2017 Our Lady Chapel audio-visual system upgraded
LED lighting installed in ice arena and Athletic Center
- 2018 Lower School baseball field renovated
Figgie Field reconstruction completed and field dedicated
New tennis courts constructed behind Ice Arena
Golf Simulator installed
Lower School playground renovated
- 2019 Weber Stadium Renovation Project Phase I completed
Sharnsky Stadium completed
Gilmour designated Steinway Select School
Upper School Commons renovated
Chicken coop and apiary installed
St. Mary's Lake renovated
Campus Loop connecting Lower, Middle and Upper Schools completed
FAB Lab opened
Statue of David Circle rebricked and renovated
- 2020 The Lorraine and Bill Dodero Center for Performing Arts opened
Nature-Based Learning classroom, greenhouse and Giving Gardens completed
Ice arena renamed The Floyd E. Stefanski Ice Center
Entry plaza and stadium building between Weber and Sharnsky Stadiums completed
- 2021 Concession stands and restrooms at Weber Stadium completed
Dedication of the Collieran Family Nature-Based Learning Center

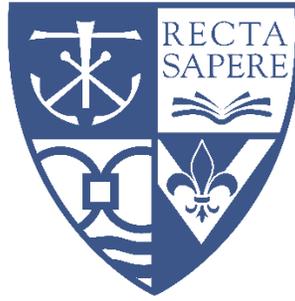
Eight Heads of School have succeeded Brother Theophane Schmitt:

- 1952-1955 Brother Laurian LaForest, C.S.C.
- 1955-1964 Brother Alfonso Comeau, C.S.C.
- 1964-1968 Brother Rex Hennel, C.S.C.
- 1968-1969 Brother Francis Englert, C.S.C.
- 1969-1974 Brother Carl Shonk, C.S.C.
- 1974-1980 Brother William Fitch, C.S.C.
- 1980-2015 Brother Robert Lavelle, C.S.C.
- 2015- Ms. Kathleen Kenny

As the Academy continues providing the Holy Cross tradition of education, the environment and academic programs have all brought extensive enhancement to the Gilmour campus, and have worked to promote our mission of helping young people

**" ... to develop the competence to see and the courage to act in
creating a more humane and just society."**

GILMOUR COAT of ARMS



Perseveranti Dabatur

"Success to the One Who Perseveres"

The **escutcheon** or **shield** of Gilmour Academy has armorial bearings associated with the name Gilmour, the founders, the location and the purpose of the school.

The **cross** and **anchors** are from the seal of the Congregation of Holy Cross, the religious community of the founders of Gilmour Academy, the Brothers of Holy Cross.

The **cross** is silver and the **anchors** gold on a blue field.

The book of knowledge is inscribed with the words "**Recta Sapere**" - "**To Know What Is Right**" - from the prayer to the Holy Spirit, "**Veni, Sancte Spiritus.**" This inscription epitomizes the religious and educational ideals of Gilmour Academy.

A **gold mill rind** and **blue waves** on a silver field symbolize the location of the Academy, Gates Mills, Ohio, in the Chagrin Valley.

The **silver chevron** and **quill** and the **gold fleurs-de-lis** represent Bishop Gilmour's family, on a blue shield.

GILMOUR COLORS

The Official Colors of Gilmour Academy: **Blue** & **Gray**

The **Blue** symbolizes **Truth** and **Loyalty** attained through devotion to duty.

The **Gray** symbolizes **Spiritual Light** and **Wisdom** flowing from the Holy Spirit,
under whose patronage Gilmour Academy is placed.

GILMOUR ALMA MATER

Sing, We All of Gilmour,

The Praise of Alma Mater.

Cherish and Remember

The Pride in Blue and Gray.

Gilmour, We Salute Thee,

And Promise as Our Aim

To Uphold Forever

The Glory of Thy Name. **Words:**

Thomas J. Bartunek '66

Music: Daniel Q. Kane, C.S.C.

STUDENT PRAYER

Lord, grant me the patience to get things done, the desire to work hard, and the ability to learn from my mistakes. Allow me to have an open mind and guide me in making the right decisions. Inspire me to live a life of honesty, integrity, and respect. Help me as I grow and mature, and allow me to use what I have learned and experienced in future endeavors. Lord, thank you for the talents you have bestowed upon me, and allow me to use them to my greatest potential. Thank you for all of the people who have helped along the way - my classmates, teachers, family and friends. Above all, thank you for the blessings of each day. Amen

Eucharistic Ministers '97

PARENTS AND INDEPENDENT SCHOOLS

As a Holy Cross school, Gilmour Academy values the partnership of parents in providing a responsible, caring environment in which students take responsibility for achieving a personal best while contributing to the welfare of the entire school community. The following guidelines and expectations, adapted from a document produced by the Association of Independent Maryland Schools, comprise some of the best thinking and experience of independent school professionals throughout the country and are acknowledged ways for responsible dialogue and mutual respect.

To be successful, every independent school needs and expects the cooperation of its parents, who must understand and embrace the school's mission, share its core values, and fully support its curriculum, faculty and staff. When joined by a common set of beliefs and purposes, the independent school and its parents form a powerful team with far-reaching positive effects on children and the entire school community.

Working together, parents and school professionals exert a strong influence on children to become better educated; they also help them to mature by modeling adult working relationships based upon civility, honesty and respect.

In practice, the greatest impediment to effective teamwork between independent schools and parents grows out of misunderstandings about school decision-making processes: Who makes decisions in independent schools? How are those decisions made? Independent schools must communicate their procedures to parents who, in turn, share the important responsibility to become informed members of the school community.

Parents and the Board of Trustees

In most independent schools, decision-making authority at the highest level resides in a volunteer Board of Trustees whose membership often includes current parents. The Board of Trustees does not intervene in daily affairs of the school, such as curriculum development, and hiring, evaluating or firing of faculty and staff. Instead, the Board focuses on three areas critical to the success of any independent school: it selects, evaluates and supports the Head of School, to whom it delegates authority to manage the school; it develops broad institutional policies that guide the Head of School in running the school; and it is accountable for the financial well-being of the school. In the conduct of its official business, the Board acts only as a whole; individual Trustees, including the Board Chair, have no authority to act unless specifically authorized to do so by the Board acting as a whole.

- Parents are encouraged to stay informed about the plans and priorities of the school by reading the school's correspondence and publications and by attending appropriate meetings.
- Parents with concerns about the school or with understanding decisions made by the administration or faculty are encouraged to inquire about and follow the school's review process, but they should not expect the Board of Trustees to act as an appeals board. Trustees often interact with others within the school community and hear concerns about the daily operation of the school. As a matter of good practice, the trustee reports those concerns to the Head of School.

Parents and the Faculty and Administration

Parents play an essential and positive role in the life of an independent school. Not only are parents advocates for their children, they also support the faculty and administration through extensive volunteer activities and events.

The relationship between parents and the faculty and administration is formally governed by the school's written enrollment contract and handbook, in which its procedures are spelled out. When parents choose to enroll their child in an independent school, they agree to subscribe to its mission, follow its rules, and abide by its decisions. However, most teachers and administrators would agree that trust and mutual respect are the most essential underpinnings of effective working relationships with parents.

- Parents are encouraged to work productively with teachers and administrators by staying informed about their child and important events in the life of the school. Thoughtful questions and suggestions are welcomed by the school. The school recognizes the importance of providing parents with timely and pertinent information.
- Parents best support a school climate of trust and respect by communicating concerns openly and constructively to the school professional closest to the problem. Efforts by parents to lobby other parents will be viewed by the school as counterproductive.
- While parents may not agree with every decision by the school, in most cases, the parent and school will find enough common ground to continue a mutually respectful relationship. In the extreme case, however, an impasse may be so severe that the parent cannot remain a constructive member of the community. In such cases, both the parent and the school should consider whether another school would be a better match for the family.

The Parents Clubs and the School

The Parents Clubs provide a vital and much-appreciated service to school leadership and the entire school community. Because they are so important and their volunteer activities potentially so wide-ranging, the following steps assist in structuring and clarifying their roles:

- The Parents Clubs, in consultation with the administration, maintain a set of written by-laws that make clear their procedures and roles as service organizations.
- The by-laws should clearly state the mission to support the decisions and policies of the Board and administration. They neither participate in policy-making by the school, nor function as lobbying groups. However, presidents of each Club serve as ex-officio members of the Board of Trustees.
- The finances of the Clubs should be supervised and regularly monitored by the school and should be part of the school's annual audit processes.
- The Head of School should be closely involved in the Clubs' nominating processes. Cooperation and teamwork between the Head of School or his or her delegate and the officers are crucial to the health of the school community.
- It is appropriate that the Parents Clubs advertise their activities and events. While they are not a public relations arm of the school, they do play a role in the school's efforts to communicate about itself to the parent community.

Civility, respect and collaboration give evidence of commitment to our history, traditions and goals as a Catholic school, which must always seek to act with regard for the worth and dignity of every person.

SECTION 2: RULES AND POLICIES

AUTOMOBILES

All students who drive to school must register their automobiles with the Dean of Student Life. Upon authorization by the Dean, a student will be given approval to park on the Gilmour Academy campus. This privilege may be revoked at any time by the administration. The Academy retains the right to inspect and check vehicles whenever deemed appropriate by the Director of Residential Life or the Dean of Student Life.

Courtesy and care while driving on campus are the rule, not the exception. Careless or reckless driving, especially at high speeds, may result in the loss of the driving privilege. The speed limit of the Gilmour Academy parking lots and driveways is 10 mph. Students are not allowed to return to parked automobiles during school hours without permission, nor are they to loiter in the parking lots. **Students are not allowed to leave campus in a car unless they have signed out of the Main School Office.** Cars are to be kept locked at all times. **The Academy is not responsible for the damage to or theft from automobiles on school property. Such damage or loss is the obligation of the driver or other party involved.**

In addition to the revocation of driving privileges, students may face disciplinary action if their vehicles are not registered, they leave campus without permission or they display careless or reckless driving while on the campus.

ATTENDANCE

Regular attendance at school is a matter of both state law and school policy. If a student will be absent, one of the student's parents/guardians must report the absence to the school by **8 a.m.** Please use the Attendance Line at **(440) 473-8079** for Upper School students or call the Middle School Office at **(440) 473-8111** for Middle School students. It is expected that every student will attend Convocation, assemblies, study periods, free periods and class periods. All students are expected to remain on campus, in class, or in assigned areas during the school day. Any student not in compliance with Gilmour's attendance policy faces disciplinary action. At the school's discretion, parents and students will be required to participate in a conference to assess violations of the attendance policies.

ABSENCES

As an institution of learning Gilmour Academy values the time spent in the classroom. Our calendar is published in the summer so that plans can be made early. Special permission for an extended absence will be required and must be approved by the Dean of Student Life. Requests for approval must be made in writing or by email by the student's parents/guardians at least a week before the scheduled absence takes place. **Missing school time for travel purposes will generally be treated as an unexcused absence.** Families must ensure that students are in attendance when school is in session. Students who miss more than 12 classes in a given semester, regardless of the reason, may be denied credit for the semester, for any or all course work for that semester.

When a student is absent, parents are urged to call the school office to request assignments, which may be picked up at the end of the school day. If a student misses a class, he/she must see the instructor prior to the next scheduled class to receive his/her missed assignments.

If a student misses an assessment because of an illness (doctor verification required), or if in the opinion of the school, an emergency arises, a student may make up the assessment at the time and

date determined by the instructor, not to exceed one week beyond the date of the assessment. If a major paper or project is due and the student is sick on that day, the assignment must be delivered to the teacher at the next class meeting following the absence.

The school has the right to determine whether an absence is excused. When a student returns from what has been determined an unnecessary absence, the student will not be granted credit in making up quizzes or tests, but he/she must make up the work missed. The student may also face disciplinary action.

Anyone arriving or departing campus between the hours of 8 a.m. and 3:20 p.m. must notify the school office at the time of arrival and departure. In the case of sickness, the student must report to the Health Clinic, and the parent/guardian will be contacted by the school nurse. Students who have a prolonged absence due to illness should have the parents/guardian contact the school for guidance. 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.

COLLEGE VISITS

Students have three school days during their junior year and three school days during their senior year for college visits. Students should always communicate with their college counselor when they are traveling for a college visit. Because we have ample long weekends on the calendar which can also be used for college visits, extra days taken for college visits beyond three will be treated as unexcused absences. Please consider the school calendar when you are planning your visits.

FORESEEABLE ABSENCES

All foreseeable absences of two or more days must be approved by the Dean of Student Life. Requests for approval must be made in writing or by email by the student's parents/guardian at least a week before the scheduled absence takes place. When a student returns from an excused absence of one or two days, he/she must take the makeup tests on the day he/she returns to class. If two or more tests are missed, they must be made up within three days. Additionally, students must turn in all makeup work within two days of their return to class. If the absence was for three to five days, all work must be handed in within five days of the student's return to school.

TARDINESS

The school has the right to determine whether tardiness is warranted. Students who feel that their tardiness merits special consideration need to present their cases directly to the Dean of Student Life. Because the school's tardiness policy allows for two tardies in any semester before any disciplinary action occurs, such special circumstances will generally be moot. On days of bad weather, students should anticipate transportation difficulties and leave home earlier than usual in order to arrive to school on time. The following common reasons for being late to school are considered unexcused based on State of Ohio attendance laws:

- car trouble of any kind
- oversleeping by student and/or parent
- traffic jam
- alarm clock did not work today □ ride did not get to school on time.

PARENTS AWAY FROM HOME

When parents are away from home for any length of time, they must provide prior written notification to the school office. The note should include:

- dates parents will be away
- adult responsible for the student and how that person can be reached in case of emergency, to verify attendance, etc.
- signature of parent.

STUDENTS 18 YEARS AND OLDER

As a condition of their enrollment at Gilmour, students aged 18 years and older expressly acknowledge and agree that the school is authorized to communicate with their parents or legal guardians, as applicable, about grades, health, behavior, disciplinary matters, and other matters pertinent to their enrollment and activities as a student at Gilmour.

USE OF LOGOS, TRADEMARKS, AND INTELLECTUAL PROPERTY

Parents and students are not permitted to use or display the school's logo, official photographs; and other intellectual property or proprietary materials of the school in any postings without the written consent of the Chief Enrollment Management, Marketing & Communications Officer.

TECHNOLOGY USE POLICY

Students at Gilmour Academy are encouraged to use technology in appropriate ways to help them develop the communication, problem-solving and analytical abilities that will enable them to be morally and ethically responsible lifelong learners. To assist students in achieving these goals, Gilmour Academy will provide its students with hardware, software and network resources on campus to foster their learning and development.

Students in grades 7-12 will be provided with:

- individual school network accounts that will include storage space for school-related files
- a Gilmour email account
- access to hardware, software and resources on campus to foster learning and development
- tech support to assist in resolving computer problems
- opportunities to acquire and apply digital and technological literacy skills.

Students in Grades 7-12 are expected to:

- log on and off of their own accounts when on campus
- use strong passwords and not share those passwords with other students
- use their Gilmour email address for all official communications with members of the Gilmour community and check their GA email daily
- abide by the Honor Code at all times when using technology at GA and while completing GA assignments
- take care when online to protect their personal safety and privacy
- show respect and consideration for others when using technology
- conserve resources, such as paper, electricity, bandwidth and storage space

- improve their use of technology by actively participating in technology-based activities, asking questions and following proper procedures
- report violations of this policy, accidents and equipment failures immediately to a responsible adult, such as the classroom teacher, librarian or member of the tech department.

Mobile Devices:

To protect our learning environment, cell phone and other mobile devices are strictly prohibited during class unless an instructor expressly permits use. Mobile devices must be silenced and out of sight during lessons. A teacher has the right to confiscate a cellphone during class if it is seen as a distraction. Confiscated devices may be submitted to the Dean of Student Life.

Students in Grades 7-12 are prohibited from doing (or attempting) the following:

- monopolizing or disrupting the network or computer resources for non-academic activities
- accessing, changing, deleting or duplicating other users' accounts, data or files
- bypassing, disabling or otherwise circumventing the school's security, filtering or monitoring protocols
- using technology resources to violate copyright, intellectual property or other laws or provisions of the GA Student Handbook or Honor Code
- taking any action that could damage network resources, hardware or software, including hacking or exposing the system to viruses or other harmful technology
- accessing, creating, sending, forwarding or providing links to sites or information that violates GA policies on discrimination, harassment, bullying, child abuse, controlled substances or otherwise promotes illegal, criminal or immoral activity.
- visiting internet sites or using technology resources that contain hateful, discriminatory, pornographic or other objectionable materials, including racial slurs, sexist comments, or any comments, jokes, or images that would offend someone on the basis of race, color, religion, creed, sex, national origin, age or disability
- installing unauthorized software on computers or networks or using unauthorized software installed on portable devices (including pirated software)
- having food, drink or other potentially damaging substances near the computers
- modifying GA computers, network resources, operating systems, files or other restricted material
- using technology for negative, unethical or immoral purposes
- publicizing or disclosing any confidential information related to Gilmour Academy, its employees or its students.

Privacy issues for students in Grades 7-12:

- Students should avoid posting private information, such as contact information, about yourself or others on the Internet.
- Remember that everything posted to the Internet—photos, text and other media—is saved or archived somewhere by someone. It is important that students understand that deleting something posted to the Internet is no guarantee that it really goes away. It is, and will

continue to be, available to the student's family, the GA community, college recruiters, future employers and others who may have an impact on the student's future.

- Keep in mind that the GA computer network and its contents (including files created by users and their email) are the property of Gilmour Academy and are not private. Use of the Gilmour Academy network by members of the GA community may be monitored and its contents inspected to ensure compliance with this usage policy.
- Material or files that appear to violate this policy, other school policies or the Honor Code may be copied, printed and/or deleted by members of the administration and used as evidence in disciplinary proceedings.

Use of personal technology owned by students in Grades 7-12

- Any personal electronic device brought onto campus, and its use, is subject to the provisions of this policy (including computers, tablets, eReaders, phones, cameras, MP3 players, USB drives and all other related devices).
- Personal electronic devices – and their contents (including emails, text messages and postings on Facebook, Twitter and other social media) – are subject to monitoring and inspection by administration as described in this policy.
- To maintain a positive learning environment, all faculty and staff have complete discretion at all times to permit or restrict the possession and use of personal electronic devices on campus and at school-sponsored events.

Authorization to Use Web-Based Applications

- Parents authorize Gilmour to use web-based applications and remote learning programs. They further authorize and consent to, Gilmour's recording their children in remote learning programs such as Zoom.

Use of Social Media

- Gilmour Academy recognizes the importance of social media in the digital world. The school uses it to stay in touch with the GA community. That being said, the use of social media and networking sites (Facebook, Instagram, Snapchat, Twitter, etc.) by students can create disciplinary issues that the school may need to address.
- Material posted on those sites by students may violate Gilmour Academy's policies or may be contrary to the values and mission of the school. Content posted on social media and networking sites that is deemed disruptive to Gilmour's learning environment is subject to the full range of disciplinary action, up to expulsion. Examples of such content could include, but are not restricted to, acts of bullying, harassment, hazing, and making false, disparaging or defamatory statements regarding students, teachers or school employees.

Gilmour VPN

- While at Gilmour, students should only use Gilmour's registered VPN.
- Should a student need to utilize an alternative VPN, the student should first have the VPN approved by Gilmour's IT Office.
- Gilmour is not responsible for any activity students engage in over a private VPN.

Penalties for misuse of technology

- Students who violate this policy, the Student Handbook, or Honor Code may have their network or computer privileges revoked or restricted or be subject to other forms of discipline as outlined in the Student Handbook.
- Students who have violated policies regarding, the Student Handbook, or Honor Code regarding personal electronic devices may be banned from using them on campus, be required to leave them with a school official, or face other restrictions or discipline.

Revisions to this policy

- The Technology Use Policy may be revised as new technologies or situations arise.
- Revisions will be posted to the online version of the GA Student Handbook and reasonable efforts will be made to notify users of new provisions.

Privacy of Children

Gilmour requires that all parents and legal guardians of students under the age of 13 review and sign an authorization form each year that will permit us to collect and maintain personally identifiable information about their children. This requirement is in accordance with Gilmour's obligations under the Children's Online Privacy Protection Act. In instances where we discover that we have inadvertently received unauthorized personal information from a child under the age of 13, we will delete such information unless we have received verifiable consent from that child's parent or legal guardian to keep it.

Gilmour may collect personal information from students when they use their school email account. Students will not have, or be able to use, a school e-mail account without our having a current parental authorization form. Where a student corresponds with us via email, we may store, process and use any personally identifiable information contained therein to communicate with the student and/or his parent or legal guardian, to address technical issues with the student's email account or access to the internet or network, to update our records or perform other administrative functions. We may retain the student's email messages together with their email address and our responses. We may provide the collected information to employees, agents or service providers acting on Gilmour's behalf in connection with these activities subject to the same limitations and exceptions noted above as outlined in the Technology Use Policy.

In addition, Gilmour may disclose such child's personally identifiable information if you, as parent or legal guardian, direct us to do so. A parent or legal guardian may request that Gilmour not disclose personal information about their children to third parties, except as described in the section below entitled "Likeness". If so desired, you may also review your child's personal information, ask to have it deleted and refuse to allow any further collection or use of the child's information. If you wish to take any of the foregoing actions, please the Dean of Students or the Upper School Director.

DRUG AND ALCOHOL POLICY

Gilmour Academy recognizes that students' poor judgment may lead to abuse of drugs or alcohol. It is our intention to educate students regarding the dangers that these substances present. As part of our objective to ensure proper education, support and accountability, Gilmour has partnered with OMEGA Laboratories to conduct mandatory drug tests for all students in grades 9 -12. All students will be tested once per year and there will be additional random testing of the student body throughout the school year. Students are subject to additional drug or alcohol testing if there is

reasonable suspicion of drug or alcohol use based on students' actions, behavior or other information known to the school. Gilmour is invested in the wellness of each individual student as well as in the preservation of the integrity of the learning environment. In light of these dual objectives:

1. An initial positive test, while otherwise treated as confidential, will be shared with the Director of the Upper School, the Director of Upper School Counseling, the Wellness Coordinator, student and the student's parents. Together, the school representatives will provide the student and his or her family with the tools and resources for appropriate counseling with outside professionals and organizations. Any outside counseling and additional testing will be at the family's expense. Because our primary concern is support for student and family wellness, there will be no disciplinary action for an initial positive test.
2. Notwithstanding the absence of disciplinary action, it is the expectation of Gilmour that, following an initial positive test, the student and student's parents, or legal guardian, will each make a commitment to follow-up with appropriate counseling.
3. To the extent a student, following an initial positive test, has an additional positive test, at any point while enrolled at Gilmour, such additional positive test increases the concern for the integrity of the learning environment and may result in a disciplinary response. At this point, the Head of School and other select members of school administration will be advised of the additional positive test, and disciplinary action, including expulsion, will be considered. Where school administration determines, in its sole discretion, that such disciplinary action is warranted under the circumstances, the nature and extent of the disciplinary action taken by the school as a result of an additional positive test will be within the sole discretion of school administration.

This Drug and Alcohol Policy covers illegal drugs (as defined by Ohio and federal law), alcoholic beverages and the misuse of prescription or over-the-counter drugs or medications for any purpose other than their intended medical use, or possession of drug paraphernalia by a Gilmour student.

Where prescription drugs are required to be taken while at school, The Director of the Upper School shall be notified and the prescription drugs shall be kept in the School Clinic.

Because a main objective of our wellness program is to protect our students from the detrimental impact of illegal drugs on the learning environment, any student who possesses or uses drugs, or possesses drug paraphernalia during the school day, at any school-sponsored activity, including field trips, or on the school grounds shall be subject to such disciplinary action as the school determines appropriate, in its discretion, under the circumstance. Disciplinary action may range from a minimum of an out-of-school suspension to an immediate dismissal at the discretion of the school. Any counterfeit drug shall be treated in the same manner as an actual drug. The possession or use of drugs by students during non-school-sponsored or off-campus activities is also covered by this policy where the school, in its discretion, determines the necessary or advisable disciplinary response, weighing the wish to be supportive of student wellness as well as the need to protect the integrity of the learning environment. Students and their parents are required to report any arrests, charges or convictions of a student for any drug-related offenses to the Dean of Student Life.

Although alcohol testing is not part of our mandatory testing program, Gilmour acknowledges that the use and abuse of alcohol threatens the wellness of individual students as well as the integrity of Gilmour's learning environment. As such, any student who possesses or uses alcoholic beverages during the school day, at any school-sponsored activity, including field trips, or on the school grounds shall be subject to suspension, expulsion or other disciplinary actions at the discretion of the school. In any instance involving a student's violation of the school's alcohol policy that does not result in

dismissal, the student may be required to commit to a plan for appropriate counseling with outside professionals and participate in mandatory on-site drug and alcohol testing with our partner, OMEGA Laboratories, throughout the remainder of the student's enrollment at Gilmour. These arrangements with the student and the student's family will be done in consultation and collaboration with the Wellness Coordinator, Director of Upper School Counseling, and/or the Director of the Upper School. Any outside counseling and additional testing under these circumstances will be at the family's expense. In instances where drug or alcohol testing is required by the school, the school reserves the right to take disciplinary action, including expulsion, if a student subsequently fails a drug or alcohol test. Where school administration determines, in its sole discretion, that such disciplinary action is warranted under the circumstances, the nature and extent of the disciplinary action taken by the school as a result of an additional positive test will be within the sole discretion of school.

The possession or use of alcoholic beverages by students during non-school-sponsored or off-campus activities is also covered by this policy where the school, in its discretion, determines the necessary or advisable disciplinary response, weighing the wish to be supportive of student wellness with the need to protect the integrity of the learning environment. Students and their parents are required to report any arrests, charges or convictions of a student for alcohol-related offenses to the Dean of Student Life.

Where a chemical, alcohol and/or any other psychological assessment and/or treatment is required, parents must agree to release the assessment and treatment results to the Dean of Student Life and to follow the assessment and treatment recommendations, as well as assuming any and all financial responsibility. In instances when required by the school, the refusal to complete a chemical, alcohol and/or any other psychological assessment, or the failure to follow assessment or treatment recommendations, may be taken into consideration by the school in determining appropriate disciplinary action up to dismissal. Since all drug and alcohol testing done in partnership with OMEGA Laboratories requires hair samples from the student, any effort to prevent an appropriate hair sample from being taken, including shaving of one's head and body, will be treated as a positive test.

SANCTUARY

The health and safety of our students is of primary concern for our entire community. If a student is concerned that he/she may have a drug or alcohol problem, he/she should contact the Dean of Student Life, school counselor or any faculty member. The school is willing to recommend avenues for assistance and support for any student in getting him/her appropriate professional help. Students can help themselves or others without fearing disciplinary action when they are in physical or psychological danger as a result of the use of any drug or substance, including alcohol. Sanctuary is a non-disciplinary approach to illicit substance use when such use or behavior presents an immediate/acute or life-threatening situation.

Sanctuary does not protect the student from disciplinary consequences if an investigation by a faculty member or administrator has already begun. If the student has concerns about oneself or a peer related to an ongoing use and risk-taking behavior, please report your concerns to the Dean of Student Life, the Upper School Director, or a school counselor.

TOBACCO

Use or possession of any type of tobacco product, including vapor/e-cigarettes, in the school buildings, on the school grounds, at school-sponsored activities, and within the immediate area of the school is forbidden at all times. Violation of this policy will be subject to a minimum of an out-of-school suspension, but may also be subject to expulsion or other disciplinary actions at the

discretion of the school. Students in violation of Gilmour's Tobacco policy will also be required to complete a mandatory course on the dangers of tobacco and smoking. This course will occur on Monday mornings for four-consecutive weeks and will be conducted by Gilmour's Wellness Coordinator through the American Lung Association.

BULLYING AND HARASSMENT

Gilmour Academy expressly forbids bullying, harassment or intimidation of any student on school property (or at locations immediately adjacent to school grounds), at school-sponsored events, on school-provided transportation, or outside of school.

Bullying, harassment or intimidation means any intentional written, verbal, graphic or physical act, including acts involving electronic transmissions through use of the Internet, email, cellular phone, personal digital assistant (PDA) or other handheld wireless device, either overt or covert, that a student or group of students exhibits toward another student, group of students or school personnel, which is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for other student(s) or school personnel. Bullying, harassment and intimidation can include many different behaviors including an overt intent to ridicule, humiliate or intimidate another student or school personnel.

Complaints or allegations of bullying, harassment or intimidation are to be reported to one or more of the following personnel: Dean of Student Life, Director of the Middle School, Director of Upper School Counseling, Director of the Upper School and Head of School. Complaints or allegations of bullying, harassment or intimidation will be promptly investigated. Parents of all parties will be informed of the allegations. The matter will be kept confidential to the degree possible by all parties involved consistent with the need to investigate. Retaliation is prohibited against anyone who makes a complaint of bullying, harassment or intimidation or who cooperates in an investigation. The parents of all parties are obligated to cooperate in investigating and/or remedying the situation.

Students who engage in acts prohibited under this policy may be subject to required counseling and/or disciplinary action, including a parent conference, detention, suspension and/or expulsion. Depending on the nature and severity of the incident, the school may take additional steps to ensure the health, welfare and safety of both students and staff, which may include reporting incidents to law enforcement agencies.

POLICIES RELATED TO CHILD ABUSE, HARASSMENT AND VIOLENCE

Gilmour Academy will take appropriate precautions to protect the interests of students upon receiving notice of a charge or accusation of harassment, violence, abuse or neglect. When the school knows or suspects that a student has been abused or neglected, the school will report the matter to the appropriate public authorities as required by law. The school will cooperate with public authorities in their investigation.

“Made in the Image and Likeness of God”

Gilmour Academy seeks to create and to foster a Catholic School Community in which all individuals are treated with dignity, integrity, and respect. And in light of this, every person has a human dignity which Gilmour is committed to enhance and protect. We believe that all individuals are ‘created in the image and likeness of God.’ For these reasons the Gilmour community is one in which all faculty, students, and staff are entitled to pursue their fullest spiritual, intellectual, physical, social, and emotional potential. Disrespect of any kind interferes with this development and therefore will not be tolerated.

ANTI-HARASSMENT POLICY

Gilmour Academy is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, Gilmour Academy expressly prohibits sexual and other unlawful harassment in the school environment. Unlawful harassment is prohibited on the basis of race, color, sex, national origin, age, disability, creed or religion. This policy reemphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others. This policy is in effect for all reciprocal relationships: student and student, student and adult, and adult and adult.

Unlawful harassment may be verbal, physical, written or visual. Examples of prohibited harassment include epithets, slurs, stereotypes, slang words or names, or any other language or actions, which by their nature or effect degrade or insult a person, or any group of people, on the basis of race, color, sex, national origin, age, disability, creed or religion.

For the purpose of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; unwanted or unwelcome touching of a sexual nature; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one’s possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school, or on the school grounds; continuing an unwanted written, oral or electronic communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene t-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Not all incidents involving a sexual subject matter or the topic of sex are severe and/or pervasive enough to constitute unlawful harassment. While all reported incidents of potentially inappropriate conduct will be fully investigated, those incidents which do not constitute unlawful harassment will be handled according to standard behavioral and disciplinary policies based upon the facts and circumstances of each such incident.

Complaints or allegations of sexual or other unlawful harassment (as defined above) are to be reported to one or more of the following personnel: Dean of Student Life, Director of Middle School, Director of Student Development, Director of Upper School and Head of School. Complaints or allegations of sexual or other unlawful harassment will be promptly investigated. Parents of all parties involved will be informed of the allegations. The matter is to be kept confidential to the degree possible by all parties involved consistent with the need to investigate.

Retaliation is prohibited against anyone who makes a complaint of harassment or who cooperates in an investigation of a complaint of harassment. The parents of all parties are obligated to cooperate in investigating and/or remedying the situation. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. If the allegations are substantiated, disciplinary action will be taken. The severity of discipline imposed in each case of harassment will depend on the nature, frequency and severity of the conduct, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment has occurred. Possible disciplinary action may include, but is not limited to, any or all the following:

- Verbal warning/reprimand and apology to the victim
- Parent-Student conference with the Dean of Student Life, Director of Student Development, Director of Upper School, and/or Director of Middle School
- Written warning/reprimand and parent notification
- Detention or removal from selected school activities
- Behavior/Probationary contracts, possibly requiring professional intervention
- Appearance before the Honor Council
- Suspension
- Expulsion

SEXUAL VIOLENCE POLICY

Sexual violence is handled separately because of its potentially criminal nature. Generally sexual violence occurs when the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law (e.g., gross sexual imposition, sexual battery, rape, importuning, voyeurism, public indecency, felonious sexual penetration).

Allegations of sexual violence are to be reported to one or more of the following personnel: Dean of Student Life, Director of Middle School, Director of Upper School Counseling, Director of Upper School and Head of School. Parents of all parties involved will be informed of the allegations. The matter is to be kept confidential to the degree possible by all parties involved consistent with the need to investigate. Retaliation is prohibited against anyone who makes a complaint of sexual violence or who cooperates in an investigation of a complaint of sexual violence. The parents of all parties are obligated to cooperate in investigating or remedying the situation. Students and their parents are required to report any arrests, charges or convictions of a student for any sex-related or sexual violence-related crimes to the Dean of Student Life.

If an incident of sexual violence occurs, school authorities are required under state law to report the incident. The police will be contacted immediately if there is any reason to believe that sexual abuse or violence has occurred. Cuyahoga County Child Protective Services also will be contacted, in addition to the police, if there is any reason to believe that sexual abuse or violence has occurred involving a child less than 18 years of age.

PHYSICAL VIOLENCE POLICY

- Any student threats to inflict any harm to self or others must be taken seriously and addressed immediately.
- Anyone who hears, reads or is otherwise aware of a threat of violence or actual violence should report it immediately to school authorities.
- Retaliation is prohibited against anyone who makes a complaint regarding violence or a threat of violence or who cooperates in the investigation.
- Parents of all parties involved are obligated to cooperate in investigating or remedying the situation.
- Police may be notified if the threat of physical harm is substantiated or if the student engaged in any violence.
- For the student who makes such a threat which is substantiated:
 - The parent or guardian of the student will be notified.
 - The student will be suspended and may not be permitted back into school until there has been a psychiatric evaluation and the school has received a written statement from an approved mental health professional that the student does not pose a danger to self or others. The written statement should also include a recommendation regarding a need for counseling and a plan for implementation.
 - The school will make decisions regarding disciplinary action and continued enrollment.
- For any student identified as a potential victim:
 - The parent or guardian of the student will be notified.
 - The school will work with the parent or guardian to help identify where counseling can be received when necessary.
- Acts of prohibited violence include stalking, fighting and other types of harmful physical contact, and intentional destruction of school property or another's property.

CHILD ABUSE OR NEGLECT

Under Ohio law, Gilmour Academy and every school employee who knows or has reasonable cause to suspect that a student at the school is a victim of child abuse or neglect is required to report the knowledge or cause of suspicion to the public children's services agency or police in the county where the student resides or in which the suspected child abuse or neglect is occurring or has occurred. Gilmour Academy will report suspected child abuse or neglect as required by law and will cooperate with public authorities in their investigation.

DRESS CODE

It is Gilmour Academy's belief that the school setting warrants attire that reflects and sets the tone for an appropriate seriousness of purpose and respect for the school community. As in all effective institutions, boundaries and limits are required. To that end, we ask students to adhere to the spirit and the letter of the dress code.

Dress Code for Young Men

Blazer

A navy blue dress blazer must be worn from October 15 until the start of Spring Break at all times, inclusive of classes, in the hallways, convocation, assemblies, and liturgies. Students may remove their blazer when during their lunch period. When a blazer is not worn, it must be locked in the student's locker. To assist in lost/misplaced blazer scenarios, please put a name inside the blazer. Though available through Schoolbelles and Lands' End, blazers may be purchased anywhere.

Slacks

Dress slacks must be navy blue, khaki or gray cotton classic style of appropriate fit and length and must be worn with a plain black, brown or navy blue belt. Trendy belts with beads, links, rivets, etc. are not permitted. Slacks must be traditionally styled slacks with inside pockets (not patch pockets), cuffed or stitched hems, and no contrasting seams or other adornments. No jeans, shorts, colored denims, corduroys, cargo or bell-bottomed pants are permitted. No rivets, cut, split or torn bottoms or frayed hems will be allowed.

Shirts

Shirts must be long- or short-sleeved white or light blue cotton oxford cloth button-down with the GA monogram and must be ordered through Schoolbelles or Lands' End. Only plain white undershirts with no printing or pictures will be permitted. Shirts must be buttoned at the neck, worn with a tie and completely tucked into the slacks.

Outerwear

A solid color navy blue, royal blue, or gray crew neck, v-neck sweater, or quarter-zip are the only acceptable items that may be worn. **Approved outerwear must be worn with an approved uniform shirt and tie underneath.** Gilmour team or club gear is not permitted to be worn during the school day.

Ties

Appropriate neckties are to be worn properly with a shirt with the knot covering the top button.

Shoes

Shoes should complement the uniform. Approved footwear includes casual and dress shoes, clean and neat tennis shoes, and high-ankle dress boots. Shoes with laces must be tied. The following are not permitted: winter/rain lug-sole boots, sandals, "cros," suede slipper-like moccasins or Uggs, shower shoes, sandals of any kind, and slippers.

Grooming

Hair must be cut so that it is above the collar and is complementary and in keeping with the Dress Code. Ponytails are not acceptable. Mustaches and beards may not be worn; clean-shaven appearance is expected every day. Head coverings are not permitted except for religious reasons. Body or tongue piercings and visible tattoos are not permitted.

ID Swipe Badges

Students are to wear their ID swipe badges each day at school. Should a student misplace their badge the student must immediately report the badge as missing to the IT Office.

Additional Items

No hats or baseball caps are to be worn within the school building at any time.

For certain occasions and when given permission, students will have the option to attend school in more casual attire.

Dress Code for Young Women

Blazer

A navy blue dress blazer must be worn from October 15 until the start of Spring Break at all times, inclusive of classes, in the hallways, convocation, assemblies, and liturgies. Students may remove their blazer when during their lunch period. When a blazer is not worn, it must be locked in the student's locker. To assist in lost/misplaced blazer scenarios, please put a name inside the blazer. Though available through Schoolbelles and Lands' End, blazers may be purchased anywhere.

Skirts

Skirts must be navy blue, khaki, gray plaid or light blue kilts. **Ladies are required to wear navy, black, or gray solid-colored tights or leggings at all times worn under skirts.** Skirts must be a modest length, and appropriate for our academic, professional, Holy Cross setting (2-3 inches from the knee). Skirts are to be ordered only from Schoolbelles. Please make certain when ordering that length is appropriate. Skirts may not be rolled at the waist.

Slacks

Dress slacks must be navy blue, khaki or gray cotton classic style of appropriate fit and length and must be worn with a plain black, brown or navy blue belt. Trendy belts with beads, links, rivets, etc. are not permitted. Slacks must be traditionally styled slacks (no skinny cut, no leggings) with inside pockets (not patch pockets), cuffed or stitched hems, and no contrasting seams or other adornments. No slacks with rivets, cuts, split or torn bottoms or frayed hems will be allowed.

Blouses

Blouses must be long- or short-sleeved white or light blue cotton oxford button-down with the GA monogram and must be ordered through Schoolbelles or Lands' End. Blouse must be fully tucked in at all times. White or navy blue short- or long- sleeved ribbed bottom, knit polo shirts may be worn. Only plain white undershirts with no printing or pictures will be permitted and must be tucked in at all times. All blouses and polo shirts are to be ordered through Schoolbelles or Lands' End and will be monogrammed with the Gilmour monogram.

Outerwear

A solid color navy blue, royal blue, or gray crew neck, v-neck sweater, or quarter-zip are the only acceptable items that may be worn. **Approved outerwear must be worn with an approved shirt, blouse or polo shirt underneath.** Gilmour team or club gear is not permitted to be worn during the school day.

Shoes

Shoes should complement the uniform. Approved footwear includes casual and dress shoes, clean and neat tennis shoes, and high-angle dress boots. Shoes with laces must be tied. The following are not permitted: winter/rain lug-sole boots, sandals, "croc," suede slipper-like moccasins or Uggs, shower shoes, sandals of any kind, and slippers.

Grooming

Distracting hairstyles or colors are inappropriate. No shaved hairstyles are permitted. Only stud or hoop earrings not more than ½ inch diameter will be permitted. No body or tongue piercing or tattoos are permitted. Head coverings are not permitted except for religious reasons. Make-up should be conservative and appropriate for school.

ID Swipe Badges

Students are to wear their ID swipe badges each day at school. Should a student misplace their badge the student must immediately report the badge as missing to the IT Office.

Additional Items

No hats or baseball caps are to be worn within the school building at any time.

For certain occasions and when given permission, students will have the option to attend school in more casual attire.

Dress Code Exceptions for Young Men and Young Women

Polo Friday's

Every Friday students are permitted to wear a Gilmour Academy polo shirt or solid color polo shirt in place of their dress shirt and tie or blouse. All other parts of the dress code must be observed. Students are not required to wear a polo of Friday's. From October 15th through Spring Break, students are still required to wear a blazer to Convocation, assemblies, liturgies, and, if a teacher requests, in the classroom even if wearing a polo.

Gilmour Academy Spirit Days

On Gilmour Academy Spirit Days, students may express their school spirit by wearing Gilmour Academy attire. Top/Shirt - Must be Gilmour spirit wear/team wear, or solid blue or grey in color. (No other colors, schools, teams, etc. are permitted.) Bottom - Jeans and khaki pants are the only acceptable pants for a Gilmour Spirit Day. **Jeans with rips/tears, leggings, jeggings, yoga pants, and shorts are not permitted.**

Gilmour Academy Comfy Days

Gilmour Academy Comfy Days are completely different from Gilmour Academy Spirit Days. The Dean of Students will decide the dress code for Comfy Days when they occur.

Special Team Competition Days

Teams may be permitted to wear athletic jerseys or alternative gear on special competition days. Team captains and coaches should work through the Dean of Students Office to seek permission and guidelines.

Disciplinary Procedures for Dress Code Violations

Students in violation of the dress code will be issued a Level 1 infraction for each violation. Subsequent violations will result in further disciplinary action with the Dean of Students.

DISCIPLINARY PROCEDURES

Gilmour Academy's Holy Cross mission is the foundation from which we educate the mind and empower the heart of every Gilmour student. Behavior that contradicts the Holy Cross mission is considered harmful to the school community and the school. It is the policy of Gilmour Academy to examine each incident and determine the school's appropriate response.

All action, language, and conversation of the Gilmour Academy student should reflect decency, respect, and pride in oneself and in the school. Students represent themselves and Gilmour Academy wherever they are and by whatever they say and do, even if away from school.

In determining consequences, a number of factors are weighed, including the seriousness of the act, the intention of the student, and the specific circumstances in each case. A student's grade level, past record, and willingness to acknowledge his or her inappropriate behavior also play a part in the decision-making process, as well as the harm caused and its impact on the student and the school community.

Infractions: For purposes of determining appropriate disciplinary action, Gilmour has established various levels of infractions and aligned each infraction with a Holy Cross charism. While Gilmour reserves the right to take other factors into consideration in determining the nature of the disciplinary action taken by the school, the level of infraction will be the initial factor taken into consideration. Examples of the varying levels of infractions and their disciplinary consequences are as follows.

Possible Level 1 Infractions:

- Dress code infractions
- No visible ID swipe badge
- Cell phone/electronic device infraction
- Three (3) Unexcused tardies in attending class or Convocation
- Three (3) Unexcused/unreported absences from class or Convocation (includes the failure of parent to notify school in the event of a student's absence in accordance with school policy)

Possible Level 1 Disciplinary Consequences:

- Documentation
- Disciplinary Warning
- Parent Notification/Meeting
- After School Office Detention
- Teacher Meeting

While Level 1 infractions will normally be dealt with through the assignment of an after school detention, the occurrence of repeated detentions, as noted below, can result in additional disciplinary action being taken by the school.

Possible Level 2 Infractions:

- Unexcused absence from class, assemblies, advisory or other school events where attendance is mandatory
- Automobile / leaving campus
- Disrespect
- Disruption of classroom instruction (at the discretion of the teacher)
- Six (6) Unexcused tardies in attending class or Convocation

- Six (6) Unexcused/unreported absences from class or Convocation (includes the failure of parent to notify school in the event of a student's absence in accordance with school policy)
- Repeated Level 1 infractions

Possible Level 2 Disciplinary Consequences:

- Monday Morning Office Detention
- Meeting with Dean of Students
- Parent Notification / Meeting
- Saturday Restoration Day

Level 2 infractions will result in the assignment of an automatic detention based upon a single infraction. Gilmour reserves the right to take other appropriate disciplinary action in the event of a Level 2 infraction at the discretion of the school. For example, in the event an automobile is inappropriately used by a student on campus or for the purpose of leaving campus without approval during the course of the school day, the school may require that car keys be handed in to the Dean of Students each day and the student required to serve one (1) Monday Morning Detention.

Possible Level 3 Infractions:

- Alcohol/Drugs
- Athletic (participant)
- Athletic (spectator)
- Bullying
- Cheating/copying homework / plagiarism
- Fighting / physical violence
- Sexual, racial or other harassment
- Stealing or intentional damage to another's property
- Tobacco / vaping / juuling
- Weapons

Possible Level 3 Disciplinary Consequences:

Level 3 infractions will result in the imposition of such disciplinary action as determined appropriate at the discretion of school administration or, where appropriate, the Honor Council. Specific actions taken by the school could include detention, student/parent conference with the Dean of Student Life, restorative consequences, in-school suspension, out-of-school suspension, probation or expulsion.

Accumulation of Detentions: In addition to the infractions noted above, the accumulation of detentions will result in additional disciplinary action as follows:

- **Five (5) Office Detentions:** An additional Monday morning detention (7:30-9:15 a.m.) will be assigned.
- **Ten (10) Office Detentions:** Personal conference with parents, student, counselor and Dean of Student Life and Saturday Restoration Day.
- **Fifteen (15) Office Detentions:** Personal conference with parents, student, counselor and Dean of Student Life and student and possible one-day in-school suspension.
- **After Fifteen (15) Office Detentions:** Any additional detentions will result in a meeting with parents and the school's administrative team to determine next steps.

In addition to the above, the accumulation of detentions, when coupled with other conduct or behavior resulting in possible disciplinary action, may be taken into consideration by the school in determining the nature and severity of any other disciplinary action taken by the school.

Office Detention - After School: An Office detention is the typical form of serving detention.

- Students in Grades 9-12 report to the Upper School Main Office.
- Students in Grades 7-8 report to the Middle School Main Office.
- After School Detentions are served after school from 3:30–4:00 p.m.

Detentions must be served within 48 hours of receiving the detention. Failure to serve a detention will result in the assignment of an additional Monday Morning Detention.

Monday Morning Detention: A Monday morning detention is given as an accumulation of detentions or as a result of a more serious violation. Students are required to report early to school on late-start Mondays to serve their Monday morning detention.

- Students in Grades 9-12 report to the Upper School Main Office.
- Students in Grades 7-8 report to the Middle School Main Office.
- Monday Morning Detentions: 7:30–9:15 a.m.

Monday Morning Detentions must be served within seven (7) days from when it was assigned. Failure to serve a Monday morning detention will result in a parent meeting with the Dean of Students and an additional Saturday Restoration Day.

Saturday Restoration Day: A Saturday Restoration Day consists of coming in on a Saturday or a weekday in which classes are not in session. Students may be required to attend a Saturday Restoration Day for the following reasons: accumulation of detentions, failure to serve a Monday morning detention, as a measure of restorative justice, as a result of an Honor Council hearing, or at the discretion of the Dean of Students.

- Students report to the Upper School Main Office.
- A restoration day will last for three hours (9:00 am - 12:00 noon).

Saturday Restoration Day must be served at the day and date assigned by the Dean of Students. Failure to report to a Saturday Restoration Day will result in an automatic one (1) day In-School Suspension and a parent meeting with the Dean of Students and Division Director.

SUSPENSION

Suspension is a disciplinary consequence which stops short of dismissal. It means exclusion from all classes and all school activities for the assigned day(s), including extracurricular activities, club activities, dances, and sporting events on the day of the suspension. If a suspension of multiple days bridges a weekend, then all activities during the weekend are included in this restriction.

At the discretion of the Dean of Students or the Division Director, a suspension may be an in-school suspension or out-of-school suspension and the duration may range from a particular class period(s) or an entire day(s). As is the case after all suspensions, the student will be placed on probation for 50 days. Students are required to make up assignments, quizzes or tests missed while suspended without academic penalty. Any suspension served in-school or out-of-school during a student's time at Gilmour must be fully disclosed to colleges during the application process. College Counseling will assist with this process.

In-School Suspension: This suspension requires a student to remain in an assigned room actively studying during regular school hours. Students will also eat lunch in this room. Reinstatement to school may require a conference with the Dean of Students, parents, Division Director, and/or counselor. Specific corrective guidelines and appropriate sanctions will be determined at this time. Referral to the Honor Council may occur to determine further sanctions.

Out-of-School Suspension: When the previous methods have been ineffective in changing a student's behavior, and/or an infraction has been committed that deems a higher level response, the infraction may warrant an out-of-school suspension (or, in the most severe case, expulsion).

INSURANCE

A student's personal effects are not covered under the school's insurance policy. These items are normally covered as part of a homeowner's policy. Parents should verify such coverage with their insurance agent. Additionally, Gilmour Academy requires all domestic and international students to have health insurance.

LOCKERS

Locker space is provided for each student. All lockers must be kept locked. **Since they are the property of the school, the school administration retains the right to provide for the use of the lockers, to inspect and search the lockers and their contents, and to take the necessary steps to ensure that lockers are used in accordance with Gilmour's goals.** Students are to take care of their lockers and are held responsible if these are defaced or damaged in any way. Students may not use unassigned lockers. Any problems with lockers should be referred to the Dean of Student Life.

COMMONS

Students are scheduled for their lunch meal in the Commons. This area has to be kept clean at all times and it is incumbent on everyone to ensure that tables and surrounding areas are bussed before leaving the area. Students are not permitted to chew gum or to leave the Commons with food or beverages. Students who wish to sell food or beverages for fundraising purposes must obtain special permission from the Director of the Upper School.

SCHOOL CANCELLATIONS

Should it be necessary to cancel classes due to inclement weather or other reasons, parents should check local TV and radio stations, or the school's website (www.gilmour.org). If parents have opted in to Gilmour's text alert system, they will also be notified of any school closure via text message.

SCHOOL-SPONSORED TRIPS

School trips are a continuation of the school day, and as such, students participating on these trips are subject to the same rules and regulations that govern our school while they are on campus. Because the students will be representing Gilmour Academy and because their conduct, behavior and safety are the school's responsibility, students must adhere to the following guidelines.

1. The luggage and personal effects of the students may be inspected prior to departure and at any time during the trip.
2. Any student found to be in possession of or under the influence of alcohol or controlled substances (including any form of tobacco) are subject to disciplinary action and will be left at home if this determination is made prior to departure. Students found in possession of controlled substances, tobacco or alcohol, or under the influence after departure are subject to disciplinary action and will be sent home at their parents' expense.
3. Students must observe all laws and regulations. Apprehension by law enforcement agencies leading to a substantiated charge will not be the responsibility of Gilmour Academy and will lead to disciplinary action.
4. If the trip requires overnight lodging, students will not disturb other guests at the lodging and will abide by all rules and directives issued by the group advisor and chaperones.
5. In the event a student is injured or becomes ill while on the trip, the chaperone will immediately seek medical attention and contact the parents as soon as possible.
6. Students will be expected to know and observe the time and location of all departures. The group will not be delayed by the tardiness of individuals.
7. The establishment and enforcement of any guidelines not covered in items one through six, guidelines that are necessary to ensure the success of the trip, will be left to the discretion of the administrator or his/her representative in charge.

Violation of school policies and procedures may result in students being sent home at the parents' expense with the possibility of further disciplinary action by the school.

Participation in a trip is an extracurricular activity. It is a privilege that will be denied if, in the opinion of the group advisor and administration, a student has a history of misrepresenting Gilmour Academy through inappropriate behavior or other disciplinary history that warrants exclusion from the school-sponsored trip.

SEARCHES

Gilmour Academy reserves the right to conduct searches of student property when there are reasonable grounds for suspecting that the search will yield evidence that the student has violated or is violating law or school rules. Such searches may include, but are not limited to, searches of vehicles, lockers, pockets, bags, backpacks, computers or electronic devices and the contents contained within those items.

VISITORS

All visitors to the school must report immediately to the office of either the Upper School or Middle School. Visitors include vendors, parents and students from other schools.

If a Gilmour student wishes to have a student visitor accompany him or her for a day, prior approval must be obtained from the Dean of Student Life. Same-day notice is unacceptable.

LIKENESS

Parents agree that the School shall have the right to use the Student's name and publish, reproduce, distribute, or use quotations, photographs, tapes, films, and other recorded media of the Student for publications, website, press releases, news publications, art, and advertising. Parents waive any rights with regard to the Student's picture or likeness, including any right to inspect or approve finished photographs or related printed or electronic matter and all rights to royalties or other compensation for such exposure. However, the School shall not be obligated to make any use of the rights hereby granted.

WEAPONS

All persons who enter onto the property of Gilmour Academy are prohibited from carrying a handgun, firearm or weapon of any kind. This policy also prohibits weapons at any school-sponsored functions such as trips, parties, picnics or sporting events.

The property covered by this policy includes, without limitation, all Gilmour Academy owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the school's ownership or control. School vehicles are covered by this policy at all times regardless of whether or not they are on Gilmour Academy property at the time.

Gilmour Academy reserves the right to conduct searches for prohibited weapons or other prohibited items on its property or authorize searches for prohibited weapons by law enforcement on its property as it deems necessary in order to ensure the safety of its employees, students, vendors and visitors. The right to conduct searches includes persons, vehicles or objects that enter onto school property and also includes lockers, desks, purses, briefcases, bags, clothing, vehicles parked on the property and any other item in which a weapon may be hidden.

Failure to abide by all terms and conditions of the policies described above will most likely lead to removal from school property and expulsion from the school.

SECTION 3: STUDENT LIFE

HONOR CODE

“I pledge to uphold and promote with my actions and words honesty, integrity, and respect.”

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 six stated outcomes. In addition, we engage our students in achieving these outcomes through a process that 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.

Possible violations of the Honor Code are referred by faculty, staff or students to the Dean of Student Life. In consultation with the Honor Council moderator, the Dean of Student Life will determine the appropriate pathway for handling the referral, which may include the convening of the Honor Council.

The Honor Council consists of freshmen, sophomores, juniors and seniors, along with faculty and the Honor Council Moderator. The Honor Council is responsible for handling all referrals from faculty, staff or other students for lying, cheating, stealing, disrespect, and all mission infractions, as defined below and recommending action to the Director of the Upper School.

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.

Mission Infractions are acts committed against a person or group that are motivated in whole or in part by prejudice against the person’s or group’s sex, gender identity, sexual orientation, national origin, race, religion, disability, veteran status or other protected class.

Please note that just because the expression of an idea or point of view may be offensive or inflammatory, it is not necessarily a bias incident. Gilmour Academy values freedom of expression and the open exchange of ideas, and the expression of controversial ideas and differing views is a vital part of our mission.

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

COMMUNITY BLOCK

The daily schedule for students in Grades 7-12 includes a flexible-use block Tuesday-Friday known as Community Block. Community Block allows for off-campus experiences and co-curricular pursuits, meetings with teachers during office hours, engaging in physical activity at one of our athletic facilities, working on assignments in a study hall, and so on. Benefits of Community Block include:

1. Students have an enhanced voice in their educational path.
2. Students select how they maximize their areas of focus on a daily basis.
3. Co-curriculars take place during the day, allowing for increased student participation and opportunities for developing student leadership.
4. Community Block provides a window for guest speakers, assemblies, Masses, field trips or other experiential learning opportunities with limited or zero disruption to time in classroom.

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; schoolwide, class-wide and community-wide ceremonies and experiences; and pastoral/personal counseling.

CLUBS and ORGANIZATIONS

Academic Challenge	Indoor Track Club	National Junior Honor Society
Amateur Radio Club	International Club	National History Day
Baking For Rainbows	Investment Club	Peace and Justice Club
Black Students' Alliance	Just Write Club	Peer Tutoring
Cartooning Club	Junior Leadership	Psychology Club
C.2.A.C.	Knitting Club	Photography Club
C.A.R.E.	Lancer Alliance	Power of the Pen
Card Club	Lancers for Life Club	Reach Out!
C.A.U.S.E.	Lancers for Liberty	SADD/GLADD
Civic Engagement	Lectors and Servers	Speech & Debate Team
Chess Club	LinkedUp	Science Olympiad
Cum Laude Society	Life Teen	Student Council
Dance Troupe	LS Homework Club	Sunshine Club
Digital Media Club	Middle School Drama and Stage Crew	Spirit Club
Diversity Forum	Middle School Entrepreneurship Club	Spiritual Wellness
ESPN Club	Middle School Math Club	The Edge
Eucharistic Ministers	Middle School Mindfulness Club	The Lance (newspaper)
Friends In Need	Measles Initiative	The Prep (yearbook)
Gaming Club	Model U.N.	Tobit Ministry
Global Medicine	Moonshots	Upper School Drama Club and
Green Leadership Council	Moot Court	Tech Theatre
Honor Council	Music Ministry	VECTOR
Improv Players	National Honor Society	Women in STEM

General school guidelines regarding the management of and participation in school activities include the following:

- Club meetings and gatherings will normally be held during Community Block.
- No organization may solicit funds without the permission of the Director of the Upper School. Similar channels apply for use of school facilities.
- Specific information regarding membership in Honorary Societies and election to office is available from the moderators of the activity.
- Participation in organizations, athletics and other extracurricular activities is a privilege and not a right. A student may be excluded or restricted from participation in extracurricular activities at the discretion of the school for inappropriate behavior on or off campus, disciplinary action, violation of the Honor Code or violation of school policy.
- Any student wishing to start a club should speak with their school counselor, the Dean of Students, or the Upper School Director to initiate the process of creating a new club.

ATHLETICS

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

The following guidelines apply to all Gilmour Academy sports:

- 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><u>GIRLS</u> CHEERLEADING *CROSS COUNTRY GOLF (Coed) *SOCCER TENNIS *VOLLEYBALL</p> <p><u>BOYS</u> *CROSS COUNTRY FOOTBALL GOLF (Coed) *SOCCER</p> <p>*MIDDLESCHOOLOPPORTUNITIES</p>	<p><u>GIRLS</u> *BASKETBALL CHEERLEADING FIGURE SKATING GYMNASTICS HOCKEY *SWIMMING</p> <p><u>BOYS</u> *BASKETBALL HOCKEY *SWIMMING</p> <p>*MIDDLESCHOOLOPPORTUNITIES</p>	<p><u>GIRLS</u> LACROSSE SOFTBALL TRACK & FIELD</p> <p><u>BOYS</u> *BASEBALL LACROSSE TENNIS TRACK & FIELD</p> <p>*MIDDLESCHOOLOPPORTUNITIES</p>

ATHLETIC ELIGIBILITY

To be eligible for participation in interscholastic sports, a student-athlete must have received passing grades in a minimum of five one-credit courses, or the equivalent, in the immediately preceding semester. Eligibility for the fall semester is determined by the previous spring semester while eligibility for the spring semester is determined by the fall semester immediately previous.

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 Constitution, bylaws and regulations 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.

VALEDICTORIAN & SALUTATORIAN

The Valedictorian and Salutatorian are academic titles conferred upon the two graduating seniors with the highest cumulative GPA's. The Valedictorian is awarded to the student with the highest cumulative grade point average and the Salutatorian is awarded to the student with the second highest cumulative grade point average. The selection of the senior class valedictorian and salutatorian will be based on the following criteria:

- In order to be eligible, students must have successfully completed a minimum of six (6) full semesters at Gilmour Academy.
- The GPA computed from the first semester of 9th grade through the last day of school for seniors (eight total semesters).
- For this award calculation, only courses taught by Gilmour faculty on campus count toward a student's cumulative GPA.
- GPA will be calculated out to the thousandth-place value.

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 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 or she 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 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 or she 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 10 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 extracurricular 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 10th 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 10 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 extracurricular 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 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 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 10th 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 10th 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 or she meets the eligibility requirements.

SCHOOL COUNSELING DEPARTMENT

The various phases of a student's growth, development and wellness are addressed by Gilmour's school counseling 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 school counselors' roles include, but are not limited to:

- *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
- *Wellness and other special programming

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 COUNSELING OFFICE

College counseling at Gilmour Academy is a partnership that brings students, parents and the college counseling team together to educate, support and encourage students during their college search, application and decision-making process. With this student-centered approach comes the belief that the student is ultimately responsible for the key decisions and actions necessary to drive this process forward. The College Counseling office, however, is committed to helping students every step of the way with the acknowledgement that students come to us with different needs based on their level of comfort and familiarity regarding the college process.

Recognizing that the college process is a developmental one, we believe the appropriate time to initiate our formal work with students is during the second half of the junior year. The process

begins with a junior and parent college meeting followed by individual meetings during which counselors engage students in a process of self-reflection and discovery.

In accordance with the National Association for College Admissions Counseling's Statement of Principles of Good Practice, Gilmour Academy will report any academic or behavioral misconduct at Gilmour during grades 9-12 that results in a student's suspension, probation, or loss of office/leadership position to any college or scholarship agency which requests such information. Additionally, Gilmour will ensure that any student involved in such an incident will comply in writing with requests for such information. Full support from Gilmour is contingent on students' direct communication to all colleges, universities and agencies.

COLLEGE VISITS

Students have three school days during their junior year and three school days during their senior year for college visits. Students should always communicate with their college counselor when they are traveling for a college visit. Because we have ample long weekends on the calendar which can also be used for college visits, extra days taken for college visits beyond three will be treated as unexcused absences. Please consider the school calendar when you are planning your visits.

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 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, 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 online. 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.

SECTION 4: CURRICULUM

REQUIRED PROGRAM of STUDIES

Graduates of the Upper School are required to earn:

ENGLISH: Four (4) credits, one each in English 9, English 10, English 11 and English 12. Every student must be enrolled in an English course during each semester that they attend GA.

FINE ARTS: One (1) credit. (2 courses taken in two different pathways: visual, performing, or composition) -OR- 1.5 credits (3 courses taken from a single pathway: visual, performing, or composition)

FOREIGN LANGUAGE: Credit through Level III in French, Latin, or Spanish.

HEALTH: 1/2 credit.

MATHEMATICS: Students must earn four (4) credits in high school mathematics, earning credit at least through Algebra II.

SCIENCE: Students must earn one (1) credit each in physics, chemistry and biology.

PHYSICAL EDUCATION: 1/2 credit (two classes). Students may fulfill all or part of this requirement by using the Competitive Sports Option explained later in this section.

RELIGIOUS STUDIES: Four (4) credits, one each in Religion 9, Religion 10, Religion 11 and Religion 12.

SOCIAL STUDIES: 3 credits (including one year of Ancient World History and one semester each of the following: Modern World History, US history, American government)

SPEECH: 1/2 credit of coursework to be earned in one of the following: Speech, Competitive Speech, Competitive Debate or Mock Trial.

A minimum of 24 credits must be earned in grades 9-12.

All students must enroll in a minimum of six (6) courses taught by Gilmour faculty on campus each semester. Exception to this may be made for students enrolled in more than three Advanced Placement courses, with permission from the Chief Academic Officer.

AP courses require departmental approval in advance of registration.

Christian Service:

- Successful completion of the 9th-grade service requirement.
- 60 hours of service in grades 10 through 12 (20 hours per year for grades 10 through 12).

Participation in yearly retreats

Successful completion of annual self-assessments

Successful completion of Senior Project

Students in Grades 7 & 8 are expected to complete:

Two (2)	units	English
Two (2)	units	Social Studies
Two (2)	units	Mathematics
Two (2)	units	Science
Two (2)	units	Foreign Language
Two (2)	units	Religion
Two (2)	units	Physical Education
Four (4)	units	Music/Arts

GRADING SYSTEM

The grading system used at Gilmour Academy is as follows:

Grade	Numerical Equivalent	Quality Points
A+	100-97	4.3
A	96-93	4.0
A-	92-90	3.7
B+	89-87	3.3
B	86-83	3.0
B-	82-80	2.7
C+	79-77	2.3
C	76-73	2.0
C-	72-70	1.7
D+	69-67	1.3
D	66-63	1.0
D-	62-60	.7
F	59-0	0

Grade Point Average (GPA) is computed to three decimal places.

Cumulative GPA is computed on the basis of:

- Credits earned in Gilmour Academy coursework.
- Credits earned in Gilmour Academy courses carrying a letter grade.
- Gilmour Academy courses taken during grades 9–12.

Advanced Placement (AP), Multivariable Calculus, and Catalyst courses are weighted by a .1 multiplier.

AWARDING OF CREDIT

The awarding of credit is determined at the conclusion of a course – at the end of the applicable semester for semester-long courses and at the end of the school year for year-long courses. Each semester of a year-long course carries its own letter grade, and the letter grades from semester one and semester two are averaged to determine a final grade. Grade Point Average is determined by the final grade. Should a student fail the second semester of a year-long course, the percentages (reflected as Numerical Equivalent scores on the chart above) from semester one and semester two are averaged and converted to a letter grade to determine the quality point value and the awarding of credit.

PASS/FAIL

Students may exercise an opportunity to take a course pass/fail once during their tenure at Gilmour. For the purposes of this policy, a course is defined as either an independent semester course or a year-long course comprised of two semesters of coursework. This option is not applicable to any course that is being taken to fulfill graduation requirements, including those taken for distribution requirements. In addition, it may not be used for AP courses. Students wishing to exercise this option must obtain permission from the Director of Academic Services no later than October 15 for a fall semester or year-long course, and April 1 for a second-semester course. Students taking a course pass/fail will be awarded a “P” or “F” only at the end of a semester; all progress reports will show the actual letter grade.

COMPETITIVE SPORTS OPTION

Students may fulfill their graduation requirement in physical education by participating in interscholastic athletic competition. Please note: participation in the Competitive Sports Option does not earn academic credit; it merely fulfills the state-mandated requirement for physical education. To exercise this option, students must:

- Participate for an entire athletic season to fulfill half of the PE requirement.
- Miss no more than four weeks of the season due to physical or academic ineligibility.
- Appear on official rosters submitted by the coaches at all designated times during the season.
- Complete their participation before beginning their final semester at Gilmour.
- Register their participation with the Director of Academic Services by the end of the season for which the student is seeking credit.

HONOR ROLL

The **Honor Roll** is determined and is posted at the end of each academic year.

It is divided as follows:

Highest Honors List: grade average of **4.0** and above.

High Honors List: grade average of **3.7** and above.

Honors List: grade average of **3.3** and above.

An Incomplete or any grade below a C- excludes a student from appearing on the Honor Roll.

INCOMPLETE GRADES

If, for good reason, a student has ended a semester without completing enough coursework to enable a teacher to make a valid judgment of that student's progress, the teacher, in consultation with the Director of Academic Services, may assign an Incomplete (I) as a final grade. Students earning an I must complete all outstanding work within four weeks after the end of the semester in which the grade is given or receive a failing grade for the course. Any student receiving an I is excluded from Honor Rolls for the semester in which the Incomplete is received until a final letter grade is awarded.

REPEATING COURSES

Course failures will be recorded on the transcript as an F. It is expected that failed courses will be made up through Gilmour Academy. Upon such makeup of a failure, the new grade earned will be recorded and calculated into the grade point average. The initial failing grade will not be calculated in the grade point average but will remain on the transcript. If a failed course is made up somewhere else, Gilmour may accept the credit earned but that credit will have no effect on the student's GPA.

Should a student receive approval from the Chief Academic Officer to repeat a course at Gilmour that that student has already passed, the latter grade will be reported on the transcript and calculated into the grade point average. The earlier grade will also be noted on the transcript as a P but will neither be awarded credit nor calculated into the cumulative grade point average. If a student repeats a course but not through Gilmour, the new grade will have no effect on the student's GPA.

EXTERNAL COURSES

Gilmour Academy students may engage in learning outside the Gilmour curriculum, either at other high schools or colleges with prior written permission from the Chief Academic Officer. Participation in such a course, even with prior permission, does not replace the requirement that all students must enroll in a minimum of six (6) courses taught by Gilmour faculty on campus each semester. Upon completion of such coursework with certified instruction, the student should submit a copy of the grade report to the counselor, then the registrar, who will place the document in the student's permanent record. This information will be sent along with college applications, but will not be added to a Gilmour transcript.

MIDDLE SCHOOL CREDITS

Students enrolled in the Middle School at Gilmour Academy will earn high school credit for mathematics courses beginning with *Algebra I*. Since *Pre-Algebra* is not a high school offering, it does not earn such credit. Gilmour Academy Middle School students who pass *Art 7 and Art 8* earn one (1) half credit toward completion of their Fine Arts graduation requirement. Completion of *Art 7 and Art 8* does not replace *Art I* as the prerequisite for more advanced art courses.

Students coming to Gilmour Academy from other middle schools may be awarded high school credit for *Algebra I* under the following conditions:

- After taking the placement test they begin the Gilmour Academy mathematics curriculum in *Geometry* or higher.

- They provide an official transcript from their previous school verifying that that school awarded high school credit for that course.
- Credits earned in this fashion will not become part of the student's Gilmour transcript but will be attached in the usual manner with external courses as explained in the previous section.

ADVANCED PLACEMENT COURSES

Enrollment in Advanced Placement (AP) classes requires departmental approval. Students seeking placement in an AP course must submit a completed application form that can be obtained from the Director of Academic Services or the main office. It is recommended that students limit themselves to three (3) AP courses taken along with a full complement of classes. Students wishing to take more than three (3) AP courses will have to seek prior permission from the Chief Academic Officer.

Choosing to pursue Advanced Placement study is a significant commitment. AP students must commit to intense year-long study which culminates by taking the AP examination administered by the College Board in early May. **All students enrolled in an AP course must take the AP exam or else the student's work will be considered incomplete.** Seniors may be offered/granted an exemption to taking the AP exam, however, any senior with incomplete work will not be able to receive a diploma until all work has been completed. The College Board requires a fee for processing exams, which will be billed by Gilmour Academy in the fall, after the add/drop period for courses has passed.

SCHEDULE CHANGES

For the purposes of this policy, a course is defined as either a single-semester course or a year-long course comprising two semesters of classwork. For courses lasting one semester, all changes must be made within two weeks from the beginning of that semester. For a course lasting two semesters, all changes must be made within four weeks from the beginning of that course's first semester. Students wishing to drop a course after either grace period must first obtain permission from the Director of Academic Services. Courses dropped after the applicable grace period will appear on the student's transcript as a course enrolled in, but withdrawn from (designated with a W). The change must be signed-off by the student, parent, grade-level counselor, instructor of the course being dropped and instructor of any course being entered. It should be noted that the school also reserves the right to adjust student schedules dependent upon course availability and the need to balance the number of students in any particular class section.

Adding a course to the schedule must be done within two weeks from the beginning of that course. Year-long courses and single-semester courses starting in the fall must be added within two weeks after the start of that semester. Similarly, single-semester courses starting in the spring must be added within two weeks after the beginning of that semester. Students dropping a year-long course after the first two weeks of the semester will not be able to add another course as a replacement. Consequently, since all students are required to enroll in a minimum of six (6) courses taught by Gilmour faculty on campus each semester, a student may not drop their sixth class if they are unable to replace it in the same semester.

PROGRESS REPORTING

Gilmour Academy believes that continual feedback to students and parents is key to student success. Therefore, parents have regular access to their son's/daughter's information via the portal. Each semester, the school issues two progress reports and a report card at the end of the semester. Instructor comments are published twice in the first semester and once during the second semester, in addition to an end-of-the-year letter written by the student's advisor. Students formally complete a self-assessment once a year, although contact with instructors is encouraged whenever necessary.

ACADEMIC WATCH

Academic Watch is defined as a student receiving, at a minimum, either two Ds or one F at the end of a semester grading period. The student will be required to meet with a counselor and develop an academic improvement plan for the following semester. Placing a student on Academic Watch is an indication of a concern for a student's academic position and, in some cases, may be reflective of an academic record that jeopardizes graduation from Gilmour Academy. At the same time, it is an opportunity to design and implement support structures that may enhance student performance. All students on Academic Watch will be required to address deficiencies in accordance to the academic improvement plan developed by the counseling department in conjunction with the student's advisor. During a period of Academic Watch, the school may, in its discretion, limit or prohibit a student's continued involvement in extracurricular clubs and athletics when creating a plan to address academic deficiencies.

ON-CAMPUS TUTORS

Some families choose to engage tutors from outside the Gilmour community to supplement the learning experience for their child. While we believe we provide ample access to teachers before, during and after the school day, we acknowledge and wish to honor the choices some families make for additional help. This includes permitting tutors to meet with students on campus, but only to the extent it is not disruptive to anyone's school day and to the degree we can ensure the safety of all of our students.

Should a family wish to have their child meet with a tutor on campus, a request must first be submitted to Director of Student Support Services Meagan Fowler, at fowlerm@gilmour.org or (440) 473-8000 x5002. The tutor's name and the anticipated schedule must be shared at the time of the request. Additionally, the tutor must be able to provide Gilmour Academy with proof of an up-to-date criminal background check or any current license issued by the Ohio Department of Education to work with school-age children. Information regarding the background check process as it pertains to Ohio Department of Education licensure can be found [here](#). This proof will need to be on file with Gilmour Academy prior to any on-campus meetings between tutor and student. For permission to speak to a student's teachers, a release of confidentiality must be obtained from Mrs. Fowler.

While ON Campus

Tutors must sign in at the Main Office upon arrival and receive a nametag/visitor's badge that must be on display for the duration of their stay on campus. All tutoring sessions are to be held in areas specifically designated by the division director and tutors must restrict themselves to the designated

areas while on campus. Once the tutoring session has finished, tutors must return to the Main Office to return their nametag/visitor's badge and sign out.

When students are working with tutors in the Residence Hall, the tutoring must occur in the areas designated by the Dean of Residential Life. All policies and procedures apply to the Residence Hall.

In the event Gilmour Academy alters the daily schedule to accommodate any number of occasional campus activities, it is the sole responsibility of the student/family to communicate such changes to the tutor.

SAINT ANDRE SERVICE AND JUSTICE PROGRAM

As a Catholic school in the Holy Cross tradition, Gilmour Academy is committed to creating an environment conducive to a transformational experience for students supported by faith formation. Empowering the GA Mission to come to life, the service program seeks to develop students who are passionate about, and compassionate toward, the world that surrounds them. Focused on developing the competence to see and the courage to act, The St. Andre Service Program seeks to move our students from charity to justice.

Gilmour students are called to a life of solidarity with all people, especially those on the margins. From preschool through grade 12, Gilmour students are encouraged to use their own unique talents and gifts to become informed, aware, and active citizens dedicated to doing justice and living the Gospel as they continue as persons of hope on their journey of faith.

Grade 7 and 8

Living with Competence and Courage

Caritas, a cross-curricular project, empowers MS students to educate the community about and advocate for their charity of choice as they connect the agency's history and mission to Gilmour's charisms.

Grade 9

Ministry to the Hungry

Each freshman is required to help the Cleveland Food Bank with its various programs and reflect upon this communal service experience. Students are required to submit a brief reflection on their experience volunteering at the Greater Cleveland Food Bank. Transportation and supervision will be provided by Gilmour.

Grades 10, 11 and 12

Ministry to the Poor, Marginalized and Suffering

Students at their respective grade levels are required to participate in Sophomore Service Day, Junior Year Social Justice Site Visits and Praxis Project, and Senior Service Day.

Additionally, each student is required to complete **60** hours of Christian service at a service agency approved by the Upper School Service and Justice Coordinator. It is recommended that students complete 20 hours each year. Service hours for each school year must be logged by June 15th of that school year (for Sophomores and Juniors) and April 15th of that year (for Seniors) in order to count towards a student's service hour requirement. All logged hours must include a brief reflection on the student's experience in order to be approved towards their service hour requirement.

RETREATS

A yearly retreat is required of all students. The retreat program helps realize Gilmour Academy's mission and educational outcomes by encouraging students to grow in their understanding of being a person of hope on a journey of faith. Retreats provide students with opportunities to set aside time for intentional reflection upon how God is at work in their lives, their world and their relationships. Retreats take a different shape for each student each year, reflective of the differences in the developmental and spiritual needs of students in each grade level.

STUDENT SELF-ASSESSMENTS

The student self-assessments are student-led presentations in which the student reflects upon growth and progress toward meeting the Gilmour Academy outcomes. Not limited to academic performance, the assessment is a holistic examination of the student's experience at Gilmour shared with a panel of teachers, advisors and parents. Student self-assessments are formally held in the fall and spring, and students are required to attend one per year. In the senior year, self-assessment takes the form of a roundtable discussion focused on the pivotal moments of the overall Gilmour experience.

SENIOR PROJECT

The successful completion of a senior project is a requirement for graduation from Gilmour Academy. Students develop projects that emerge from their interests and insights and are implemented using self-designed learning plans. Students extend their knowledge of a topic through a guided experience that includes research, internship, reflection and a final exhibition. During the final exhibition, students demonstrate new understanding and provide evidence of having developed competencies within the scope of Gilmour Academy's educational outcomes: demonstrating growth as an effective communicator, collaborative contributor, complex thinker, lifelong learner, effective problem solver, morally responsible individual and a person on a journey of faith.

VECTOR

VECTOR is one of several experiential options available to a Gilmour student. VECTOR is grounded in the idea that a student's voice, passion, and interests are the factors that determine the magnitude and direction of their educational experience an individual student's VECTOR is a concentrated set of classes and experiences that dive deep into one of five areas of interest: Business & Entrepreneurship, Creativity & Personal Expression, Community Engagement & Law, Engineering & Design, and Science & Medicine. This results in a curated portfolio of reflections and experiential learning that culminate in a project before graduation. Enrollment in VECTOR is open to any interested freshman or sophomore students, setting them on a path to complete all program requirements by the end of senior year.

SECTION 5: RESIDENTIAL LIFE

Please see the Residential Program Handbook.