

Cardinal Gibbons High School

New Parent Welcome Guide



CARDINAL
GIBBONS
HIGH SCHOOL

2015-16

WELCOME TO CARDINAL GIBBONS HIGH SCHOOL!

We hope this New Parent Welcome Guide will help you, both student and parent, with your transition to our high school.

This booklet is designed in an FAQ-style with web addresses to point you to more detailed information and is intended only as a brief introduction to Gibbons. Please see the web pages for more details.

If you have any questions about the information in this booklet or on the website, please contact Ms. Susan Ellis, College Counselor, at sellis@cghsnc.org or Ms. Liz Jochum, Administrative Assistant, at ljochum@cghsnc.org.

We look forward to having your family become part of the Cardinal Gibbons High School family!

IMPORTANT BACK-TO-SCHOOL DATES & EVENTS

Tues, August 11	Transfer Student and Parent Dinner, 6:30-8:30 p.m.
Wed, August 12	Freshman Welcome Day, 9 a.m. – 3 p.m. Freshman Parent Reception, 6:30 p.m. – 8:30 p.m.
Thurs, August 13	First Day of Classes
Thurs, August 20	Spiritual Life Fair, lunch periods and 3 p.m.
Tues, September 1	All-School Picture Day
Wed, September 2	Freshman class assembly, 2:15 - 3 p.m.
Thurs, September 3	Opening School Liturgy, All-School Mass Back to School Night, 7 p.m.
Fri, September 4	No Classes; Faculty/Staff Professional Work Day
Mon, September 7	No School; Labor Day holiday
Sat, September 19	Freshman class trip to Busch Gardens

(Register online at www.cghsnc.org/freshmentrip by 4 P.M. on Fri, Sept. 4.)

GETTING READY FOR GIBBONS

Back to school - www.cghsnc.org/welcomeguide

When is the first day of school?

Incoming freshmen must attend Freshman Welcome Day on Wednesday, August 12, 2015. The first day of classes for all grade levels is Thursday, August 13. Freshmen should be in dress code. They do not need to bring lunch or any materials. See www.cghsnc.org/freshmanwelcomeday for details.

Is there a supply list?

There is no set supply list. Teachers will tell students during the first few days of school what they will need for each class.

What should students bring on the first day of classes?

Students will need their school-issued laptop, paper to write on, something to write with, a folder, a backpack, lunch or money, and their class schedule.

What should students wear on the first day of classes?

Students need to be in dress code on Freshman Welcome Day and on the first day of classes. The building temperature can vary greatly in different areas of the building, so Gibbons-approved outerwear (available for purchase in the School Store) may be needed even in the warmer months.

Are students allowed to carry backpacks with them throughout the school day?

Yes. Students are allowed to go to their lockers between classes, as well.

Do students have access to a locker?

Students have access to an assigned hall locker and can use gym lockers as needed. Combination locks are provided to those who would like a free lock. Please see Assistant Principal for Student Life Mr. Mike Curatolo with questions about locks/lockers.

How and when do students receive their textbooks?

Students receive their textbooks in each class during the first days of school. Textbooks are managed by each department of the school. Any questions about school textbooks should be directed to the teacher of a particular class and/or to the specific subject's Department Chair.

Dress code – www.cghsnc.org/dresscode

Do khaki pants/skirts and white polo shirts need to be of a certain brand or bought at a certain store?

No. Shirts must be white polo-style (not Oxford) with a collar, and pants, shorts, and skirts must be khaki. Brand or from which store they are purchased does not matter.

Do skirts, shorts, and pants have to be made of a specific material?

No, but leggings, jersey, and spandex are not appropriate.

What is the required length of skirts and shorts? Shirts and shorts should measure no more than three inches above the knee.

Do the polo shirts need to have a Gibbons logo on them?

No.

Is it acceptable if the polo shirt has a non-Gibbons logo on it?

Yes, a small logo is acceptable.

Does outerwear need to be Gibbons apparel?

Yes, any outerwear that a student will wear in the building during the day must be Gibbons apparel. The outerwear may be specific to a team, club, or a general Gibbons item from the School Store.

What styles of shoes are permitted?

Any style of shoe, including athletic shoes and sandals, may be worn.

Physical Education uniform

What do the students wear for Physical Education classes?

Students will be given a Gibbons t-shirt and shorts in class. They need to wear athletic shoes to class.

How does the student pay for the gym uniform?

The cost of the uniform is included in the fees paid at the beginning of the year.

Drop-off/pick-up & carpooling

What are the procedures for dropping off and picking up students?

There are no specific times, paths, or rules for drop-off and pick-up because each student follows a different before and after school schedule.

What does a student do if he/she needs to stay after school to wait for a later activity?

Students are allowed to remain in the building after school hours until their activity begins.

How can I find out about available carpools?

A list of interested families will be emailed to any parent who requests one. Please contact Main Office Receptionist Mrs. Ellen Kunkel at (919) 834-1625 or at ekunkel@cghsnc.org for more information.

School day schedules – www.cghsnc.org/bellschedule

What time does the school open?

The official school hours are 7:30 a.m. to 4:00 p.m. on regular school days. Students are welcome to be on campus before and after school. Many students are here throughout the day participating in classes and activities, studying, and socializing.

What are the hours of a regular school day?

The first bell rings at 8:00 a.m., Monday through Friday. Classes begin at 8:05 a.m. The last period ends at 2:55 p.m. except for Wednesday, when the school day ends at 2:15 p.m.

On Wednesdays, there may be a mandatory grade-level assembly for one of the four grade levels (freshman, sophomore, junior, or senior) from 2:15 until 2:55 p.m. The schedule of these assemblies is on the school calendar. During this time, club meetings or activities might be scheduled, as well.

Students who are not involved in any of the scheduled events on a Wednesday may leave campus at 2:15 p.m. Wednesday schedules also offer an opportunity to schedule appointments for students without interfering with class attendance.

Why do first and eighth periods switch places on Tuesday and Thursday?

Beginning the day with 8th period and ending it with 1st period on Tuesdays and Thursdays not only provides a break in routine, but also offers students and teachers an opportunity to meet at different times of the day. This scheduling also ensures that students who sometimes need to leave school early for a sporting or other event do not always miss the same class.

Attendance – www.cghsnc.org/attendance

What should I do if my child is tardy or absent?

Please call Attendance Director Mrs. Peggy Paez in the Attendance Office at (919) 834-1625, x214 and leave a voicemail with the details in order to excuse the tardy/absence.

Where is the Attendance Office?

After entering through the front doors, proceed to the right past the front office, turn right and continue past the restrooms. The Attendance Office is the third door on the right.

When I am dropping off my child late, do I need to come into the Attendance Office?

If a parent sends a note in with the student, a parent does not need to come into the office.

When I am picking up my child early, do I need to come into the Attendance Office?
A parent who has sent in a note with the student or left a phone message with Mrs. Paez in the morning does not need to come into the office to sign out the student.

What if my student needs to leave school early but either does not know yet or did not bring in a note in the morning?
Please come into the Attendance Office to sign out the student.

How do I drop off something to be delivered to a student?
Please bring the item to the Attendance Office and someone will deliver it to the student by the end of the day.

Where is the Lost and Found?
The Lost and Found is located in the Attendance Office, which is open during school hours.

School nurse – www.cghsnc.org/schoolnurse
What should a student do if (s)he needs to take medication during the school day?
The school nurse is not allowed to dispense any medications to students. A student may carry her/his own over-the-counter or prescription medication only if it is in its original container and is not shared.

Cafeteria/lunch – www.cghsnc.org/cafeteria
When is the cafeteria open?
The cafeteria is open during periods 4, 5, and 6 (from 10:45 a.m. to 1:10 p.m. on a regular schedule day).

What food is available and when?
Each day of the week features a different main lunch item such as pizza, subs, BBQ, etc. Various snacks and drinks are available every day as well.

What happens on half days and exam days?
During periods 4, 5, and 6 on half days and during the break from 10:00-10:30 a.m. on exam days, a breakfast offering is available.

How much does a typical lunch cost?
For a sandwich, drink, and chips, the cost is at least \$6.00.

What methods of payment are accepted?
Cash and signed checks made out to Gibbons are the only accepted methods of payment.

May students set up an account for payment?
No.

Are any drinks or food sold before or after school?

No.

May students leave campus during lunch?

Only seniors may leave campus during lunch.

Where are students permitted to eat lunch?

Students may eat in the cafeteria or outdoors.

RESOURCES FOR STUDENTS

School Store – www.cghsnc.org/schoolstore

When is the school store open?

The School Store is open before and after school and during lunch periods, periods 4, 5, and 6 (from 10:30 a.m. to 1:10 p.m. on a regular-schedule day).

What is available for sale in the School Store?

Gibbons apparel and accessories, as well as some basic supplies, are sold. Please see www.cghsnc.org/schoolstore for details.

Does the School Store sell items specific to a teacher or course?

No. Teachers handle any specific supplies directly with students.

What methods of payment are accepted?

Cash, checks, and credit cards (Visa and MC) are the accepted methods of payment. The School Store does not permit I.O.U. or delayed billing.

What else can be found at the School Store?

Students can register for school dances and for other school activities at the School Store.

Library Media Center – www.cghsnc.org/library

When is the library media center open?

The Library Media Center is open Monday through Thursday 7:30 a.m. to 5:00 p.m. and on Friday (and any day before a break) 7:30 a.m. to 4:00 p.m. (with exceptions during scheduled events).

Technology – www.cghsnc.org/technology

May students bring electronic devices to school?

Yes. Gibbons has moved to a one-to-one device program. All freshman students will be issued a device. All 9th, 10th, and 11th grade students are required to use their school-issued laptop as their device. All senior students will be required to bring an internet-capable device on a daily basis. Preferred devices are laptops with a traditional operating system such as Windows or

iOS and/or devices running Google Chrome as a browser. This is a required school supply. Students may not elect for a BYOD (Bring Your Own Device) if they have been issued a school device. Teachers expect that students will have access to the school network as well as to the specific software; we cannot provide these things on BYOD. For details and device specifications, please refer to information about the BYOD at www.cghsnc.org/1to1FAQ.

Are students allowed to have cell phones and iPods on campus?

Yes, students may have cell phones and iPods with them but may not use them during classes unless instructed to do so.

Is wireless internet access available?

Yes. There is wireless internet access available for students and guests on campus. Students can access the wireless through the *crusaders* network using their student account information. Guests can access wireless internet through the *guest-CGHS Guest-Wifi* network. Login information may be obtained from the front desk in the Main Office.

Parent volunteering

How many parent volunteer hours are required per family?

There is no volunteer requirement at Gibbons. Volunteer opportunities are outlined for selection in the Biographical Update to be completed each school year. Additional volunteer opportunities may be available through our Volunteer Coordinator, Kerry Mann, at kmann@cghsnc.org.

GIBBONS WEB RESOURCES

PowerSchool and the Gibbons home website

What are PowerSchool and the Gibbons home website used for?

PowerSchool (<http://apps.cghsnc.org/ps/public>) and the Gibbons home website (<http://www.cghsnc.org>) are the official Gibbons sources for all academic and student and family demographic information. Each student and parent receives a personal login to ensure security and to allow for greater usability for all members of our community.

How is each website utilized?

PowerSchool is the official source for student demographic and grade information and is primarily used by students and parents to keep up with student grades. PowerSchool also includes a student's schedule, attendance history, and family demographic information.

The Gibbons home website is used by students and parents primarily to access course information (homework, handouts, calendar, etc.). The website also includes a wealth of general school information, including athletic and school calendars, athletics results and team information, student activities sign-up forms (for trips and retreats, etc.), and daily announcements.

Social Media

Gibbons has an extensive Twitter network, which provides updates on a range of topics. You do not have to have a Twitter account to read any of the posts on any account. Simply click on any account name and the posts will be visible to you in any web browser. However, creating a Twitter account allows you to “follow” these accounts to get updates sent to your Twitter account, and even to a mobile device, if you choose (only when you enable mobile updates; you won’t get spam).

Principal Jason Curtis = www.twitter.com/principalcghsnc

Cardinal Gibbons H.S. = www.twitter.com/cghsnc

Gibbons News = www.twitter.com/news_cghsnc

Gibbons Technology = www.twitter.com/tech_cghsnc

Gibbons Athletics = www.twitter.com/athleticscghsnc

Gibbons AD = www.twitter.com/ad_cghsnc

Gibbons Alumni = www.twitter.com/alumni_cghsnc

Gibbons College Counseling = www.twitter.com/cc_cghsnc

Gibbons Drama = www.twitter.com/drama_cghsnc

Gibbons Green Army = www.twitter.com/GreenArmycghsnc

Gibbons Retreats = www.twitter.com/retreats_cghsnc

Gibbons Newspaper = www.twitter.com/newspapercghsnc

Gibbons Video = www.twitter.com/video_cghsnc

Gibbons Yearbook = www.twitter.com/yearbook_cghsnc

If you would like to receive tweets via text without an account, text **Follow [username]** to 40404. (i.e., “**Follow cghsnc**” sent to 40404 will allow you to receive tweets from @cghsnc via text.)

USEFUL WEB PAGES

The Gibbons home website is filled with useful information and is set up to help you quickly find the information you need through the use of “keywords,” i.e., the word(s) that appear after www.cghsnc.org and the forward slash (as seen throughout this Welcome Guide).

Some main webpages of interest for new parents are:

Daily announcements – www.cghsnc.org/dailyannouncements

How can we be updated on schedules, cancellations, etc.?

Visit www.cghsnc.org/dailyannouncements.

School calendar – www.cghsnc.org/schoolcalendar

How do families obtain a school calendar?

Each family will receive a printed calendar in the school mailing before the school year begins. However, it is the online calendar that will reflect the newest and most up-to-date information.

College Counseling – www.cghsnc.org/collegecounseling

Who is my student's college counselor and what do the counselors do?

Students are assigned a college counselor based on the student's last name. Visit www.cghsnc.org/collegecounseling to see list of counselors and for useful college preparation information.

Spiritual Life– www.cghsnc.org/spirituallife

Retreats - www.cghsnc.org/retreats

Clubs – www.cghsnc.org/clubs

Athletics - www.cghsnc.org/athletics

The Website Quick Guide that follows outlines many keywords and the respective pages to which the keyword leads.

Don't see what you need? Try a keyword to find a specific page by adding the forward slash and keyword(s) after www.cghsnc.org.

If that doesn't work for you, the site also features a Search box which should find just about any page you may need.

Gibbons Website Quick Guide

Type [www.cghsnc.org/\[keywords\]](http://www.cghsnc.org/[keywords]) using the keywords below directly into address bar of web browser

Academic Information and Support

- | | |
|-----------------------------|--|
| <i>courses</i> | = Course of Studies book with details on course information |
| <i>grades</i> | = Academic grading scale |
| <i>exams</i> | = Information about mid-term and final exams, including schedule |
| <i>tutoring</i> | = Tutor information |
| <i>freshmanfocus</i> | = Information on study skills program for incoming freshmen |
| <i>focusprograms</i> | = Information on study skills programs for all Gibbons rising 10 th – 12 th grade students |
| <i>library</i> | = Information about library hours and resources |

Spiritual Life

spirituallife

= Summary of spiritual life at Gibbons

spirituallifecalendar

= Calendar specific to spiritual life happenings

retreats

= Information and registration information for all retreats

Student Activities

freshmanwelcomeday

= Information on first day of school for freshmen

freshmentrip

= Information on incoming freshman trip to Busch Gardens

Athletics

athletics

= Gibbons athletics home page

ticket2play

= Information and forms needed for participation in Gibbons sports

fallsports

= List of sports team pages

wintersports

= List of sports team pages

springsports

= List of sports team pages

College Counseling

collegecounseling

= Main page for all things college related

naviance

= Naviance software information and instructions

parentevents

= College Counseling-offered parent events

psat

= PSAT information

standardizedtests

= Information on ACT, SAT and other college admission tests

newSAT

= Information on the redesigned SAT coming Spring of 2016

General Information

parentcentral

= Website directory with links to pages of interest to parents

studentcentral

= Website directory with links to pages of interest to students

<i>bellschedule</i>	= School day schedules including half days, Wednesdays, etc.
<i>schoolcalendar</i>	= All-School Calendar with most up-to-date information; has the ability for user to set reminder notifications
<i>technology</i>	= Information and FAQs about our 1 to 1 technology initiative
<i>dresscode</i>	= Dress code guidelines
<i>handbook</i>	= Parent/Student Handbook
<i>facultystaffdirectory</i>	= Directory of Faculty and Staff with contact information by name and department
<i>dailyannouncements</i>	= Announcements from clubs, teams, etc. read over PA
<i>parkingpolicy</i>	= Information on student parking permits
<i>schoolstore</i>	= School Store products and price list

Gibbons Media

<i>newspaper</i>	= Gibbons Crusader newspaper online
<i>video</i>	= Gibbons Digital Video
<i>yearbook</i>	= Gibbons yearbook
<i>repeater</i>	= Gibbons literary and fine arts magazine

