ADMINISTRATION

PRESIDENT
Paul Barker | 240-283-3309

PRINCIPAL
Tom Campbell | 240-283-3302

ASST. PRINCIPAL FOR ACADEMICS
Amanda Stortzum | 240-283-3206

ASST. PRINCIPAL
Chuck Ehrman | 240-283-3207

ASST. PRINCIPAL
Kate Walsh | 240-283-3356

DID YOU KNOW?
The school seal was created with the founding of Good Counsel in 1958. The Latin verbiage in the original seal says “Faciat Maria Nos Videre” which freely translated means “that Mary may make us to see” - to see what God wants us to do in every problem and every difficulty that confronts us in life.

SIGNIFICANCE OF THE GC SEAL
Cross—Religion | Book—Book of Wisdom | Crescent—Traditional Symbol of Mary

USE OF IMAGES OF STUDENTS AND MEDIA REQUESTS
From time to time, the school, for publications like the school prospectus and the school magazine, uses various images of students. In addition, various media organizations contact the school regarding story ideas or photographs of student activities. The school reserves the right to use any images of students while representing the school in any capacity on or off the campus proper.

Any parent who does not wish his or her child’s picture to be used must notify the principal in writing prior to the beginning of the school year. The school also reserves the right to control media access to students on the campus proper or those representing the school in any capacity as well. The supervising adult of the activity or sport, or the Director of Marketing and Public Relations will determine the availability of students to the media.
Our Lady of Good Counsel recognizes that education is a responsibility that it shares with each parent and guardian. The school strives to involve them continuously in the total educational program. It is the mutual responsibility of the administration, faculty, parents, and students to support the school regulations. Parents have the right and responsibility to be reasonably informed about their child’s progress and performance both academically and behaviorally.

Parents have the responsibility to support and cooperate with the administration and faculty. The Catholic Church and this Catholic school recognizes parents as the primary educators of their
children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, or the parents are deemed by the School not to support the School’s mission, philosophy, expectations, and/or rules, the school reserves the right to dismiss a student or non-renew a student’s enrollment contract for future academic years.

Parents also agree to adhere to and abide by and require their child(ren) to adhere to and abide by the policies and procedures specified in this handbook(s), as amended from time to time with or without notice. Any violation of these policies or procedures by parent(s) or student may result in discipline up to and including dismissal from the School or non-renewal of enrollment for future academic years, at the sole discretion of the School.

This handbook creates no expectancy of enrollment in future school years. Our Lady of Good Counsel High School reserves the right to suspend or dismiss during the school year or decline to re-enroll any student who in effort, conduct, or progress is not fulfilling the School's expectations, as determined by the School.

**MISSION**

**MISSION STATEMENT**

We inspire our students to excel, serve, and love.

**NOTICE OF NON-DISCRIMINATION**

Our Lady of Good Counsel High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at our school. We do not discriminate on the basis of race, color, national and ethnic origin in the administration of our educational and admissions policies, scholarship programs and athletic or other school administered programs.

**STATEMENT OF BELIEFS**

Our Lady of Good Counsel High School believes:

- Each person is uniquely created by God and possesses special abilities and interests that must be recognized, respected, and developed.
- It is the school’s responsibility to provide an opportunity to develop in each student a personal relationship with God and the Church, an understanding of Catholic religious tradition and doctrine, an active participation in the Community of Faith, and an understanding and appreciation of the Xaverian values of humility, trust, zeal, compassion, and simplicity.
- The education of all students should be challenging and goal oriented in an inclusive educational community that promotes academic success, academic integrity, and physical and psychological health.
- Lifelong learning is fundamental for constructive and responsible participation in a diverse and changing society.
- It is important for the school community to reach out and support the larger community in which it resides.
- Members of the community should, according to the fundamental principles of Theodore Ryken, “fall in love with the service of God” by providing for the poor and marginalized.

**GRADUATE PROFILE**

Upon completion of a rigorous education rooted in the principles and ideals of the Catholic Church and the Xaverian Brothers, the Good Counsel graduate will:

- Grow in personal faith and wisdom.
- Be prepared for higher education and
understand the importance of life-long learning.

- Embody the Xaverian values of humility, trust, zeal, compassion, and simplicity.
- Continue the Xaverian commitment to serve the poor and marginalized, promote human dignity, and pursue justice and peace.
- Respect the diversity and uniqueness of others.
- Seek solutions to life’s challenges.

PHILOSOPHY/STATEMENT OF PURPOSE

As a Catholic school, Good Counsel’s program is based upon and inspired by the Gospel of Jesus Christ and the teachings of the Roman Catholic Church. Every effort is made to foster a spirit and sense of community supported by a belief in the dignity and uniqueness of each individual. Christian values are emphasized in all aspects of the school, but especially through religious studies, retreats, community worship, and various service projects.

Good Counsel strives to incorporate these Christian values and teachings throughout its entire curriculum. This curriculum offers a core of required and elective courses including International Baccalaureate, Advanced Placement, Honors, and College-Prep classes. Good Counsel teachers personalize the educational process and work with students at all levels of development.

The school fosters a communal spirit which includes the gathering of students into smaller “communities.” Activities involve required projects that help the poor and needy, retreats, and community worship.

This emphasis on personal development and community reflects the democratic values of our country. With a stress on individual rights and personal and social responsibilities, teachers and students grow in an awareness of the world around them, and the constructive roles they can play in it.

Since education at Good Counsel encompasses the whole person, it extends beyond the classroom. The school provides a wide variety of extracurricular activities and cultural opportunities, utilizing the resources of the nation’s capital. The value Good Counsel places upon athletics is reflected in the wide variety of intra- and inter-scholastic sports offered to all students.

Good Counsel recognizes that education is a responsibility it shares with each parent and guardian; therefore, the school strives to involve them continuously in the total education program. Through word and example, the Good Counsel faculty and staff foster an interest in learning and respect for truth intended to last.

In today’s world, the loving, good person, even alone, can make a difference.

XAVERIAN BROTHERS SPONSORED SCHOOLS (XBSS)

Our Lady of Good Counsel, a United States Department of Education “Recognized School of Excellence,” is one of 13 Xaverian Brothers Sponsored Schools in the country. The Brothers, educators since 1839, sponsor college preparatory schools in Connecticut, Kentucky, Maryland, Massachusetts, and New York, as well as in Belgium, Bolivia, England, and Democratic Republic of Congo. The Brothers first opened schools in the United States in Louisville, Kentucky, over 100 years ago. The Xaverian Brothers are lay religious, taking vows of poverty, celibacy, and obedience. The congregation was founded in Belgium and is unique in that it is an international congregation established by a layman. Xaverian Brothers Sponsored Schools (XBSS) support, influence, and share the responsibility for schools that further the goals of the Xaverian Brothers.

Faithful to the tradition of Xaverian education, a Xaverian Brothers Sponsored School is a center of growth and learning marked by:

- enduring personal relationships
- stewardship for God’s creation
- the centrality of religious instruction, spiritual formation, worship and prayer
- character and moral value development
- a challenging educational program
- a spirit of harmony
- a passion for justice and peace

THE SPIRITUAL VALUES OF XAVERIAN CHARISM

Recognized in the Xaverian charism are certain values that distinguish the spirituality of the Xaverian Brothers and are rooted deeply in the Brother’s
history and traditions. These values are humility, trust, zeal, compassion, and simplicity.

Humility

Theodore James Ryken encouraged his brothers to have the humble attitude of Christ. The Xaverian Brothers are formed in the belief that each person is unique, gifted and loved by God, yet sinful, incomplete and ordinary, sharing all things that are important with the rest of humanity.

Humility allows all members of the Xaverian Sponsored School community to accept and affirm their giftedness as well as to acknowledge the giftedness of others. Likewise, humility enables one to accept personal limitations in oneself and others. Humility inspires a sense of connectedness, not only within the community, but beyond. Humility is not a passive attitude, but an attitude leading to action – and that action is service.

Humility promotes harmonious relationships allowing members of the school community to affirm each other, to learn from each other, and to work together. Humility is a powerful source of unity and is needed if the Xaverian Brothers Sponsored School is to promote truly inclusive and collaborative relationships.

Trust

Trust is the meeting place of mind and heart, faith and courage. Trust in God forged the Xaverian charism as the Brothers learned to respond in faith and courage to the enormous difficulties encountered in establishing their first schools. This trust is a characteristic of the Xaverian charism: Omnia cum Deo, nihil sine Deo. (All with God, nothing without God.)

It is a spirit of the Lord who encourages, enlightens, and inspires all believers, especially those engaged in the demanding mission of evangelization and ministry of educating and forming young people. A Xaverian Brothers Sponsored School is urged to provide the contemplative time and space needed for members of the school community to fix their gaze on the transcendent in order to grow in faith in spite of life’s difficulties.

Zeal

The word “zeal” is traditionally used among the Xaverian Brothers to mean the single-minded devotion to, the ardent enthusiasm for, and the intense drive to fulfill the Church’s ministry of education. The Founder’s zeal for the Church’s work of evangelization formed the spirit and charism that the Xaverian Brothers have transmitted to their Sponsored Schools. Furthermore, the renowned zeal for evangelization of St. Francis Xavier led Theodore James Ryken to select this saint as the patron of the Congregation.

Single-minded devotion to the mission of Xaverian Sponsorship unifies and strengthens the Xaverian educational ministry. Ardent enthusiasm for the Christian formation of young people increases a person’s desire for personal growth and learning. Intense passion for the more abundant life proclaimed by Jesus Christ inspires and forms the Christian community.

Compassion

Compassion, as exemplified in the Gospel of Jesus Christ, calls for the openness necessary to let oneself be touched by another’s life and the courage to reach out in loving service to others. Compassion is the eyes, the ears and hands of Christian charity. It is the heart seeking action. Compassion compels those in a Xaverian Brothers Sponsored School to look at life with eyes of Christ, suffer with those who suffer, to accompany them and to seek appropriate action to eliminate the sources of suffering. Compassion leads one to a lifestyle rooted in mercy and forgiveness.

Simplicity

Simplicity is another aspect of the Xaverian charism and is rooted in humility, trust of God, zeal for the Church’s ministry of education and compassion. Simplicity frees the heart, the mind, and the soul for the work of evangelization and education.

The Xaverian Brothers Sponsored School community makes simplicity a way of thinking, feeling and acting in order to offset the modern tendencies of materialism and consumerism, which can minimize the spiritual values of God’s kingdom. The value of simplicity in all decisions related to the life and mission of the school so that inclusivity of all persons and outreach to the poor and marginalized is upheld.

Programs and activities of the Xaverian Brothers Sponsored Schools educate and form students in
Gospel simplicity and responsibility for their neighbor.

THE FALCON CHALLENGE

The Falcon Challenge, developed by a group of students and faculty members, defines what a student aspires to be as a member of the Good Counsel community. The following statement reflects this goal and explains the objective in becoming a richer, safer, and more respectful community:

We, as Good Counsel Falcons, are dedicated to creating a comfortable and accepting environment. As Good Counsel community members, we do our best to uphold these values and carry ourselves in a way that benefits all. We recognize the importance of a sense of community and share the goal of strengthening school pride.

A Good Counsel community member is expected to live the values of the XBSS (simplicity, trust, zeal, compassion, humility). We challenge ourselves and our peers to respect all students, faculty, staff, parents, and visitors regardless of race, religion, ethnicity, gender, class, or sexual orientation. We embrace diversity and are dedicated to embodying and displaying respect, responsibility, and integrity.

STUDENT EXPECTATIONS

This value-oriented, coeducational school sets five goals for the growth of each student. These goals are emphasized throughout the student’s stay at the school.

1. KNOWLEDGE AND GROWTH IN CATHOLIC FAITH, fostered by religious studies courses, prayer, community worship, mandatory freshman, sophomore, and junior retreats, and an optional senior retreat.
2. ACADEMIC ACCOMPLISHMENT, measured by the scholastic requirements for graduation and personalized teacher-student contact.
3. SERVICE, as reflected by each student taking responsibility for others. A service requirement and a wide variety of service opportunities are provided to encourage each student to grow in generosity and self-sacrifice that have always been the hallmark of the committed Christian.
4. LEADERSHIP, shown when each student sees that one’s strength and positive talents should be used as an influence for the good of others.
5. CHRISTIAN CHARACTER, demonstrated by each student recognizing and respecting the rights of others, while exercising one’s own rights with politeness and maturity.

TRADITIONS

The traditions of Our Lady of Good Counsel High School are representative of the school’s mission and history.

The school seal contains a cross, a crescent moon, and a book containing the words “Faciat Nos Maria Videre.” The cross represents our mission and heritage as a Catholic school and our goal of leading our students to lives founded in Christian beliefs. The book is a symbol of our dedication to academic preparation. The words “Faciat Maria Nos Videre,” a plea to our school’s patron, mean “Mary, make us see.” The school colors, blue and gold, also represent our dedication to academics and the Mother of God. Traditionally, gold is representative of academia; blue is the color of the school’s patron, Mary.

The origin of the falcon as the school’s mascot lies in the early history of the school. Myth has it that one of the original Xaverian Brothers at Good Counsel, Brother Giles, kept a falcon as his pet. This falcon would often be seen on Brother Giles’ arm at school functions. The falcon became the school’s mascot because whenever Good Counsel scored a touchdown, Brother Giles’ falcon would fly a loop around the stadium and return to Brother’s arm. Brother Giles’ falcon has been preserved and is in the Alumni display case in the Gallery Hallway.

ACADEMIC LIFE

Our Lady of Good Counsel is a college preparatory high school, committed to offering each student a program for educational growth and success. The course of studies is multi-leveled, including the Ryken Program for students with mild learning differences, Honors courses in all subjects, a wide variety of Advanced Placement courses, and an established International Baccalaureate Program.

The faculty is made up of approximately 115 teachers, counselors and administrators. Five have doctoral degrees and approximately 75% have master’s degrees. At a minimum, all teachers have a bachelor’s degree.
The student/faculty ratio is approximately fourteen to one (14:1); the average academic class size is approximately twenty-two (22); and the average student to computer ratio is one to one.

**BLOCK SCHEDULING**

The class schedule at Good Counsel is designed to ease student stress, to offer a more effective use of time, and to enhance student learning. The schedule mirrors what our students will experience when they go to college and enter the workplace. Good Counsel’s block schedule offers students eight, ninety-minute class periods. Each day is designated “Blue Day” or “Gold Day.” Students will have four, ninety-minute classes each day. The schedule offers students and teachers many benefits that are unavailable to them in the traditional seven-period schedule.

1. Innovative teaching strategies and methods emphasize learning as a process. Technology is integrated into the classroom experience.
2. Additional time during class allows teachers to meet individual learning needs of students.
3. Students are able to reflect upon course content and make meaningful applications of what they have learned.
4. The study period enables students to make better use of the Media Center, Resource Rooms, and Computer Labs.
5. An optional eighth class offers students the ability to advance in a specific area of study or to accelerate beyond the requirements in a particular discipline.
6. Focusing on a maximum of four classes per day reduces stress.
7. Time management skills are developed to more closely emulate college and work schedules.
8. A less hectic atmosphere exists within the school community.

**ACADEMIC INTEGRITY**

Any school work submitted to meet course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty, both for the student passing the work off as his/her own and for any student who cooperates or participates in any way, may result in disciplinary consequences up to and including dismissal from the school or non-renewal for future academic years at the sole discretion of the school. Schoolwork may include but is not limited to class work, research, projects, tests, quizzes, homework, etc.

An incident of academic dishonesty may also affect inclusion in or result in expulsion from the National Honor Society, other school organizations/activities and leadership positions, at the sole discretion of the school.

Good Counsel’s Student Academic Integrity Statement is: *“With the Xaverian value of Trust in mind, I affirm that I have neither given nor received inappropriate help on graded work.”*

**Honor Council**

In keeping with the Xaverian value of trust, Our Lady of Good Counsel High School strives to foster a culture of academic integrity. We believe this is best accomplished when students themselves are involved in the process. The Honor Council is an organization of students and faculty members committed to the following objectives:

- While the administration retains authority to implement disciplinary consequences, the Honor Council acts as an educating body by which students learn from their academic integrity violations through impartial and confidential Honor Council meetings conducted by their own peers and faculty members.
- A teacher, Dean, Principal, President or other school administrator may require a student to meet with the Honor Council.
- The Honor Council will meet to discuss, design, and implement tools to promote academic integrity within the school.
- The Honor Council will work collaboratively with the Director of Academic Integrity, the administration, and the student body to establish academic integrity goals and standards.

**ELIGIBILITY**

To be eligible for participation in any extracurricular program, the student must have a 2.0 GPA for each quarter without any failures in any of their classes. Note, first quarter eligibility is based on the previous
school year’s final “year to date” GPA. Students must achieve a minimum 2.0 GPA to be eligible for participation in extracurricular programs for the first quarter. Eligibility for a given marking period begins on the day on which report cards are distributed and lasts the full quarter. Students can appeal their status at the half way point of each quarter. The Studies Office determines if a student’s eligibility can be reinstated prior to the end of the quarter. Eligibility is determined by using the grades of the most recent quarter. A student may also forfeit eligibility due to academic, attendance, disciplinary problems or other reasons determined at the sole discretion of the school. Participation in any extracurricular activity requires a full-day attendance at school and presence in all class periods on the day of the activity.

FIELD TRIPS

Field trips are privileges and students can be denied participation if they fail to meet attendance, academic, behavioral or other requirements as determined in the sole discretion of the school. Students who fail to submit a field trip permission form will not be allowed to participate in the field trip. Telephone calls or emails will not be accepted in lieu of the written permission form.

As a part of the terms of participation in any field trip, it is important that students and their families are aware that the trip is a school sponsored function and that the students are traveling as representatives of Our Lady of Good Counsel High School. Consequently, all the rules and regulations in the student handbook and those set forth by the chaperones will be enforced throughout the trip and any problems or issues that arise will be handled through the school’s normal disciplinary process. The school may also, in its sole discretion, require that a parent pick up or arrange transportation home for a student who misbehaves, becomes ill or is injured. Students are expected to demonstrate appropriate behavior at all times. Students are reminded that included in this are:

1. Displays of affection and sexually promiscuous behavior are inappropriate at any time.
2. Students are expected to be kind, courteous and respectful of all fellow students on the trip, as well as other students/adults encountered on the trip.

3. Students are expected to comply with the requests of all chaperones.
4. The possession, use and/or distribution of any prohibited, controlled or illegal drug, including alcohol, will result in disciplinary action. Any student who exhibits obvious signs or behavior of being under the influence of alcohol or any other illegal substance will face disciplinary action.
5. Students are not permitted in the hotel rooms of students of the opposite gender at any time.

Students witnessing violations of rules are expected to report these violations to a chaperone in order to ensure the safety of all members of the group and to protect the integrity of our school.

Students going on extended trips – foreign or domestic

Students choosing to participate in an extended school trip, foreign or domestic, need to do so with a clear understanding that:

- any work missed is the student’s responsibility;
- there is no substitute for classroom instruction by a teacher, particularly in technical, sequential courses such as science, mathematics, and foreign language;
- the possibility exists of a decline in grades/class rank;
- it may be prudent to make time daily for doing regular school work;
- teachers and counselors may advise against going on an extended trip;
- they may be denied the opportunity to go on the trip if they are academically ineligible, if their tuition account is in arrears, if the students has been suspended from school or any other reason at the school’s sole discretion;
- it may be especially difficult to make up work in an AP or IB class.

GRADE POINT AVERAGE

The student’s grade point average (GPA) is computed at the end of each year, using only the final letter grades. The GPA is computed cumulatively. For each course the student takes, the following point value is assigned:
A (100-90) = 4
B (89-80) = 3
C (79-70) = 2
D (69-60) = 1
F (Below 60) = 0

Add one point for each Advanced Placement (AP) and International Baccalaureate (IB) course. Add 0.5 for each Honors course. Adding all points and dividing by the number of credits determines the GPA.

PROMOTION

To be promoted to the next grade, a student must pass every course that he/she is taking and meet all other expectations set forth by the school, including behavioral expectations. The passing grade is “D”. All course work must be completed by the last day of classes. If a student fails a course, he/she will be dismissed from Good Counsel. A student who fails one course may with the school’s permission make up the course in summer school. If the student earns a passing grade, then he/she will be readmitted, if all other eligibility and behavioral requirements are met. Students who fail two courses may with the school's permission make them up in summer school. The student must achieve passing grades and appeal to the principal and/or President for re-admittance. Students who fail three or more courses may not be readmitted to Good Counsel.

INCOMPLETES

At the end of each quarter, students who have missing schoolwork, due to absences or some other reason, will be given an INCOMPLETE (I) on their Report Cards. Once the missing schoolwork is completed, the teacher will submit a grade to the Studies Office and a new Report Card will be posted. Unless there are extenuating circumstances, the students with incompletes have two weeks to complete the missing schoolwork. Incompletes can only be given with the permission of the Studies Office.

WITHDRAWAL FROM A COURSE

A student may drop a course and add a new course before the end of the second week of school. All requests need the approval of a parent, the teacher(s), resource teacher, and the Assistant Principal for Academic Affairs. The Studies Office will make these changes only if the classes are not closed.

Students who initiate course changes after the official start of the school year will be assessed a $25 fee for the changes. If a teacher or administrator initiates the change, no fee will be charged.

After this drop/add period, a student may withdraw from a course within the first 25 percent of the time the course meets. Students who choose to withdraw from a course during this period will receive a grade of “W” on his/her transcript that will indicate course withdrawal. If a student drops a course after this deadline, a failing grade of “WF” will be recorded on the transcript. Before a student is allowed to withdraw, he/she must meet with his/her counselor and the Assistant Principal for Academic Affairs to discuss the situation and receive approval. All withdrawals also need parental approval. A student can withdraw from a course as long as he/she meets the seven-credit requirement during the academic year.

A student may change a level of a course (i.e., honors to regular, etc.) up through the first 25 percent of a course. Before a student can change the level of a course, he/she needs approval from the teacher(s) involved, resource teacher, his/her parent(s), his/her counselor, and the Assistant Principal for Academic Affairs.

GRADE CHANGES

Requests for the review or change of a course grade must be made within 15 business days of the date report cards are made available for that marking period. Grade reviews or changes are made at the sole discretion of the school.

GRADUATION REQUIREMENTS

All students are required to take seven credits per year. They may take eight. A one credit class meets every other day for the full block period for the entire year (approximately 120 hours). A half credit class meets every other day for the full block period for one semester (approximately 60 hours). In order to graduate, students need 28 credits. The following is a list of graduation requirements:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Religious Studies</td>
<td>4</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Language (in one language)</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1</td>
</tr>
</tbody>
</table>
Health/P.E. 1.5 credits  
Technology 1 credit  
Electives 3.5 credits  
Participation in Freshman, Sophomore, and Junior Retreats  
Completion of 100 service hours (as defined by the school elsewhere in this handbook).  

Students transferring from non-Catholic schools are exempted from 1 credit in Religious Studies for each year they are in a non-Catholic school. The number of credits exempted in Religion will be deducted from the total credits needed to graduate.  

Each senior must complete all academic work for all of his/her courses by the last official class day for seniors. To receive the Good Counsel diploma, a senior must pass every course he/she is taking and he/she must have completed the retreat and service requirements. Any senior who receives an “F” grade or an “incomplete” for a course, must register for summer school and make up the necessary academic work to receive a diploma. Seniors will be allowed to make up no more than two failures for the year. All such academic work must be completed by the end of the summer session following the senior year.  

ACCOMMODATIONS  

If a student has been diagnosed with any condition that may require accommodations within the school setting, current documentation should be submitted upon admission to Our Lady of Good Counsel High School so that the school may review this information and determine what, if any, accommodations can be provided. Documentation must include the diagnosis, the functional implications of the condition for the school environment, and recommended accommodations.  

Official Accommodations Plans are distributed to teachers the week following the end of the Add/Drop period of Quarter One. A copy will also be mailed home.  

Information presented at a later date may be reviewed on an individual basis, and the school will determine if the student’s needs can be met at that time. If appropriate, an Official Accommodations Plan (Profile) will be developed and distributed to teachers at the beginning of the next marking period.  

Students are encouraged to advocate for their accommodations.  

Documentation must be received by the Counseling Department at least 10 days prior to the end of a marking period in order for the documentation to be reviewed and an accommodation plan created for the student.  

HOMEWORK  

Good Counsel students are expected to spend a minimum of two hours on homework every school night in preparation for their classes. It is highly recommended that students complete homework on the night it is assigned. Doing this permits students to reap the full benefit of block scheduling. The emphasis should be on careful reading of the material and reviewing class notes, as well as on completing all assigned written work. Copying another student’s homework is a form of cheating and is, therefore, unacceptable.  

EXAMS  

Rules and Procedures for Midterms and Finals:  

1. The dress code is in effect for the entire exam week.  
2. No food, drink or refreshment may be taken into the exam room.  
3. Absences will be excused only if the student experiences a family emergency or is seriously ill. Parents must call the Attendance Office the day of the absence. The student must present a doctor’s note (or some proof of family emergency) upon return. Unexcused absences will result in an automatic failing grade for the exam(s) missed.  
4. If a student is late to an exam, he/she should report to the Attendance Office for an admit-to-class slip. If the student is 15 minutes or more late, he/she will NOT be permitted to take the exam at the scheduled time.  
5. Students are required to stay in the exam room the entire exam period.  

Cheating on an exam involves, among other things, the taking and the passing off of one’s own answers, work, or ideas of another. Cheating is a serious breach of honesty and justice. All offenders will be subject to academic penalties and disciplinary action. This policy applies to both the student passing the work off as his own and for any student who cooperates with him/her.
When there is a weather related delay, exams will start two hours later than the original scheduled exam time unless otherwise noted by the school. If school is cancelled the exams that are scheduled on that day will take place the following school day. Exam days are scheduled half days (see school calendar).

SUMMER WORK

The Summer Reading Program encourages students to become life-long readers, challenges them to grow, and enables them to familiarize themselves with authors and literary works.

Students are required to read one novel for their English class and a second book that corresponds to a chosen theme/focus for the upcoming school year.

Some academic departments may assign additional summer work to prepare students for the next school year.

HONOR ROLL

The Principal’s List is composed of students who have attained 90 percent or above in all subjects.

First Honors are awarded to students who have 90 percent or above in at least four subjects, with no grade less than 80 percent.

Second Honors are awarded to students who have 90 percent or above in at least two subjects and no grade under 80 percent.

Grades for Physical Education are not included when determining honors unless a student receives an “F” in Physical Education.

INTERNATIONAL BACCALAUREATE (IB) PROGRAM

The International Baccalaureate Program is designed for self-motivated, consistent achievers, who are willing to accept the challenges of a demanding curriculum. The IB Program seeks to educate the whole person by providing students with a global perspective of the academic disciplines, by helping students learn how to learn, by promoting positive intellectual and social values, and by providing opportunities that will enable students to succeed in the modern world.

IB Diploma candidates sit for exams in English, Modern Language, Social Studies, Science, Mathematics, the Arts, and one elective subject. Students study three of the courses at the Higher Level and three at the Standard Level. Diploma candidates take Theory of Knowledge, participate in the CAS (Creativity, Action, and Service) program, and write an Extended Essay.

All students at Good Counsel benefit from the incorporation of the IB Program into the school’s programs. The aims and objectives of the IB guide permeate and influence the entire curriculum.

RYKEN PROGRAM

Theodore Ryken opened the first Xaverian Brothers school in 1864 to serve the needs of young immigrant students who wanted a quality Catholic education. Dedication to those with special needs has been a hallmark of the Xaverian Brothers for over 125 years. Based upon this tradition of caring, the Ryken Studies Program was established at Good Counsel.

Acceptance to the Ryken Studies Program is done through a special screening process indicated on the application. Since the Ryken Studies Program has the component of small class sizes, it is the general policy of Good Counsel not to consider any student for admittance to the program at any time other than prior to freshman year.

The Ryken Studies Program is a college preparatory program that is designed for highly motivated students who have been diagnosed with learning differences. The primary focus of this program is to assist students in their core courses (English, Mathematics, Religion, Science, and Social Studies) through the use of varied teaching styles and strategies that focus on skill development in a small group setting.

MAKE-UP WORK

Making up work (class work, assignments, presentations, quizzes, tests, etc.) for missed classes excused by the school is the responsibility of the student. While absent from school students should continue to access teacher websites to stay up to date on missed assignments. The student must personally contact the teacher on the day the student returns to school. Students should NOT wait until the next class to meet with a teacher. At that time, the teacher will clearly indicate a precise, reasonable deadline for completing the in-class and out-of-class work missed. Extraordinary circumstances may at the school’s sole discretion warrant a deadline beyond one week after the student’s return. If a student is absent for three or
more days, the parent must contact the student’s
counselor to assist in securing assignments.
To facilitate this process, teachers will need 24 hours
to submit assignments to the Counseling Center.
Parents must call first to make sure assignments have
been submitted and are ready for pick-up.

The make-up of work for classes missed due to
absences not excused by the school is up to the
discretion of the teacher. Make-up work for classes
missed due to suspension is explained in the
discipline section of this handbook.

NATIONAL HONOR SOCIETY

Our Lady of Good Counsel sponsors the Xaverian
Chapter of the National Honor Society. Membership
is open in the fall of each year to qualified juniors
and seniors. The following qualifications for
membership are carefully considered and evaluated
by the Faculty Council:

• Each candidate must have completed at least
  one full academic year at Good Counsel
  maintaining a 3.7 cumulative GPA with no
  “Ds” or “Fs.” Transfer students who are
  already members of the NHS are
  automatically given membership.
• Each candidate must demonstrate
  involvement in activities, which reflect a
  high level of commitment to scholarship,
  leadership, character, and service above and
  beyond the basic requirements of the school.
Students are invited to complete an
application after they have met the GPA
requirement. The application has a precise
due date and directions that give the student
ample time to complete its requirements.
• Membership decisions are determined by a
  five member faculty council based on a
  review of a student profile and faculty input.
  It is important to note that this is a selective
  process and not all nominees will be
  appointed to the Xaverian Chapter of the
  NHS. Satisfaction of the Scholarship
  criteria does not guarantee selection.
• Members of the National Honor Society are
  required to participate in a variety of school-
  based and community-based activities, which
  help to highlight the members’
  commitment to the goals of the organization
  and to further the mission of Our Lady of
  Good Counsel High School.
• Students should expect that an incident of
  academic dishonesty or other behavioral issues
  may affect inclusion in or result in expulsion
  from the National Honor Society, other school
  organizations/activities and leadership positions
  at the sole discretion of the school.

ACADEMIC PROBATION

Academic Probation is a set period of time during
which a student’s academic performance is closely
monitored. After consulting with teachers and
counselors, the Assistant Principal of Academic
Affairs places a student on Academic Probation.
Parents are notified by letter. During the probation
period, counselors will review academic progress. At
the end of the probation period, a decision is made to
(1) remove the probation status, (2) continue the
probation status, or (3) dismiss the student from
Good Counsel or non-renew the student’s enrollment
contract for future academic years.

REPORTS TO PARENTS

Records and Transcripts

Upon a parent/guardian’s written request to the
Studies Office, and with approval from the Business
Office, school records will be sent directly to the
school of choice. The School reserves the right to
withhold transcripts for students whose tuition
accounts are in arrears. Two dollars is charged for
each transcript.

Parents/guardians may access the cumulative record
of their child. Parents are required to make this
request at least 24 hours prior to obtaining access,
which shall be granted in the presence of a counselor
or an administrator. All teachers have access to
student files, as do the counselors, the clerical staff,
and the administration. This includes testing and
accommodation plans. The State Department of
Education, local public health department and other
governmental agencies or authorities may, per
federal, state or local law, also have access to
student files. Any other individual seeking access must have
written permission from a parent/guardian.

In the absence of a court order to the contrary, Good
Counsel will provide a non-custodial parent with the
academic records of his/her child and other school
related information regarding their child. If there is a
court order specifying no information is to be given,
it is the responsibility of the custodial parent to
provide Good Counsel with an official copy of the court order.

**Reporting Periods**

There are four marking periods each year. Report cards will be posted to the Portal at the end of October, the middle of January, the end of March, and in mid June. The Parent Portal is used as the academic progress report to parents. **Parents are expected to check the Portal to monitor student grades in each subject.**

**Parent Conferences**

During the first quarter, the school offers one formal Parent/Teacher Conference day. Conferences may be scheduled online or through the Registrar. Parents are encouraged to make an appointment with the student’s counselor and/or teacher of any course in which their child currently has a “D” or lower for a marking period. Students who receive below 52 percent at the end of the first semester may be required to meet with the Assistant Principal for Academic Affairs, the counselor, and their parents to develop an academic improvement plan. Teachers may be reached throughout the year by voice mail or email. Individual numbers are listed on the school’s website, www.olgchs.org. Email is the best method to communicate with a teacher.

**STUDY HALL**

Students who are not scheduled for class during a specific period are assigned to a Study Hall. Students are expected to report to Study Hall on time so attendance may be taken. This time is to be used in an appropriate and educationally productive way. Depending on availability of space, students may sign out to go to the Media Center, a Resource Room, or the Computer Lab.

During Study Hall time, students are to be engaged in study, without conversing with other students. Students may not leave without an appropriate pass from the teacher. In addition, students may not eat or drink at any time during Study Hall.

Seniors in good academic and discipline standing will have the option of not being assigned to a study hall for one period out of the two day cycle. When seniors are not scheduled into a study hall, they may be eligible to participate in senior check-in/checkout on the school days that they are not scheduled for the first/last period of the day.

**SCHEDULES**

**MONDAY, TUESDAY, AND WEDNESDAY SCHEDULE**

<table>
<thead>
<tr>
<th></th>
<th>Blue Day</th>
<th>Gold Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 9:25</td>
<td>Period 1B</td>
<td>Period 1G</td>
</tr>
<tr>
<td>9:30 – 10:55</td>
<td>Period 2B</td>
<td>Period 2G</td>
</tr>
<tr>
<td>11:05 – 11:15</td>
<td>COMMUNITY</td>
<td></td>
</tr>
<tr>
<td>11:20 – 1:15</td>
<td>Period 3B</td>
<td>Period 3G</td>
</tr>
<tr>
<td>1:20 – 2:45</td>
<td>Period 4B</td>
<td>Period 4G</td>
</tr>
</tbody>
</table>

LUNCH 1 (11:20 – 11:45)  LUNCH 2 (11:49 – 12:15)
LUNCH 3 (12:19 – 12:45)  LUNCH 4 (12:49 – 1:15)

**THURSDAY SCHEDULE**

<table>
<thead>
<tr>
<th></th>
<th>Blue Day</th>
<th>Gold Day</th>
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</thead>
<tbody>
<tr>
<td>8:45 – 10:03</td>
<td>Period 1B</td>
<td>Period 1G</td>
</tr>
<tr>
<td>10:08 – 11:24</td>
<td>Period 2B</td>
<td>Period 2G</td>
</tr>
<tr>
<td>11:29 – 1:24</td>
<td>Period 3B</td>
<td>Period 3G</td>
</tr>
<tr>
<td></td>
<td>(Lunch)</td>
<td>(Lunch)</td>
</tr>
<tr>
<td>1:29 – 2:45</td>
<td>Period 4B</td>
<td>Period 4G</td>
</tr>
</tbody>
</table>


**FRIDAY WITH LARGE COMMUNITY SCHEDULE**

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<thead>
<tr>
<th></th>
<th>Blue Day</th>
<th>Gold Day</th>
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</thead>
<tbody>
<tr>
<td>8:00 – 8:40</td>
<td>Large Community</td>
<td>Large Community</td>
</tr>
<tr>
<td>8:45 – 10:03</td>
<td>Period 1B</td>
<td>Period 1G</td>
</tr>
<tr>
<td>10:08 – 11:24</td>
<td>Period 2B</td>
<td>Period 2G</td>
</tr>
<tr>
<td>11:29 – 1:24</td>
<td>Period 3B</td>
<td>Period 3G</td>
</tr>
<tr>
<td></td>
<td>(Lunch)</td>
<td>(Lunch)</td>
</tr>
<tr>
<td>1:29 – 2:45</td>
<td>Period 4B</td>
<td>Period 4G</td>
</tr>
</tbody>
</table>


Note: On Fridays with Faculty/Staff meetings in the morning (see the school calendar), school does not start until 8:30 AM.

**TWO-HOUR DELAY SCHEDULE (No Community)**
<table>
<thead>
<tr>
<th>Time</th>
<th>Blue Day</th>
<th>Gold Day</th>
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</thead>
<tbody>
<tr>
<td>10:00 – 10:50</td>
<td>Period 1B</td>
<td>Period 1G</td>
</tr>
<tr>
<td>10:55 – 11:45</td>
<td>Period 2B</td>
<td>Period 2G</td>
</tr>
<tr>
<td>11:50 – 1:50</td>
<td>Period 3B (lunch)</td>
<td>Period 3G (lunch)</td>
</tr>
<tr>
<td>1:55 – 2:45</td>
<td>Period 4B</td>
<td>Period 4G</td>
</tr>
</tbody>
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**STUDENT LIFE**

**TRANSPORTATION MANAGEMENT**

Our Lady of Good Counsel High School has a signed Traffic Mitigation agreement with Montgomery County. The goal is to decrease the amount of traffic on the surrounding roads. In order to meet this goal, the school encourages Bikers, Walkers, Student Car Sharing, Parent Car Sharing, Public Transportation, and the use of the school’s Bus Service. Please direct all questions or suggestions to John Poulos at 240-283-3390.

**ATTENDANCE**

Regular attendance is extremely important to the academic success of the student. Excessive absenteeism or tardiness may result in disciplinary consequences up to and including dismissal from the school or non-renewal for future academic years at the sole discretion of the school. School holidays, vacations, and professional days are published on the annual calendar at the end of this handbook and can be viewed on the calendar on the school’s website.

Absences and tardies are noted on the student's permanent record. Classes begin promptly at 8:00 am Monday, Tuesday, Wednesday, and at 8:45 am on all Thursdays and some Fridays. The end of the school day is at 2:45 pm. Seniors may leave after their last class if they are scheduled in senior checkout, have a senior checkout permission slip on file in the attendance office, and have signed out in the attendance office at the end of the day. Seniors who do not have a first period class can report to school after the start of first period if they have a senior check-in permission slip on file in the attendance office. These students must check-in upon their arrival to school.

A student who is absent from a single class for ten or more days, due to excused as well as unexcused absences, will be placed on an attendance plan that can affect eligibility to participate in extracurricular activities. This plan of action will be designed to assist the student in continuing his/her studies and plans for attendance. A Dean of Students, Administrator, and/or the student’s counselor will meet with the student to monitor the student’s attendance. Absences determined to be excessive by the administration and/or failure to follow the attendance plan may result in loss of academic credit.

Excused absences include:

- Personal illness
- Death in the immediate family
- Religious observances
- College visits (must be requested one week in advance through the Counseling Department)

All other absences are considered unexcused. The Deans of Students hold final authority in determining whether a particular absence is excused or not. It is the student's responsibility to seriously consider the effect which regular attendance has on academic success and to realize that unnecessary absences hinder academic growth and may result in loss of credit. Likewise if/when parents allow a student to be absent for reasons not excused by the school, they are reminded that absences exceeding ten will result in a plan of action that will mandate attendance.

Parents are required to call the school's 24-hour attendance line (240-283-3233) before 8:00 am each day of a student's absence. If no call is received, the student will be regarded as truant and normal truancy procedures will be initiated which may include loss of credit and/or detention. When a student returns to school, he/she must present a note from the parent to confirm the telephone call on the day(s) of absence. The note is to be presented to the Attendance Office before school in the morning. Failure to adhere to this policy will result in disciplinary action.

Medical and dental appointments are to be made so the student will not miss class. If, however, a student MUST leave school during the day, he/she must present a note to the Attendance Office before school. The note must include the date, reason for
and time of dismissal, time of anticipated return if applicable, parent signature, and parent work/cell telephone number.

A student must sign out with the Attendance Office or the Health Room before leaving the building. Students who leave campus during the school day must have parental permission and permission from the Attendance Office. **Students who leave campus without signing out will be placed on disciplinary probation and face additional disciplinary action.**

**Homework for Absentees**

If a student is absent for three days or more, parents must contact the counseling administrative assistant at 240-283-3224 to ask that homework be gathered. The counseling secretary will leave a request with the teachers. The homework assignments will be available by the end of the next school day in an envelope on his/her counselor’s door. Please note that some teachers post assignments on their OLGCHS web site and/or provide weekly/monthly assignment lists.

**Physical Education Excuses**

The student is to bring the teacher a note from his/her parent if he/she is to be excused from participating in physical education class for reasons of illness or injury. This note must be presented before the start of class. When such an excuse is granted, the student will be unable to participate in athletic events on that day as well. Repeated or extended excuses (more than 3 times) require a physician's note in order to be deemed excused. Students must participate in 60% of classes to receive credit; failure to meet this criterion for any reason will require the credit to be earned at another time. [Failure to participate more than once will not be permitted to be made-up; absent extenuating circumstances, medical excuses must be made-up by the end of the semester in order to receive credit. A medical note from a doctor must be received by the school after the third consecutive day of missing class; bi-weekly notes must follow in order to have the missed days eligible for make-up.

**Lateness**

School begins promptly at 8:00 am except on Thursdays when classes begin at 8:45 am and on some Fridays, when classes begin at 8:45 am. Any student arriving later than ten minutes into the class will not be admitted to class without a note from the Attendance Office. Students and parents are responsible for the knowledge that traffic is a constant problem in the Washington area. Consequently, it is the student’s and parent’s responsibility to allow sufficient time to arrive to school on time and tardiness due to traffic will be unexcused. Students should plan to arrive to school no later than 7:45 am. Any unexcused tardy, within the first ten (10) minutes of class, will result in three demerits. Unexcused tardiness between 10 – 30 minutes will be classified as an unexcused absence and will result in one-hour of Saturday detention. Unexcused tardiness in excess of 30 minutes will also be classified as an unexcused absence and will result in two hours of Saturday detention. Making up work that is missed due to an unexcused tardy/absence will be left to the teacher’s discretion. Class time missed due to tardiness may be made up after school or may result in loss of credit for work missed. If a teacher (or substitute teacher) does not arrive within the first ten (10) minutes of class, one representative of the class should report the situation to the main office. Students who dismiss themselves will be considered to be skipping class.

**Participation in any extracurricular activity requires a full-day attendance at school and presence in all class periods on the day of the activity.**

If partial absence is due to a doctor’s appointment, a note from the doctor’s office must be presented upon arrival to school for participation in any extracurricular activity to be permitted. Participation due to special circumstances will be determined by the Deans of Students.

All notes regarding attendance or lateness must be presented to the attendance office upon the student’s return.

**BUILDING USE**

In order to maintain a safe environment at Good Counsel, the building is open as follows: The main front door is opened at 7:30 am each school day for visitors. All other doors to the school building are opened at 7:30 am. The school building is locked shortly after 8:00 am and at 3:30 pm. Students who are in the school building before 7:30 am or after 3:30 pm must be with either a teacher, coach or moderator. Students in the Litton Gymnasium, Kane Center, or weight rooms are to be with a coach, moderator or teacher. Students not under the direct
supervision of a teacher, coach, or moderator, must report either to the Gallery or to the after-school Study Hall at 3:30 pm and remain there until their transportation arrives. A moderator will be present in the Study Hall until 6:00 pm. All students are expected to leave campus by 6 pm unless they are participating in a school sponsored and supervised activity. Parents who arrive to pick up their children should enter the North Parking Lot and pick them up outside the Dining Hall exit. As of 6:00 pm,

After School Study Hall Polices for 3:30 – 6:00 pm (room TBD):

- Students must sign in upon arrival.
- Students are expected to arrive by 4:00 pm. Any student arriving after 4:00 pm must have a pass from their teacher, coach, or moderator to excuse their late arrival.
- Phone calls in and out of the Study Hall are allowed only under the direct supervision and/or permission of the proctor.
- The after school use of the Study Hall is a privilege. This privilege can be revoked for a single or a pattern of inappropriate behavior.
- Students who display any type of inappropriate behavior will be asked to immediately leave the Study Hall.
- After signing out of the Study Hall, students must exit the building.
- Food and/or drinks are prohibited in the Study Hall from 3:30-6:00 pm.
- The Study Hall is closed on school days with an early dismissal.

Students are required to stay in the building during the school day unless a specific school activity is scheduled. Students may go to the parking lot only if they have permission from an administrator or a Dean of Students.

The use of Locker and Team Rooms is limited to only in-season athletes before and after school. Students enrolled in a Physical Education class are permitted to use the appropriate Locker Room only during their class period. **Failure to comply with the Locker Room policy will result in disciplinary action.**

**DINING HALL**

A free and balanced lunch menu is available each day. Students are expected to use good table and eating manners and must clean up after themselves. All students sitting at a table are responsible for the condition of the table upon dismissal. **The consumption of food and drink is confined to the Dining Hall.** Students are to remain in the Dining Hall during their assigned lunch period. All backpacks and books must be left in the student’s lunch-period class. The teacher will lock the room to protect personal belongings.

**CAMPUS MINISTRY**

Campus Ministry integrates the school’s Catholic and Xaverian mission and identity into day-to-day life through four pillars: Word & Worship, Retreat, Christian Formation and Service. A Director, a Chaplain, two Associate Campus Ministers, and one Associate Campus Minister for Xaverian Service collaboratively coordinate Campus Ministry.

**Word and Worship**

Prayer is a sustaining force in the community on a daily basis and at special events. The entire community gathers for prayer at least seven times each year: the Mass of the Holy Spirit, All Saints Day, the Feast of St. Francis Xavier, Ash Wednesday, the Immaculate Conception, the Annunciation, and the Feast of Our Lady of Good Counsel. Other liturgies include the Junior Class Leadership Mass, the Senior/Mother Mass, the Baccalaureate Mass, Life Issues Day, and Holy Week. Students who are interested in being involved in the Liturgy should see Campus Ministry about becoming a lector, acolyte, or member of the Liturgical Planning Team. As a Catholic school, worship lies at the very core of who we are and what we believe. Students are expected to be present for all school liturgies and may not be absent without permission from the administration. Parents are asked to ensure their children’s presence for all school Masses, especially those which immediately precede a school holiday.

Mass is celebrated on each Holy Day. In addition, daily Mass is celebrated at 7:30 am in the Chapel. Through Religion class, students are given the opportunity to plan and to participate in a class Mass in conjunction with their study of the Sacraments, and may have the opportunity to receive the Sacrament of Reconciliation with their religion classes. Our chaplain serves as spiritual director and
pastoral counselor for the school community. He also provides for the sacramental needs of the school and is always available for individual confession, if requested.

Retreats

Attendance at and participation in freshman, sophomore, and junior year retreats are a graduation requirement. If a student is medically unable to attend or participate in a retreat, it must be documented by a licensed physician and presented to the school prior to the retreat.

If a student fails to attend or participate in the freshman, sophomore, or junior year retreat, the student is subject to disciplinary action up to and including dismissal from the school or non-renewal of his or her enrollment contract for future academic years, at the sole discretion of the school.

The retreat experience provides an opportunity for spiritual formation. The Freshmen Retreat Day of Service is a one school day experience, integrating faith and action. Students participate in service at various local placements, and conclude the day with reflection and prayer.

The Sophomore Retreat is a one day retreat that will focus on the Xaverian Charism and the life and legacy of Theodore James Ryken. The students will be challenged to reflect on their role as emerging leaders in an XBSS school as they examine their strengths, weaknesses, and leadership potential.

The three-day Junior Retreat allows students to explore relationships with self, God, and others.

Each year, three optional Senior Retreats are scheduled. Senior Retreat focuses on deepening one’s relationship with God and helping seniors to listen to God’s Call in their lives.

Attendance at and participation in Freshman Retreat, Sophomore Retreat, and Junior Retreat are graduation requirements. Please consult the school calendar for specific dates.

The school considers retreats to be an essential part of the overall educational process. In terms of importance, retreats take precedence over all sports and extra-curricular activities. Should a student desire to reschedule his/her retreat date due to a conflict with an athletic or personal commitment, the request must be made by a parent in writing no later than four weeks prior to the scheduled retreat for freshmen and sophomores and no later than eight weeks prior to the scheduled retreat for juniors. Requests for rescheduling of retreat dates will be granted at the sole discretion of the school.

The L.I.F.E. program is part of the Retreat pillar. “Living in Faith Experience” (L.I.F.E) is designed as both a preparation for and follow up to the Junior Retreat. L.I.F.E. is held once a month, on a weeknight from 6-8 pm at school, and is open to all juniors and seniors. The meeting itself is a mini-retreat, consisting of prayer, icebreakers, talks, and small-group sharing. Each month’s meeting has a designated theme and provides a positive way for students to discuss their faith and deal with relevant issues in a safe, supportive environment.

Christian Formation

Through its programs, Campus Ministry seeks to form all students in the Xaverian Christian tradition and strives to foster Christian character and values. All students are challenged to develop skills of leadership and an awareness of the call to work for justice and peace.

In the fall of junior year, ten juniors are selected to serve on the school's XBSS team, which collaborates with their colleagues from other Xaverian schools in transmitting the uniquely Xaverian charism to the wider student body.

Xaverian Leaders (the XBSS team) are charged with promoting knowledge of and solidarity with the XBSS network of schools. The members of XBSS provide leadership and example in the spiritual life of the school, in service, outreach, and Christian character.

Other student leaders (Campus Ministry leaders) help direct retreats, the L.I.F.E. program, and Peace & Justice activities. They have a responsibility to model servant leadership, as shown to us by Jesus Christ, and to grow in faith as they deepen their relationship with God. These leaders are chosen through a process that begins in late April of each year. All leaders are required to attend the Leadership Institute (LI) during the summer. Students interested in applying to be a leader should be attentive to announcements regarding the application process in early April and should be sure to reserve the dates of LI. All juniors, as well as freshmen and sophomores selected at the beginning of the school year, are invited to participate in the Leadership Formation program, which provides on-going training to
students looking to improve their leadership skills through a series of workshops on a variety of topics.

In response to the XBSS call, to educate students in Gospel values and Catholic social teaching, the Peace and Justice program offers students opportunities to learn about and respond to a variety of social issues throughout the year. The Peace and Justice Team conducts various activities that call the OLGc community to share its gifts of time, treasure, and talent. All drives and charitable fundraisers held at school must be approved by the Advancement Office and coordinated through the Campus Ministry Office. The number of school-wide drives is limited so as to draw focused attention to a select number of social concerns each year.

**Xaverian Service**

Community service is an integral part of Good Counsel’s identity as a Xaverian Brothers Sponsored School and a graduation requirement. Promoting personal and spiritual growth, students are encouraged to live the Xaverian ideal and “fall in love with the service of God.” Students must complete service at an approved site (either one listed on the school’s website or has received pre-approval from the Associate Campus Ministry of Service through an Intent to Serve form).

**Service Requirements:**

**Note:** Material goods preparation and/or delivery (sandwiches, meals, blankets, etc) will not be accepted for service hours.

**Freshmen:** Freshmen are required to perform 10 hours of service in an approved program serving at non-profit agencies that work with poor and/or marginalized people and are in accord with Catholic Church teaching.

**Seniors:** Seniors are required to perform 40 hours of service in an approved program serving at non-profit agencies that work with poor and/or marginalized people and are in accord with Catholic Church teaching. **Seniors are encouraged to focus on a specific theme (e.g. homeless people, the elderly, the sick), although this is not required.** In addition to their 40 hour commitment, Seniors are excused from classes for a school-day in order to perform service at So Others May Eat (S.O.M.E.), a soup kitchen in the District of Columbia, with a group of their peers and a faculty/staff moderator. Seniors missing their assigned date without a doctor’s note must schedule a visit to S.O.M.E. to serve both breakfast and lunch on a non-school day. Service at S.O.M.E. is a requirement for diploma and transcript conferral and must be completed by May 31, 2017.

Seniors who do not complete their senior year service requirement will not receive their diplomas and their transcripts will be withheld from colleges until they have completed all service requirements. The grade for Community Service will remain an F even after the completion of the requirements in the summer months; however, a P will be placed on the transcript under the title Summer Service.

**Service Policies:**

- Hours served in addition to the yearly requirement may not be carried over from one academic year to the next. Students, however, are encouraged to turn in all records of service, even those different from and beyond their requirements, so that these records may be used when verifying service hours for college applications, scholarships, etc.
- Helping with family matters does not fulfill service requirements.
- Students cannot be released from school to travel to or complete service requirements.
- It is important to recognize the difference between free labor (or simply working without payment) and true Xaverian service.
- Only ten hours can be claimed per day of work unless explicit permission to do more has been granted by the Associate Campus Minister for Service.
- While each student is individually responsible for finding places to serve,
students should check the Xaverian Service bulletin board, daily announcements, school email and the Good Counsel website for updates throughout the year.

- Fundraising done for a team or in-school organization does not qualify for community service hours. Meetings and and other responsibilities to teams or in-school organizations do not qualify as service.
- Service performed by organizations at Good Counsel may qualify for service hours when performed outside of regular school hours and must be pre-approved by the Associate Campus Minister for Service.
- Commuting to and from the service activity cannot be included in the service hours.
- Religion classes will coordinate class stewardship projects during the school year. Stewardship projects do not count towards the service requirement.
- Family members may not sign Service Verification Forms.

Denial of Service:
If a student receive a notice that submitted hours are in question, they should speak with the Associate Campus Minister for Service immediately. If a student fails to do so within 30 days of notification, their hours may not be accepted.

Service Portfolio Pieces:

Online Intent to Serve Request: Students wishing to serve at places not listed on the Campus Ministry website MUST submit an “Intent to Serve Request” to the Associate Campus Minister for Service through the Service section of the school website **two weeks before** completing the service activity. Students will receive notification of approval/problems within one week. Service hours offered by other teachers or coaches must also be verified by the Associate Campus Minister for Service prior to completing the service activity. Failure to receive **preapproval** may result in a rejection of hours.

Service Verification Form: Students must submit a Service Verification Form to the Campus Ministry office as soon as possible upon completion of their service hours. These forms are available online and must be submitted in duplicate to the Campus Ministry office within 30 calendar days of completion. One copy of the form is returned to the student in Small Community as a receipt. If this receipt is not received within one week of submission to Campus Ministry, the student should see the Associate Campus Minister for Service.

PLEASE NOTE:
Forms for service completed during the summer months must be submitted by September 9, 2016 in order for the hours to be considered towards the service requirements. A student whose hours are completed throughout the school year, submitted within one month (30 calendar days) of the activity, and forms are received by April 20, 2017 will earn a “Pass” for service. Hours that are received more than 30 days after their completion will not count towards the service requirements.

Students who perform group service activities moderated by Good Counsel faculty or staff can expect the moderator to submit proof of student participation directly to the Associate Campus Minister for Service. Students are still responsible for checking that these hours have been correctly entered and are listed on their individualized MyBackPack Service Report.

Any misrepresentation of information on Service Forms will result in academic disciplinary action and/or an automatic failing grade in Xaverian Service for the school year.

The Service grade becomes part of the student’s transcript. Since it is not awarded academic credit, it does not affect the GPA. The grading scale is as follows:

- **P** Student completed service requirement and submitted paperwork within 30 calendar days of service and no later than April 20, 2017.
- **F** Student failed to complete service requirements as specified in the policy and/or submit all of the associated paperwork before April 21, 2017.

NOTE: Any Freshman, Sophomore or Junior who fails Community Service for the year must complete the hours over the summer. Upon completion, a P is placed on the transcript for Summer Service, however, the original F for Community Service remains on the transcript as well. Completion of service hours is a graduation requirement for Seniors. Failure to complete service hours may result in disciplinary action up to and including dismissal from the school or non-renewal for future academic years, at the sole discretion of the school.

Service grade changes cannot be made after May 24, 2017.
[Any service performed by underclasspersons after May 28 and/or during the summer will be applied to the following school year based on individual needs.]

**Reflection Paper:** Prior to the completion of the academic year, each student will submit a reflection paper to his/her Religion teacher. This paper is written in order to integrate the service experience into the religious life experience as a whole, and is a graduation requirement.
CODE OF CONDUCT

Students of Our Lady of Good Counsel High School know that they are a part of an elite group of students. They have made the commitment to:

- Live the Catholic faith.
- Respect self and others.
- Show pride in their school, community, and self through spirit, service, behavior, and appearance.
- Help each other grow spiritually and intellectually.

The conduct of a Good Counsel student flows from the Mission Statement of the school. At Good Counsel, faculty and students give evidence of and experience Christian values. Students are encouraged to grow in their understanding of moral and honorable behavior in a manner which promotes genuine respect for one’s self, as well as other people’s property, space, and time. In order to build a community where trust and respect are at the foundation, it is important to strive for the highest standards of honesty, integrity, and responsibility for one’s actions. In order to achieve an atmosphere where the Catholic faith, academic excellence, service, leadership, and Christian character can be pursued, students and their parents must support the policies and regulations set forth by Our Lady of Good Counsel High School.

Good Counsel’s Code of Conduct is an agreement between students, parents, and the school that reinforces the school’s philosophy and expectations and guides behavior toward one another. Consequently, the Code of Conduct stresses rights and privileges that are balanced with responsibilities. Each student, parent, faculty member, staff member, and administrator is personally responsible for ensuring the Christian spirit of the school. The following is a listing of the primary rights and responsibilities of students and parents.

**Student Responsibilities**

**Student Responsibilities:**

1. Behave towards others like you want them to behave towards you
   a. Be respectful of fellow students and all adults
   b. Be courteous
   c. Conduct yourself in a manner becoming a young, Christian adult
   d. Listen
   e. Use only language conducive to the Christian beliefs and attitudes of a Catholic school

2. Regularly attend school and school-related functions
   a. Arrive to all classes on time
   b. Never be out of class without a hall pass

3. Be prepared for school
   a. Bring books, paper, pens, pencils, and other supplies to class
   b. Complete assignments on time
   c. Check school email every day, failure to check email will not be an acceptable excuse
   d. When absent, make up work promptly
   e. Be in dress code when you arrive and until you leave school

4. Participate in class and other activities
   a. Ask for help when you don’t understand something
   b. Participate in clubs, sports, and other activities according to the rules and requirements of those activities
   c. Contribute to the school in a positive manner

5. Work to prevent and resolve problems
   a. Do your work honorably without the sharing or taking of someone else’s work
   b. Follow class and school rules
   c. Behave in a safe manner
      (1.) Drive safely and park only in designated areas
      (2.) Abstain from fighting and/or gambling at any time
      (3.) Do not bring onto campus any item or material that may be considered
dangerous, including but not limited to guns, knives, explosives, or other weapons. ]
(4.) Do not use, possess, and/or distribute any prohibited, controlled, or illegal drugs, including alcohol and tobacco products, and/or drug paraphernalia, on campus or at school functions

d. Ask for help if there is a problem
e. Use appropriate verbal and non-verbal communication
f. Be honest
g. Take responsibility for your own actions and recognize consequences
h. Meet the academic and social expectations of the school
i. Secure all of your valuable possessions by locking your locker(s) and keeping your materials with you or in a locked classroom at all times

6. Provide community service by fulfilling the requirements of the community service programs.

Parent Responsibilities

Parents will be informed of their child’s academic progress and behavior, and will be informed of all serious disciplinary actions concerning their child.

Parent Responsibilities:

1. Set goals for your child
   a. Cooperate with the school to support all policies and procedures
   b. Expect your child to achieve in school to the best of his/her ability
   c. Set up rules and expectations at home that support the school, including, among others:
      (1.) Be present at all parties in your home
      (2.) Never provide alcohol for students

2. Communicate with your child and the school
   a. Communicate with your child’s teachers by email, phone, or in person. PLEASE NOTE: meetings with teachers are by appointment only. Teachers may not be available for unannounced or impromptu meetings.
   b. Tell your child that you expect him/her to attend school every day, be on time to classes, complete homework, and cooperate with school personnel in a respectful and productive manner
   c. Attend Parent Association meetings
   d. Attend functions in which your child participates
   e. Inform the school of any unusual circumstances that may affect your child’s learning and/or behavior
   f. Provide the school any and all custody agreements or other legal documents relevant to educational or health decision making.

3. Help your child to learn
   a. Provide a regular place to do homework
   b. Be available to assist your child with homework when needed but do not do his/her homework for him/her
   c. Help your child to organize his/her school work and time
   d. Ask the school for assistance if needed
   e. Encourage your child to do homework on the night it is assigned.

4. Encourage and praise your child
   a. Recognize your child’s efforts and accomplishments
   b. Help your child develop pride in him/herself and the school

5. Monitor your child’s education
   a. Discuss school with your child every day
   b. Establish and maintain appropriate communication with the faculty and administration
   c. Make sure your child is in dress code every day
   d. **Check the Portal to see grade updates and contact the teacher with any concerns.**

Parents/guardians of each student are responsible for supporting the school’s standards of conduct, policies, and procedures and for interacting with all faculty/staff, coaches, students, and other parents in a respectful and courteous manner. It is essential that students, parents, and school officials work together to ensure that each student receives a value based, Christian education. Normally, philosophical differences between families and the school can be resolved. If, in the opinion of the Administration, this partnership becomes irreparably harmed, the President can require the parent/guardian to withdraw his/her child from the school.
Student Conduct

Realizing that an all-inclusive listing of various expectations would be impossible to outline on these pages, the school reserves the right to take appropriate action for any offense that, in the opinion of the faculty, staff, or administration, violates the good behavior expected of a Good Counsel student. Our Lady of Good Counsel High School reserves the right to take disciplinary action, up to and including dismissal, against any student who participates in any activity after school hours and off school grounds, if that activity, in the sole discretion of Good Counsel, would render the continued matriculation of that student at Good Counsel inconsistent with the overall mission and goals of Our Lady of Good Counsel High School or if the student’s behavior is harmful to the school’s reputation.

Our Lady of Good Counsel expects all students to be good citizens, both on and off campus. Any behavior that violates the Student Code of Conduct or any behavior that negatively impacts the reputation of the school may result in disciplinary action up to and including dismissal from the school or non-renewal of the student’s enrollment contract for future academic years, in the sole discretion of the school.

Please be aware that the school reserves the right to search students, backpacks, cars, lockers, electronic devices and other materials brought on campus. The school employs the use of a passive alcohol detection system. Our Lady of Good Counsel High School reserves the right to randomly test students for alcohol and drug use during the school day and during school functions.

Any behavior that disrupts classes, causes disorder, violates the rights of others, violates specific rules of the school, or is unsafe will result in disciplinary actions.

The following topics define areas of specific school rules and the consequences for not following them.

Cell Phones

Students may NOT be in possession of their cell phones during the school day, 8:00 AM until 2:45 PM. Cell phones must be turned off and placed in students lockers during the school day. Violations of this policy will result in confiscation of the cell phone and assignment of two hours of detention. Any cell phone or other electronic device brought on campus or connected to the school’s network, may be searched by the school at any time.

Mass and Large Assemblies

Student expectations for Mass and Large Assemblies are the following:

- Sit in the assigned area
- Be respectful
- Be attentive to speakers and programs
- Follow all directions of faculty and staff members
- Be in dress code (Failure to comply may result in Saturday Detention.)

Boys are required to wear the uniform blue oxford cloth shirt with the GC logo and a tie for Mass Days.

Girls are required to wear the uniform blue oxford cloth shirt with the GC logo for Mass days.

Weapons

A student shall not possess, handle, transmit, or conceal any object that can be deemed dangerous on school grounds or at any school related function, including but not limited to any weapons or implements that can cause bodily harm, knives, metal knuckles, nunchucks, guns, rifles, firearms, and any object used as a weapon. Any violation of this rule may result in disciplinary action up to and including dismissal from the school or non-renewal for future academic years, in the sole discretion of the school.

Bomb/Facsimile Possession or Bomb Threats

A student shall not possess, handle, transmit, threaten, or conceal any object that can be construed to be a bomb or a bomb facsimile. Any violation of this rule may result in disciplinary action up to and including dismissal from the school or non-renewal for future academic years, in the sole discretion of the school.

Fighting or Assault

A student will not use physical force or cause or inflict physical injury to any member of the Good Counsel community or anyone else while on school property or at school related events. This rule also applies if the Good Counsel student is still in dress code or in any Good Counsel paraphernalia anywhere, the same rule applies. If the fight occurs
between two Good Counsel students, both students will be held responsible for the fight and must accept the consequences. It is the responsibility of students to prevent and resolve problems before fighting becomes an issue. The consequences for fighting include anything up to and including dismissal or non-renewal for future academic years at the sole discretion of the school.

Alcohol, Drugs, and Tobacco

Good Counsel is a tobacco-free campus. Students may not be in possession of, use, or distribute tobacco on campus or at any school related function. This policy includes e-cigarettes and similar devices. In addition to the strict rules on campus, students may not smoke anywhere within a two mile radius of the school.

A Good Counsel student is expected to refrain from the possession, use, and/or distribution of alcohol or any prohibited, controlled, or illegal drugs, and/or drug paraphernalia. Good Counsel will use whatever means available to work toward a safe and drug-free campus. These include working with the canine unit of the Montgomery County Police, involving local authorities, and increasing our own surveillance and random checks. Students who engage in any of the above behaviors or are under the influence of alcohol or drugs on campus or at school functions are subject to disciplinary action, up to and including dismissal from the school or non-renewal for future academic years. The school will conduct an investigation of a student who exhibits behavior of being under the influence of alcohol/drugs, and if the investigation confirms the suspicion, the school will take disciplinary action. Generally, the consequence for possession, use, and/or distribution of any prohibited, controlled, or illegal drug and/or drug paraphernalia on campus or at a school function will be dismissal from Good Counsel.

From time to time, the school may use drug detection canines to search the campus, including but not limited to lockers, personal items and vehicles on campus.

All freshmen and their parents participate in Community of Concerns, a program designed to educate families on the dangers of drugs and alcohol.

School Name, Seal and Logo:

The school name and related images represent the Xaverian charism, the teachings of the Catholic Church, and the reputation of the Good Counsel community and must be used responsibly. The use of the school name, seal, logo and all permutations thereof are reserved for official use by the school and may not be used by any parent, student or volunteer without the express written permission of the administration. Violation of this policy will result in disciplinary action, up to and including dismissal from the school or non-renewal for future academic years.

Theft and/or Damage of Property

A student shall not steal and/or damage the property of another person or the school. This includes but is not limited to all computer hardware and software (computer viruses, etc.). Possession of any other person’s property without his/her permission is considered theft. Students must immediately turn any found items to the nearest adult or to the lost and found in the school’s main office. Vandalism, destruction of property, including defacing student or school property, such as writing on a desk or bulletin boards, and/or theft will result in disciplinary action, up to and including dismissal from the school or non-renewal for future academic years.

All students are expected to protect their personal possessions through the use of a locked locker(s) and by not leaving their possessions unattended.

Harassment/Bullying/Intimidation

Diversity is one of the strengths of our society as well as one of the hallmarks of a great educational community. Our Lady of Good Counsel is committed to maintaining an educational setting which is multicultural, multiethnic and multiracial. Respecting cultural differences and promoting dignity among all members of the school community are responsibilities each of us must share.

The school views bullying and intimidation as types of harassment.

Racial and ethnic harassment is a growing concern across school campuses. It has taken various forms, from criminal acts (assault and battery, vandalism, destruction of property) to anonymous, malicious
intimidation, most often directed toward persons whose race or ethnicity is readily identifiable. "With respect to the fundamental rights of the person, every type of discrimination, whether social or cultural, whether based on sex, race, color, social condition, language or religion, is to be overcome and eradicated as contrary to God's intent." (Vatican Council II, Gaudium et Spes, No. 29). In the educational context, harassment and discrimination interfere with students' opportunities to enjoy the educational program offered by Our Lady of Good Counsel.

We are committed to providing a learning environment that is free from discriminatory intimidation, insult, ridicule, or other forms of harassment. Sexual harassment or other harassment based on race, color, religion, gender, national origin, age, sexual orientation, or disability is prohibited. Any student who believes he/she has been the victim of harassment should report such conduct to a counselor, a Dean of Students, an administrator, a school nurse, a teacher, or another staff person.

**Hazing:**

Hazing or any act committed against someone joining or becoming a member or maintaining membership in any organization that is humiliating, intimidating or demeaning, or endangers the health and safety of a person.

Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. Hazing creates an environment and school climate in which dignity and respect are absent and therefore is contrary to the teachings of the Catholic Church.

No student, parent, teacher, administrator, or volunteer shall permit, condone, or tolerate hazing. This policy applies to hazing behavior that occurs on or off school property and during and after school hours. Invitation into campus organizations, athletic teams, and other activities undertaken by such organizations or individuals must be consistent with the stated purpose of the organization and the mission and rules of Good Counsel. Any activities that may be construed as hazing are prohibited. A person who engages in an act that violates school policy or law in order to be initiated or affiliated with a student organization shall be subject to discipline for that act.

Students found to be in violation of this policy are subject to discipline which may include but is not limited to detention, suspension or expulsion from Good Counsel. The administration will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, parent, administrator or other school employee or volunteer who is found to have violated this policy. The authorities may also be contacted depending on the nature of the hazing incident.

**Sexual Harassment**

Sexual Harassment including any unwanted, unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature is prohibited.

Prohibited Conduct may include, but is not limited to:

- Grabbing, touching or patting
- Sexual propositions
- Sexually offensive pictures, magazines, notes, calendars, cartoons, or jokes
- Unwanted flirtations or advances
- Verbal abuse
- Repeated pressure or requests for sexual activities
- Rewards for granting sexual favors or withholding rewards for refusing to grant sexual favors
- Graphic comments about an individual’s body or dress
- Sexually degrading names
- Spreading rumors or commenting about sexual behaviors
- Pressuring someone repeatedly for dates or unwanted sexual activities

Any harassing conduct including but not limited to insults, slurs, threats, intimidating, or hostile acts relating to a person’s race, gender, etc. is prohibited. Visual material that denigrates or shows hostility toward a person or group because of race, color, gender, etc. is also prohibited.

The school will not retaliate against any person who reports harassment of any kind. However, a person knowingly making a false or malicious complaint is subject to disciplinary action.

Students who feel that they are being harassed should report the incident(s) to a counselor, a Dean of Students, an administrator, the school nurse, a
teacher, or another staff person. When reporting an incident, it is helpful to provide as much information as possible.

Child Abuse
Our Lady of Good Counsel High School complies with the statutory requirement to report suspected child abuse to the appropriate agency(ies).

Public Display of Affection
Displays of romantic affection between students are not appropriate in the school environment. Kissing and other behaviors deemed inappropriate by the school are unacceptable and will not be tolerated. Students involved in public displays of affection will receive disciplinary action.

Student Arrests
Students who are arrested, indicted, ticketed or charged with a criminal act may be subject to school disciplinary action up to and including dismissal or non-renewal for future academic years. Action may be taken when the school learns of such an occurrence.

Acceptable Use Policy

The primary purpose of technology at Our Lady of Good Counsel High School (OLGCHS) is to enhance and support the school’s educational programs. All students will be issued iPads for use in the classroom setting. Use of the school’s technology, which includes computers, projectors, school issued iPads, and any device brought on campus including Bring Your Own Devices attached to OLGCHS network, software and Internet connection, is strictly for academic and administrative purposes and must be consistent with the educational objectives and mission of the school.

This Acceptable Use Policy (“AUP”) serves to prevent, among other things, unlawful activities by users online, unauthorized disclosure of or access to sensitive information, and to comply with the Children’s Internet Protection Act (“CIPA”). As used in this policy, “user” includes anyone using the computers, Internet, network, email, blogs, message boards, Finalsite, and other forms of direct electronic communications or equipment provided by OLGCHS. The AUP extends to OLGCHS provided equipment (laptops, iPads, etc) used off of OLGCHS property and personal devices brought on campus or connected to the OLGCHS network.

I. Educational Use of Technology

iPad, tablets, and all forms of technology are to be used for instructional purposes during the academic portion of the day. All devices MUST be registered with the IT Office and an agreement form(s) signed by student and parent. If a device is used for any purpose other than academic, the individual may face disciplinary consequences.

II. Policy Enforcement:

While the use of technology is strongly encouraged, its focus must be educational. Therefore, any personal use of technology is only allowed with teacher permission. The Department of Information Technology, moderators, and/or any other school officials have the authority to place and enforce limitations as they see fit. Violations or suspected violations of the acceptable use policy will be enforced through the Department of Information Technology and the Discipline Office. Violations should be reported to the Department of Information Technology immediately.

III. Ethical Conduct for Users:

Users must act in a responsible, ethical, and legal manner when utilizing technology. Users are expected to:

- use OLGCHS technology resources (computers, Internet connection, etc) for academic purposes during class time. Game playing is NOT permitted during class time.
- use only his or her account, password, or device. It is a violation of the OLGCHS AUP to allow any other user to access his/her account.
- recognize and honor the intellectual property of others; comply with legal restrictions regarding plagiarism and copyright; cite sources appropriately.
- refrain from reading, modifying, or removing files owned by other users.
help maintain the integrity of the school information system. Deliberate tampering or experimentation is not allowed; this includes the use of OLGCHS network and resources to illicitly access, tamper with, or experiment with systems outside of OLGCHS.

abstain from tampering with or attempting to tamper with hardware components and configurations and/or account or resource permissions.

use the OLGCHS network and resources in a manner that is consistent with the mission of the school. The use of the OLGCHS network for private gain is prohibited; examples include on-linesales, gaming, etc. Refrain from use of the school’s technology resources for illegal activity.

refrain from using offensive, obscene, or harassing language when using the OLGCHS network.

be good stewards of OLGCHS’s limited resources, including disk space, Internet connection, and paper. The cost of equipment replacement, repairs, and accessories will be incurred by the student if they become inoperable as a result student use.

properly license all software on any personally owned device. The use of non-licensed software violates the AUP.

refrain from bypassing the school filtering system via unauthorized proxy servers, apps, etc. Any attempt to intentionally bypass the school’s filtering system is considered a violation of the AUP. Use of 3G/4G, hotspots, or any other form of internet access constitutes a violation of the AUP.

assume no expectation of privacy. User activity can and will be monitored at any time. OLGCHS reserves the right to and will monitor, view, edit and/or remove any data, files, folders, emails, or other materials stored, created, maintained, used or otherwise accessed by users. In compliance with our rules regarding appropriate behavior and to maintain a safe school environment, the school reserves the right to conduct a random search, without prior notice, of any area of the school premises, including, but not limited to, the school’s electronic systems, devices and technological resources, as well as any item of a student’s personal belongings, including electronic devices brought on campus or connected to school’s network. The right to search and sanction is extended to any electronic resource used by students at school or school related activities. Electronic resources include, but are not limited to: iPads, student-assigned or student-owned computers, student email accounts, cell phones, other electronic equipment, all social media sites, etc. The administration reserves the right to hold students accountable for any material that is contrary to the mission and core values of OLGCHS posted on any site using their devices, equipment, or profiles, with or without the student’s permission. The administration may review social networking sites and other Internet activity at any time.

users are expected to abide by the generally accepted rules of Internet etiquette.

abstain from inappropriately representing OLGHS or members of its community in any web posting, blog, or other electronic communication.

keep the approved protective cover on their iPad. (1-to-1 school purchased iPads)

IV. Personal Electronic Devices:

Students may not connect personal devices to the GC Network.

V. Network

OLGCHS employs technology protection measures to block or filter, to the extent practical, access to visual depictions that are obscene, pornographic, harmful to minors or otherwise inappropriate over our monitored network. OLGCHS reserves the right to monitor users’ online activities and to access, review, copy, and store or delete any files or electronic communication disclosing them to others at the school’s discretion.

Student Network Accounts:

Upon entry to Our Lady of Good Counsel High School, each student receives a network account and
password to access the school’s technology resources. Account information is distributed to new students at the start of the school year.

- Students are required to use only their assigned account and password each time they log onto a school computer.
- Students should memorize their account information and/or find a safe place to store their password.
- Students should never share their passwords.
- Should a student believe that their account has been compromised, they should report the problem to the Department of Information Technology in room 319, immediately.
- Before leaving a computer, students must log off their account.

VI. Social Media/Cyberbullying

Given the frequency with which adolescents use social media, OLGCHS reminds students that Christian conduct extends to one’s personal life beyond the confines of school grounds and school activities. Good Counsel students’ are strongly advised not to represent themselves in inappropriate ways that would be inconsistent with the OLGCHS Student Handbook Code of Conduct on Internet sites like Facebook, Instagram, Twitter, and all relevant social media sites. Students involved in improper conduct involving the Internet will face disciplinary action from the school.

Tweeting (for non-academic purposes), facebooking, iChat, instagrmas, and all other types of Social Media usage are strictly prohibited during school day at OLGCHS. Failure to comply will result in disciplinary action.

Cyberbullying refers to bullying taking place via electronic technology; examples include cell phones, computers, tablets, social media sites, text messages, electronic chats, and websites. Use of the Internet to harass, degrade or defame individuals, groups, or institutions is inconsistent with conduct becoming a Good Counsel student. Unkind, harassing or derogatory text messages, emails, postings on social networking sites, the posting of embarrassing pictures or videos, and the creation of mean-spirited or derogatory websites or profiles are examples of cyberbullying; this list is not exhaustive. Posting or presentation of images, photographs, and/or audio recordings of individuals without their express permission is unacceptable. OLGCHS may monitor and will strictly discipline students for cyberbullying. Cyberbullying will not be tolerated at OLGCHS.

VII. Recording Devices

iPads’ or BYOD devices’ recording capabilities may be used to record images, video, or audio only with the classroom teacher’s approval. Recorded content may not be shared outside of the classroom without permission of the principal or president. Use of the recording tools must comply with OLGCHS policies and administrative rules as well as state and federal laws. Use cannot infringe upon an individual’s privacy nor be used for harassment or bullying. All recordings must be used for instructional purposes only. Participants must aware of and consent to the recording as it is being made by anyone in the classroom.

No audio/visual/photographic recording devices may be used during school functions without the express permission of the president or principal. Such events include, but are not limited to: awards ceremonies, performances, parent conferences, administrative conferences, and religious services. This policy also includes tape recording of conversations either in person or by telephone by or among students, parents, teachers, or school administrators on school property or involving the use of the school telephone.

Reserving Technology for Classroom Usage:

Students in need of a computer for class presentations must reserve the computer through the Department of Information Technology at least 48 hours in advance of the presentation.

Computer Labs and Media Center:
Computer labs and Media Center are supervised by moderators who actively monitor student activity. This includes electronic monitoring and periodically walking around the lab to view computer screens. Any technical problems or suspicious behavior will be directed to the Department of Information Technology.

**Noise:** When not being used for classroom instruction, the environment in the computer labs should be that of a quiet, study environment. While there may be occasional group work among students which necessitates some discussion, it should be kept to a low level. **Headphones:** Students are required to have headphones for activities involving audio data in all computer labs and the Media Center. Standard headphones with a mini-phone stereo 3.5 mm connector will plug directly into the headphone jacks on all school computers. You may ask the teacher in charge if there are any available.

**Communication Devices, Radios, Players, Video Games, and Laser Pointers:**

Cellular telephones, or other communication devices are to be turned off and not in use from 8:00 am to 2:45 pm. Cell phones must be placed in student lockers during the school day. Unless given permission, use of these communication devices during the school day will result in confiscation of the device. **Violations of this rule may result in disciplinary consequences.**

The possession and/or use of laser pointers is prohibited on school property and at all school related functions. Possession of these devices will result in disciplinary consequences.

**VIII. Disclaimer**

OLGCHS makes no warranties of any kind for the computer service it is providing. OLGCHS will not be responsible for any damages a user suffers including, but not limited to, the loss of data or personal equipment damage. Use of any information obtained via the Internet is at the user’s own risk and by his/her own responsibility. Upon leaving OLGCHS any information associated with a user’s computer access may be permanently removed, including, but not limited to, that user’s computer files. Student files may also be removed at the end of each semester.

**DISCIPLINARY ACTIONS**

**Weekday Detention**

A teacher may detain a student after school or may require a student to arrive before scheduled classes begin in the morning. Such teacher-assigned detentions may be given any day.

**Saturday Detention**

School-wide detention is held on Saturdays from 8:00 am to 11:00 am. The number of demerits received or the seriousness of the offense will determine the time spent in detention. A teacher or the school assigns these detentions to students who have failed in meeting the expectations established. Students must be in dress code at each detention session. Notification of detention will be made through a Report to Detention slip, email, and/or a phone call home from a teacher, an administrator, or the Dean of Students. Sporting events, working hours, and vacations are not valid reasons not to attend detention. Attendance at an assigned detention is mandatory. Students who have an unexcused absence for the assigned Saturday Detention are not allowed to participate in any extracurricular activities on the Saturday of the assigned detention. Unexcused absences from detention will result in additional disciplinary action. Repeated unexcused detentions are considered a major disciplinary infraction. Repeated offenses will result in more serious consequences that may included dismissal from the school or non-renewal for future academic years.

Student expectations for Saturday Detention are the following:

- Detention will be held from 8:00 am to 11:00 am.
- Doors will open at 7:50 am.
- Doors will close at 8:05 am. After this time, no students will be admitted to detention.
- Students must be in dress code in order to be admitted to detention.
- Food, drinks, and/or cell phone use are prohibited at detention.
- Once students have completed their detention hours, they are required to leave the building.

**Disciplinary Probation**
Probation may result from a single action or a pattern of inappropriate behaviors. A student is placed on disciplinary probation for a set period of time during which the student remains at Good Counsel on a trial basis. During this time, the student’s teachers, a counselor, the Deans of Students, and the administration closely monitor the student’s behavior. A Dean of Students notify the parents and determine the conditions of the probation. If a student violates the terms of probation, dismissal from Good Counsel will be considered. At the end of the probation period, a decision will be made by the school to (1) remove the probation status, (2) continue the probation status, or (3) dismiss the student from Good Counsel.

Strict Disciplinary Probation

Strict Disciplinary Probation may result from a single action, a pattern of inappropriate behaviors, or violation of regular disciplinary probation. Strict Disciplinary Probation has all the qualities of regular disciplinary probation, but also includes the restriction of participation and attendance at all extracurricular activities, which includes clubs, sports, dances, sporting events, and other extracurricular, school-sponsored activities. As with regular disciplinary probation, Strict Disciplinary Probation is set for a specific period of time during which the student’s behavior is closely monitored by the student’s teachers, a counselor, the Deans of Students, and the administration. If a student violates the terms of Strict Disciplinary Probation, dismissal from Good Counsel will be considered. At the end of the probation period, a decision will be made by the school to (1) remove the strict disciplinary status, (2) continue the strict disciplinary status, (3) assign regular disciplinary probation, or (4) dismiss the student from Good Counsel.

Suspension

Suspension may result from a single action or a pattern of inappropriate behaviors. A suspended student is barred from attending class and from participating in any school activities (on or off campus) for the duration of the suspension. The Deans of Students will determine the length of the suspension, which is usually from 1-5 days. The President or Principal have the authority to assign suspensions in excess of five days.

Procedures: When a disciplinary infraction that may warrant suspension, a Dean of Students, Principal or President will:

- Meet with the student before imposing any suspension, or as promptly as possible if it is necessary to remove the student from school property because he/she poses an immediate danger to persons or property, or poses an ongoing threat of disrupting the education process. At this time, the Dean of Students will:
  - Inform the student of the allegations against him/her and the basis for the allegations.
  - Give the student an opportunity to tell his/her side of the story.
  - Make a decision to suspend or not suspend.

If the decision to suspend the student, the Administrator will:

- Notify the parent/legal guardian of the suspension, preferably before removing the student from school grounds. This notification will include:
  - Effective dates of the suspension
  - Inform the parent(s)/ legal guardian of the allegations and a brief explanation of the basis of the allegations.

During the suspension period, the student is responsible for keeping up with his/her assignments by contacting classmates and/or using teacher websites. The student is required to see his/her Blue and Gold day teachers during the first day of classes after suspension. The student is then responsible for submitting all makeup work to his/her teachers during the next class period. Tests and quizzes missed during the suspension will be made up at each teacher’s convenience.

DISMISSAL FROM GOOD COUNSEL

The school may dismiss or non-renew for future academic years any student whose conduct is, in the sole discretion of the school, unbecoming a Christian student or harmful to the community.

Students with repeated discipline and attendance problems or who fail to contribute to the school in a positive manner may be dismissed or non-renewed for future academic years.

The school must have a reasonable expectation of support and cooperation from parents/guardians. Good Counsel reserves the right to deny enrollment to students based on the negative or non-supportive actions of the parents/guardians.
The President has the ultimate authority to dismiss or non-renew a student for future academic years.

Note: Any student who has been dismissed or withdrawn in anticipation of dismissal may not come onto school property or attend any school function without prior written permission of the President or Principal.

DEMERIT SYSTEM

The Demerit System is used to address rule infractions. Students may receive demerits from teachers, staff, and/or administrators for the following:

- Uniform violation (1 demerit)
- Chewing gum ([**Chewing gum is not permitted anywhere on campus at any time.**] (1 demerit)
- Consuming food/drink in hallway/classroom ([**Food and drinks are only allowed in the Dining Hall.**] (3 demerits)
- Profane or abusive language (5 demerits)
- Late to class (3 demerits)
- Leaving study hall without the appropriate hall pass (3 demerits)

When a student has accumulated 10 demerits, he/she will receive one hour of Saturday detention. When 20 demerits are accumulated, the student receives two hours of Saturday detention. When 30 demerits are accumulated, three hours of Saturday detention will be assigned, plus the student will be placed on Disciplinary Probation. When 40 demerits are accumulated, the student will be placed on Strict Disciplinary Probation and must serve three hours of Saturday detention.

The accumulation of 40 or more demerits seriously jeopardizes the student’s ability to remain enrolled or return to Good Counsel and may result in a Disciplinary Hearing with the Principal, the Deans of Students, the student’s counselor, the student, and his/her parent(s). This hearing will determine whether the student will be allowed to remain enrolled or return to school or be dismissed from Good Counsel.

DRESS CODE

Our Lady of Good Counsel High School recognizes that parents are ultimately responsible for the appearance of their sons and daughters. As a member of the school community, each student accepts responsibility for adhering to the following standards and guidelines established by Our Lady of Good Counsel High School:

**Boys:**

- **Shirt:** Uniform blue oxford cloth shirt with the GC logo and a tie. If a t-shirt is worn under the shirt, it must be plain white, light gray, or navy blue.
- **Tie:** A tie must be worn with the uniform blue oxford cloth shirt. Ties with extreme or offensive designs are unacceptable.
- **Dress Pants:** Solid khaki, neatly hemmed, uniform pants with the GC logo and a belt.
- **Sweaters:** Only a uniform sweater with the GC logo may be worn.
- **Socks:** Crew length, at least two inches above the ankle.
- **Dress Shoes:** Only approved uniform shoes may be worn. Uniform shoes must be clean and free of writing and/ or decorations.
  - Sperry Topsiders (Men’s Authentic Original Boat Shoe: Color-Sahara, Item Number 0197640)
  - Sperry Topsiders (Men’s Billfish 3-Eye Boat Shoe: Color-Tan Beige, Item Number 0799023)
  - Bass Exeter Dirty Buck Suede

**Girls:**

- **Shirt:** Uniform blue oxford cloth shirt with the GC logo and a tie. If a t-shirt is worn under the shirt, it must be plain white, light gray, or navy blue.
- **Tie:** A tie must be worn with the uniform blue oxford cloth shirt. Ties with extreme or offensive designs are unacceptable.
- **Sweaters:** Only a uniform sweater with the GC logo may be worn.
- **Socks:** Crew length, at least two inches above the ankle.
- **Dress Shoes:** Only approved uniform shoes may be worn. Uniform shoes must be clean and free of writing and/ or decorations.
  - Sperry Topsiders (Women's Authentic Original Boat Shoe: Color-Sahara, Item Number 0197640)
  - Sperry Topsiders (Women's Billfish 3-Eye Boat Shoe: Color-Tan Beige, Item Number 0799023)
  - Bass Exeter Dirty Buck Suede
Facial Hair is not permitted. If there is a medical reason why a boy cannot shave, a note from a dermatologist must be submitted to the health office each year. However, the student will be required to keep all of his facial hair very closely trimmed.

Jewelry:
Neither earrings nor any other body piercing are allowed on boys.

Boys are required to wear a uniform blue oxford cloth shirt with GC logo and tie for Mass days.

Girls:

Shirt:
• Uniform blue oxford shirt with the GC logo. If a t-shirt is worn under the shirt, it must be plain white, light gray, or navy blue.

Good Counsel blue golf shirts, long sleeve or short sleeve, may be worn in lieu of the dress shirt.

Kilts:
Uniform khaki kilts - Kilts are to be no more than 3 inches from the knee and neatly hemmed. The waist should never be rolled. Shorts underneath the kilt cannot be visible.

Dress Pants:
Solid khaki, neatly hemmed, uniform pants with the GC logo and a belt.

Belt:
Uniform, solid brown, or solid black belt.

Sweaters:
Only a uniform sweater with the GC logo may be worn.

Jewelry:
Earrings in the earlobes are the only permissible body piercings.

Socks or Tights with Kilts:
UNIFORM SOCKS, knee highs (navy or white), or solid colored navy or white tights must be worn with kilts.

Socks with Pants:
Crew length socks, at least two inches above the ankle.

Dress Shoes:
Only approved uniform shoes may be worn. Uniform shoes must be clean and free of writing and/or decorations.
• Sperry Topsiders (Women’s Authentic Original 2-Eye Boat Shoes: Color-Sahara, Item Number 9155240)
• Sperry Topsiders (Women’s Bluefish 2-Eye Boat Shoes: Color-Linen Oat, Item Number 9276619)
• Bass Exeter Dirty Buck Suede

Cosmetics are to be applied lightly and in good taste.

Girls are required to wear the uniform blue oxford cloth shirt with the GC logo for Mass days.

Good Counsel Uniform Vendors:
Flynn & O’Hara Uniforms
Twinbrook Shopping Center
2208B Veirs Mill Road
Rockville, MD 20851
301-383-8958

Flynn & O’Hara Uniforms Toll Free
1-800-441-4122
Website: www.flynnohara.com

Gorman’s Garments and Gear
3333 Olney-Sandy Spring Road, Suite 001
Olney, MD 20832
email: gormansgg@gmail.com

Tattoos:
Tattoos and decorative body scarring are not permitted on any student. Students must cover previously existing tattoos at all times, including athletic events.

All Students:
As a member and representative of the Good Counsel community, whenever a student is wearing his/her uniform, it is to be worn appropriately.

• The uniform is to be neat, clean, and in good condition.
• Shirts are to be completely tucked in.
• Hairstyles must reflect the tone of the dress code; namely, neat and clean. Untraditional hairstyles, including but not limited to spiked
hair, mohawks, and unnatural color dyes are unacceptable.

- The school reserves the right to determine what is appropriate and/or acceptable in clothing, facial hair, hairstyle, and accessories.

**Students will not be permitted in class when not in dress code.** Any class time missed due to being out of dress code will be considered as an unexcused absence. Students will be sent to the office for being out of dress code and will be expected to:

Correct the problem immediately or a detention will be assigned. This may include, but not be limited to, removing the hem of a skirt or hemming a skirt or pants, ironing, changing clothes, shaving, removing a t-shirt, etc. If the problem is not quickly corrected, the student will receive a minimum consequence of Saturday Detention. If the problem cannot be corrected at school, parents will be notified to either:

- Bring appropriate clothing to the student.
- Take their child home to correct the problem.
- Give permission for their child to drive home to correct the problem.

If the student and/or parents cannot correct the problem that day, the student will remain in the Office of Dean of Students for the day and will face further disciplinary action.

If a student is to be out of dress code for a medical reason, parents must send a note to a Dean of Students on the day the student is not in compliance. If the situation continues for more than one day, the student must submit a doctor’s note to a Dean of Students that indicates the need for the modification and the length of time they must be out of dress code. The student will be provided with a key to access the elevator.

**DANCES**

While in attendance at all school dances, and school-related activities, extracurricular activities (including sporting events), all of the rules of Our Lady of Good Counsel High School apply. In order to maintain a safe environment, no one is permitted to leave and then reenter any event. Access to dances will be limited by fire code capacity. In addition, Good Counsel students are responsible for the behavior of any guests that they bring to Good Counsel events. Parents are expected to pick up their children on time at the end of an event. All dances are over at 11:00 pm and parents are expected to pick up their children at that time.

- Good Counsel reserves the right to test for the use of alcohol and/or illegal substances.
- The School may prohibit any guest from school-related events on campus in its sole discretion.
- All non-Good Counsel students must present picture identification from their high school.
- All students must be in appropriate modest attire. Strapless and/or backless tops, short skirts and shorts, and bare midriffs are not acceptable attire.
- All students must follow the directions of the chaperones and security personnel.

In accordance with our expectation to encourage Christian Character in all Our Lady of Good Counsel students, sexually explicit dancing is strictly prohibited at school dances. Anyone in violation of this rule will be asked to leave immediately.

Because of our common values, our shared religious heritage, and our educational missions, the following Catholic schools have agreed that any negative behavior at any school venue or event shall be reported to the student’s home school where he or she will be held accountable as if the behavior took place at the student’s home school. Other schools not listed here may choose to participate at any time.

Academy of the Holy Cross
Archbishop Carroll
Bishop McNamara
Connelly School of the Holy Child
DeMatha Catholic High School
Elizabeth Seton
Georgetown Preparatory School
Georgetown Visitation Preparatory School
Gonzaga College High School
The Heights School
Our Lady of Good Counsel
St. Ann’s High School
St. Anselm’s Abbey School
St. John’s College High School
St. Mary’s Ryken
St. Vincent Pallotti
Stone Ridge School of the Sacred Heart

**EMERGENCY CLOSINGS**
Our Lady of Good Counsel follows decisions made by and for Montgomery County Public Schools (MCPS). When MCPS cancels all classes, classes are cancelled at Good Counsel. **If MCPS classes are delayed two hours, Good Counsel will begin classes at 10:00 am.** If MCPS closes early due to weather, Good Counsel will close accordingly and all after-school and evening programs at Good Counsel will be cancelled. Listen to WMAL and/or WTOP for announcements or check the OLGCHS webpage for updates.

**IDENTIFICATION (ID’S)**

Each student is issued a picture ID early in the school year. This ID is to be carried by students at all times. It serves as permission to borrow material from the Media Center and is necessary for admission to detention and other school-sponsored events. There is a fee to replace lost ID’s.

**LOCKERS**

All Good Counsel students are issued a hall locker with a built-in combination lock. The school-issued locks are to be used for the student PE/athletic lockers. New school locks can only be purchased from the Good Counsel Bookstore or at the main office. Non-school locks are not permitted and will be removed by the school. All PE/athletic lockers must be locked with the school issued lock.

All lockers are the property of the school and are subject to inspection by the school administration at any time. Each year students will be assigned a new locker. No student may change his/her assigned locker without permission of the Deans of Students. Each student is responsible for his/her belongings. No student can store his/her books or belongings in the locker of another student. It is the student's responsibility to be sure that his/her lock is securely locked at all times. Money and valuables are not to be kept in lockers.

Members of athletic teams are assigned lockers near the gymnasium on a seasonal basis. Each athlete is responsible to keep his/her equipment locked at all times. A school-issued lock must be used on these lockers.

**LOST AND FOUND**

Lost and found items should be turned in at the main office. At the end of each quarter unclaimed items are donated to charity. Stolen items should be reported to the Discipline Office.

**MESSAGES**

If a parent has an urgent message for a student, call 240-283-3202 and explain the situation. Only in the case of emergency can messages be delivered to the classroom. Encourage students to check their cell phones at the end of each day to check for text messages and voice mails.

**PARKING / AUTOMOBILES**

**Good Counsel has entered into a Transportation Management Plan with Montgomery County. The Transportation Management Plan states, and Good Counsel has agreed, that parents and students will not use Batchellor’s Forest Road when entering or exiting the school.**

Students who drive to school must have an Our Lady of Good Counsel Parking Pass and park on campus. There is to be no exceptions to this rule. **The number of permits sold corresponds to the number of spaces available. Therefore, only juniors and seniors who have parking permits can drive to school and park on campus.** Parking permits are available for junior and seniors who drive on a daily basis (parking permits must be shared between juniors and seniors who do not drive on a daily basis). Eligible drivers must submit a signed registration card, a copy of their valid driver’s license (not a learner’s permit), and the parking fee to the Discipline Office. The fee for parking passes is $100 and is nonrefundable. In the case of car pools, more than one student can register for the same permit and transfer the permit from vehicle to vehicle. Students may not, under any circumstances, sell their permit to another party. The school reserves the right to revoke parking privileges for any reason, based on a student’s disciplinary status.

All students parking on campus must follow the regulations below:

1. Drive slowly and safely on campus (10 mph).
2. Juniors and seniors may only park in their designated numbered parking space.
3. Do not park in fire lanes or on the grass.
4. Do not park in the faculty and staff spaces.
5. Do not park in the visitor or reserved spaces.
6. Do not park in handicapped spaces without proper permits.
7. Do not park where your vehicle impedes traffic flow or in any way blocks other vehicles.
8. Do not go to the parking lot at any time during the school day without the permission of a member of the administration or a Dean of Students.
9. Do not drive or ride off campus during the school day without signing out in the attendance office or the health room.
10. Do not drive other students off campus during the school day.
11. Do not use Batchellor’s Forest Road when entering or exiting the school.
12. Do not allow other students to enter your car during the school day.
13. Any time your vehicle is parked on campus, it must clearly display your permit hanging inside the vehicle from the windshield rearview mirror with the permit number appearing through the windshield in an unobstructed fashion.
14. Do not loiter and/or litter in the parking areas.
15. Car stereo volume must be low enough such that sound carries no more than five feet from the audio source.
16. Students are responsible for contents found in their cars.
17. Good Counsel reserves the right to search any vehicle parked on its campus.

**IF THESE RULES ARE VIOLATED, THE STUDENT’S PARKING PRIVILEGES WILL BE SUSPENDED FOR THE REMAINDER OF THE SCHOOL YEAR AND THE VEHICLE WILL BE TOWED. THERE ARE NO SECOND CHANCES!**

Montgomery County Police enforce handicapped parking restrictions and the “no parking” fire lanes. These regulations are enforced 24 hours a day. Students and parents are responsible for tickets and towing fees. The Administration cannot revoke parking tickets or reimburse the towing charge.

Students who drive to school must have an Our Lady of Good Counsel Parking Pass and park on campus. Therefore, students are not allowed to park on Old Vic Boulevard or in any of the surrounding neighborhoods or businesses during school hours. Reckless use of vehicles will not be tolerated. Students who violate any parking/driving regulations will forfeit their parking/driving privileges and may face additional disciplinary action.

Good Counsel will use whatever means available to work toward a safe and drug-free campus (which includes but is not limited to all parking areas and outdoor spaces). This includes working with the canine unit of the Montgomery County Police, involving local authorities in all cases, and increasing our own surveillance and random checks.

**SCHOOL BUS RIDER POLICY**

Riding the school bus to or from school is a privilege and an extension of the school day. **Students are highly encouraged to use the school bus or to use public transportation.** Riders are expected to conduct themselves in a manner consistent with behavior in the classroom or at any school related activity. Inappropriate behaviors such as use of profane language, standing while the bus is in operation, vandalism, loud or rambunctious activity, or any other behavior inconsistent with proper student conduct, is unacceptable. Infractions will be reported to the Deans of Students and handled through the school’s regular disciplinary process.

**STUDENT GOVERNMENT ASSOCIATION**

The SGA is the official representative arm of the student body within the school. This governing body consists of an Executive Committee (President, Vice President, Secretary and Treasurer), class representatives, committee members, and community representatives. The Council organizes and supports special activities and programs, such as dances and charity projects; fosters school spirit; and provides a direct line of communication with the administration. The Student Council works closely with the faculty moderators and the Assistant Principal for Staff Development to plan and coordinate student activities and projects throughout the year.

**VISITORS**

All visitors to Our Lady of Good Counsel during the normal school day, including parents, must use the main entrance and report to the Main Office to receive a visitor identification badge. A visitor must present a state-issued identification card. The card will be scanned through Raptor software, which is used to identify registered sex offenders and alert us to situations including custody issues. Visitors can only park in the **Reserved Visitor Parking** in the West Parking Lot in the front of the school. **Students**
from other schools are not permitted to visit during the school day unless they are participating in Our Lady of Good Counsel High School’s visitation program. The school may, in its sole discretion, prohibit any person from being on campus.

WHISTLEBLOWER POLICY

Good Counsel requires its employees and representatives to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Good Counsel, they must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

The school’s Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Good Counsel can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of Good Counsel’s code of ethics or suspected violations of law or regulations that govern Good Counsel’s operations.

The full Whistleblower Protection Policy and an anonymous online reporting form can be found on our website.

SUPPORT SERVICES

SCHOOL STORE

The School Store facilitates the purchasing of all texts and paperback books that students need throughout the year through an online service. Contact the bookstore for additional information. The store also has school supplies and a wide array of clothing items, which include the Physical Education uniform, a variety of sweatshirts, jackets, and other Good Counsel memorabilia. Alumni items are also available. The store is open during school hours and visitors are welcome.

The school loans some English, language, math, science, and social studies textbooks. Reimbursement for damaged or lost books is the responsibility of the student.

COUNSELING

The Counseling Department provides comprehensive, quality counseling services to every Good Counsel student through individual and group counseling and consultation with parents as needed. Counselors meet with students to discuss academic issues, college and career options, and personal and social concerns. Every student is encouraged to establish a relationship with his/her counselor.

Staff:

Shena Thompson-Jones
Counseling Department Chair
240-283-3239
Thompson-jones@olgchs.org

Loren Bass
Ryken Program Director
240-283-3215
bass@olgchs.org

Eleanor Donaghue, PhD.
Director of Personal Counseling
240-283-3219
edonaghue@olgchs.org

Jill Kasprzak
Director of College Counseling Services
240-283-3227
kasprzak@olgchs.org

Todd Handelman
240-283-3213
handelman@olgchs.org

Justin Junghans
240-283-3355
Junghans@olgchs.org

Jennifer Smith
240-283-3246
smith@olgchs.org

Br. Bob Arrowsmith
240-283-3371
arrowsmith@olgchs.org

Cathi Garofalo, Administrative Asst.
240-283-3223
garofalo@olgchs.org

Cris Hart, Administrative Asst.
Services provided by the Counseling Department include:

**Personal Counseling**

Many times there are issues not directly related to education that provide an obstacle to success at school. Some of these include: personal problems, family issues, friends or social issues, substance abuse, human sexuality, death in the family, or other issues. Students should feel free to discuss problems of this nature with their counselor. Students may request an appointment with their counselor directly or through the counseling administrative assistant or by email. Counselors will meet with individual students as requested by the individual, the parent/guardian, teacher, and/or administrator.

Confidentiality is an important aspect of the relationship between the student and counselor. The counselor will do its best maintain this confidentiality except: (1) if the student is a danger to him or herself or to others, (2) if the student is being abused physically, sexually, or emotionally or (3) in response to a court order.

Should a student’s attendance be interrupted by hospitalization for an illness or for mental health reasons, parents must contact the counselor. Upon their return students may need assistance in readjusting to the demands of classes and academic assignments and the counselor will assist in creating a plan for the student. The information shared with the counselor will only be shared with those people in the school community working directly with the student.

**Academic Counseling** includes short and long-term goal setting for college and career, help in navigating academic difficulties, and strategies for academic success. Requests for completion of psych-educational assessment forms should be made through the school counselor.

**Testing Programs** include the PSAT for sophomores and juniors. We highly recommend that juniors take the SAT at Good Counsel in the spring and again in the fall of senior year. The **College Board code number (CEEB) for Good Counsel is 211083.** Use this number for all college applications and testing registrations.

**On-line Career Counseling** is included in the Naviance Program. Naviance is a program that focuses on career, college, and educational goal planning. Sophomores are encouraged to take the “Do What You Are” career assessment in Naviance; juniors are expected to have completed this assessment by January. Complete this by logging on to www.olgchs.org/college. Counselors can use this information when meeting with the students to discuss course selection for the following year.

**Conflict Mediation Services** are available to students with peer and/or adult counselors. Students may request a mediation. Counselors, teachers, and administrators may also refer students for mediation. Mediation services are intended to help students cope with social or behavioral issues with their peers. Mediation services are not available to address disciplinary action taken by the school against a student.

**Peer Counselors** are trained students who are available to talk with individual students, co-lead small groups, and assist the Counseling Department. Peer counselors provide an effective way for students to deal with conflicts and to learn valuable life skills.

**College Advisement**

All counselors assist the student in the college search and selection process. The Director of College Counseling Services coordinates resources, meets college representatives, and meets with parents and students as requested. All students are encouraged to utilize Naviance and other sites recommended by the counselors to explore college options and to discuss these options with their counselor and/or the college counselor.

They are also encouraged to attend any college information meetings offered. See the college counseling web site for information about these meetings. Students should familiarize themselves with the information on the college counseling web.
site (visit: www.olgchs.org; click on Academics; then click on College Counseling).

The college advisement program is as follows:

- All of the counselors assist the students in the college selections process. Counselors meet with ninth and tenth graders to encourage the students to participate in activities that complement the student’s interests and discuss the importance of academic success in classes as well as in high stakes testing. Each year the counselors discuss course selection with the students. They help the student select the most rigorous courses in which the student can succeed and those that match potential college studies.

- In junior year, the Director of College Counseling visits all of the junior Religion classes to teach the software program Naviance, discuss standardized testing, and discuss many aspects of the college search process. The students are encouraged to explore potential college choices, to review these on Naviance, to talk to the reps at our College Fair, and to visit colleges when possible. The counselor makes suggestions regarding which teachers to request for recommendations and what to emphasize in their college survey questionnaire. Juniors and their parents are encouraged to meet with the college counselor and/or their son or daughter’s counselor to discuss and refine college options and to consider various college visits.

- At the outset of senior year, the Director of College Counseling visits all of the senior Religion classes to explain the college application process. The counselors explain the nuts and bolts of the actual applications process. They meet with each student to discuss college goals that have been refined, the emphasis of the counselor’s recommendation letter, and such issues as early action. They assist as needed in the decision process. Seniors are encouraged to use Naviance to schedule visits with the college reps who come to Good Counsel in the fall.

All students have access to the College Room which has Internet access for in-depth research on colleges and universities. The College Room is open for quiet study from 7:45 am until 3:30 pm each school day.

Additional information is available on the college counseling section of the OLGCHS website and in the college planning guide available in the counseling office.

**College Applications**

Students who begin the college selection process early and submit applications by November 1 reap the greatest benefits. Students must create a Common Application account (choosing a username and password) and sign the Disclosure form in the Family Connection section of Naviance. This information will enable online submission of transcripts and recommendations.

In order to effectively process college applications, the counseling department needs a minimum of three weeks for processing the Transcript and Recommendation Requests. Requests are processed in the order in which they are received. All transcript requests are included in the graduation fee.

Emergency processing can be requested for an application not submitted at least three weeks before the college deadline. See the Director of Counseling for emergency processing of applications submitted in less than three weeks. These require a $20 late fee and the Director of Counseling’s approval indicating that the emergency processing of the request will not jeopardize the fulfillment of requests received on time.

Additional information is available on the college counseling section of the OLGCHS website and in the college planning guide available in the counseling office.

**Letters of Recommendation**

In the spring of junior year, students are asked to identify up to three teachers of core classes who may best represent their academic accomplishments and potential for growth in a letter of recommendation. Students are encouraged to base their teacher selections on successful class performance and expected major in college. After being notified by the Counseling Department as to which teachers will write the letters, it is the student’s responsibility to thank the teacher and to provide additional information as applicable.
If additional teacher recommendations are required by the university, it is the student’s responsibility to request a recommendation from another teacher and provide that teacher with all necessary information and materials. If applications have already been processed, the student needs to see Ms. Hart in the Counseling Office. Additional information is available on the college counseling section of the school’s website (www.olgchs.org/college) and in the college planning guide available in the Counseling Office.

**College Visits**

Students may take two “excused” college visit days. College Visit Request Forms are available in the Counseling Office and must be submitted to the Deans of Students one week in advance.

**HEALTH ROOM**

The mission of Health Services at Our Lady of Good Counsel High School is to provide a quality school health program to ensure the opportunity for each student to reach an optimum state of physical, mental, and social well-being in order to receive maximum benefit from his/her educational experience.

A complete physical and current Immunization Record must be on file for all incoming freshman and transfer students. We use the Montgomery County Public School (MCPS) Health Inventory Form (SRS-6) and the Maryland Department of Health and Mental Hygiene Immunization Certificate (form 896). Immunization Record must be on file before the student begins classes.

The Health Room is open Monday through Friday from 7:45am to 3:30pm. The Health Room is staffed by one full time and one part time Registered Nurse.

Marianne Kusbit, R.N. BSN  
240-283-3229  
Email: kusbit@olgchs.org

**School Health Services include:**

- Evaluation of sudden illness and injuries.
- Medication administration.
- First aid and emergency care including crisis intervention.
- Health counseling regarding potential or identified health problems.
- Collaboration with students, parents, counselors, teachers, administrators, and community professionals to identify health concerns that may interfere with learning.
- Health education, wellness and health promotion activities, and serves as a resource for faculty and parents.
- Development of health care plans for students with special needs and chronic illnesses.

Please notify the Nurse if your child has:

- Any change in health.
- Any change in medication.
- Any change in home address, phone number, and emergency contact.
- Students who have special medical needs such as asthma, diabetes, food allergies, seizures, or other conditions requiring regular or emergency assistance from school representatives, are required to have an action plan signed by their treating physician on file in the nurse’s office. A new action plan must be provided at the beginning of each school year and any time an update is required as a result of a change in the student’s medical needs. All action plans, medical supplies and medications must be delivered to the nurse’s office prior to or on the first day of school. Medical supplies and medications must be properly labeled by a pharmacy or healthcare provider and must not be expired. Parents are responsible for restocking medical supplies and medications for their child and insuring that they are not expired. No expired medications will be administered.

**Leaving School for Health Reasons:**

- The student must sign in to the Health Room on the Daily Log.
- The nurse will contact the parent/guardian.
- Transportation will be discussed and arranged for the student.
- The student will be issued a pass to leave school by the nurse.
- The Attendance office will be notified.
- **Students who leave campus without signing out will be placed on disciplinary probation and face additional disciplinary action.**

**Medication Policy**
Prescription and over the counter medications MUST be delivered to the school by the parent or guardian in the original prescription container, with the pharmacist’s label attached. Written parental authorization must accompany each medication order. A Maryland State School Medication Administration Authorization Form (available online) must accompany each prescription medication. Parents are responsible for maintaining an appropriate supply for administration and insuring the medication is not expired.

Any student who carries prescription medication with them in school may face disciplinary action. The only exceptions are prescribed emergency medications: epipens or inhalers. If a child needs to carry an epipen or inhaler with him or her at all times, such requirement must be documented by the student’s licensed treating physician.

At NO TIME may a student attend school while taking narcotics for pain control.

Generic over the counter medications are available in the Health Room. A completed Medication Consent Form (available online) is required before any medication will be dispensed. A new Medication Consent form is required each year for every student.

Any change in dosage of a prescription medication must be authorized in writing by the prescribing physician.

Any change in dosage of an over the counter medication must be authorized in writing by the parent.

The first day’s dosage of any new medication must have been given at home before it can be administered at school.

The parent/guardian is responsible for collecting any unused portion of a medication within one week after expiration of the physician’s order or at the end of the school year. Medication not claimed at that time will be destroyed.

STEVE DEAN LIBRARY

The Steve Dean Memorial Library’s purpose is to meet the educational and recreational reading needs of our students. The Library’s resources assist in achieving learning objectives and in fostering lifelong readers.

The Library is open from 7:30am to 4:00pm Monday through Thursday. On Friday the hours are 7:30am to 3:30pm. The library’s catalog Destiny is available for student access online both at home and at school. The Library also offers 24/7 access to online databases for research and homework. The computers in the Library are to be used only for school work. Students signify their agreement with the school’s policy on computer and Internet use when the students use the computers.

The Library’s collection contains over 9,000 print materials. It also contains ebooks available online and through our e-readers, playaways (audio recordings) and databases. We subscribe to magazines and newspapers for pleasure reading. Our holdings not only support the curriculum, but offer appealing young adult books to encourage pleasure reading.

Students may check out materials for a three week period. Materials may be renewed if not needed by others. Although there are no fines for late returns, disciplinary action may be taken.

RESOURCE ROOMS

Each academic department has a Resource Room. The Resource Room serves as an office area for the teachers in a specific department. On a normal day, the Resource Rooms are open from 7:45 am until 3:30 pm Monday, Tuesday, Wednesday, and Thursday and 7:45 am until 3:00 pm on Friday. A student wishing to meet with an individual teacher before or after school should visit the appropriate Resource Room.

STUDENT ACTIVITIES & ATHLETICS

CLUBS AND ACTIVITIES

In light of the school’s philosophy, Good Counsel offers a variety of extracurricular and co-curricular activities. These organizations are designed to support and encourage students’ effort to use their gifts and talents in service to others as well as an opportunity to develop and strengthen leadership skills.

Students are encouraged to participate in at least one activity each year. Participating members must be academically eligible. Students may forfeit
eligibility for activities due to academic or disciplinary problems.

Clubs and Activities in the past have included:
Art Club
Amnesty International
Austringer Magazine
Black Student Association
Book Club
Camp Good Counsel
Drama Club (Good Counsel Players)
International Students’ Association
Key Club
Latino Students Association
Math Team
It’s Academic
S.A.V.E.
Speech and Debate
Students for Life

At the conclusion of each year outstanding club members are recognized at each class’ respective Award Ceremony.

AWARDS
Students from each class are recognized for:

Academic Excellence...
Outstanding scholastic achievement in each class

Religious Achievement...
Outstanding dedication and achievement in building a Christian atmosphere at Good Counsel

Service...
Outstanding service to school and community

Leadership...
Outstanding leadership in the class and school

Christian Conduct…
For the member of the class best exemplifying the words and actions of a Christian

Graduation/Senior Awards and Honors

Subject Awards - Each academic department presents an award to the senior who has most distinguished himself/herself in that subject.

The Student Council Plaque is awarded in recognition of outstanding extracurricular achievement.

The John Jayarajah Award is awarded in recognition of the most improved student over the four years.

The Xaverian Brothers Sponsored Schools Citizenship Award is awarded in recognition of the student best showing the qualities of good American citizenship.

The Cardinal's Award is awarded in recognition of outstanding religious dedication and achievement.

The Father Barry Gross Award is awarded in recognition of outstanding leadership in school and community.

The Brother Gregory Turlik Award is awarded in recognition of outstanding volunteer service to school and community.

The Brother Bonaventure Scully Award is awarded in recognition of the senior with the highest academic rank in the class.

The Brother Gerald Edward Award is awarded in recognition of Our Lady of Good Counsel's outstanding Catholic student.

The Brother Mark Trophy is awarded to the outstanding senior who has given the most of himself or herself to make Our Lady of Good Counsel an exceptional school.

ATHLETICS

The philosophy of Good Counsel High School promotes maximum opportunity for each student to develop as a Christian. Athletics play an important role in this development and are, therefore, encouraged at all levels. Good Counsel has two full-time Certified Athletic Trainers on staff. The Athletic Trainer is here to provide medical assistance at home contests, evaluate injuries, and provide care, treatment and rehabilitation of injuries. The Certified Athletic Trainer is under the direction of our Team Orthopedic Physician. The athletic program is designed to encourage participation and to train as
many students as possible. More than 50 teams each year are fielded in the following sports:

**BOYS**
- Baseball
- Basketball
- Cross Country
- Football
- Lacrosse
- Soccer
- Swimming
- Tennis
- Track
- Wrestling

**GIRLS**
- Basketball
- Cheerleaders
- Cross Country
- Field Hockey
- Lacrosse
- Poms
- Soccer
- Softball
- Swimming
- Tennis
- Track
- Volleyball

**CO-ED**
- Golf
- Ice Hockey

In order to try out for a team, each student MUST have a physical exam by a physician and a Good Counsel Athletic Medical Form on file. These MUST be completed each year the athlete wishes to participate.

Unfortunately, there are times during the season when students are asked to leave class early for a game. The administration, faculty, coaches, and students are notified in advance as much as possible. Students are responsible for all work and assignments that are missed due to early dismissal.

Good Counsel provides transportation to and from most athletic contests. Students may not drive themselves or any other student to or from games unless an Athletic Consent Form is on file. The athlete must return to Good Counsel on the supplied transportation unless his/her parent/guardian is present to supply transportation home.

For any schedule changes or updates, please check the athletic webpage on the school’s website.

Most athletic equipment and uniforms are issued by the Athletic Department. Some articles may need to be purchased by the students. The coach will inform team members of the items needed and the cost. Each team member is responsible for his/her issued equipment and uniforms. If there is loss, theft, or destruction due to poor care, or failure to return uniforms and/or equipment to the Athletic Department, the player will be billed for replacement costs. Personal possessions are the responsibility of the individual, not the school. All possessions must be locked in a locker.

The use of Locker Rooms is limited to athletes only before and after school. Students enrolled in a Physical Education class are permitted to use the appropriate Locker Room only during their class period. Failure to comply with the Locker Room policy will result in disciplinary action.

If thunder is heard or lightning is seen, any athletic contest (game, scrimmage, or practice), in progress shall be suspended immediately by the official in charge of the contest or by the head coach. All players and fans must leave the field immediately. The contest will not resume until 30 minutes have passed without any lightning or thunder. Athletic Department Personnel and/or coaches and/or officials will consult to decide if the contest will continue or be discontinued.

Players on all teams must attend all practices and games. Good Counsel sports must be a priority during the Good Counsel season. Players excused from class due to illness or to a family emergency will be excused from athletics on that day. The student must attend all classes that day to be eligible for participation in games and/or practices.

Our Lady of Good Counsel High School is a member of the Washington Catholic Athletic Conference (WCAC), which is comprised of the following schools:

- Academy of the Holy Cross
- Archbishop Carroll High School
- Bishop Ireton High School
- Bishop McNamara High School
- Bishop O'Connell High School
- DeMatha Catholic High School
- Elizabeth Seton High School
- Gonzaga College High School
Our Lady of Good Counsel High School
Saint John's College High School
Saint Mary's Ryken High School
Paul VI High School

**Athletic Eligibility**

The WCAC rules state that athletic eligibility starts at the beginning of the first semester of 9th grade and continues for eight consecutive semesters. There is no “red shirting” in the WCAC. The WCAC also has a transfer rule which states that a student athlete is not eligible to participate on a varsity team for 365 days after enrolling if he/she transfers from another area high school after the beginning of their sophomore year.

Additionally, as in the requirement for all extra curricular activities, athletes must have a 2.0 GPA for each quarter without any failures in any of their classes. Note, first quarter eligibility is based on the previous school year’s final “year to date” GPA. A student must be present all day and in all their classes on the day of practice or of the contest in order to participate (see Academic Life section).

A student may be deemed athletically ineligible by the WCAC conference.
A student may also be athletically ineligible due to disciplinary action.

**SPECTATOR BEHAVIOR**

The WCAC and Good Counsel High School provide the following student/adult spectator guidelines:

A spectator will:

- Remember that spectators’ conduct reflects upon the good name of the school.
- Be "sportsperson-like" at all times.
- Control his/her temper.
- Accept decisions of the officials.
- Treat officials and the opposing school's players, coaches, cheerleaders, and fans with respect, consideration, and courtesy at the scene of the game or elsewhere and, at home games, make them welcome.
- Be gracious in victory and show dignity in defeat.
- Recognize and be willing to applaud the achievements and competitive spirit of opposing teams and players.

A spectator will **NOT**:

- Use profane language or indecent gestures towards officials, opposing players, coaches, cheerleaders, or fans.
- Use a laser pointer at any time.
- Boo or razz anyone at any time.
- Attempt to distract an opposing player during a game.
- Enter the playing field or court during the contest.
- Drown out an opponent's cheering section (especially when the latter is small) by shouting when the cheers begin.
- Damage, deface, or litter the property of an opposing school.
- Use any type of mechanical noisemakers such as air horns or electronic amplifying devices.
- Display posters or signs, which are offensive to others.
- Possess or use any tobacco, drug, or alcoholic beverage at any athletic event.

**WCAC ADULT FAN EXPECTATION POLICY**

The primary goal of all Catholic institutions is to instruct young men and women to be persons of faith, scholarship, and character and to take what they have learned and become men and women for others.

Achieving this goal requires the reinforcement of adult role models, i.e., teachers, coaches and mentors as well as fans who attend athletic events. Adults who provide a good example help student athletes in our conference grow in knowledge of what it means to be Catholic Christian leaders.

It is in this regard that the member schools of the Washington Catholic Athletic Conference require that all adults who attend sporting events behave in a manner that respects and adheres to the rules expected of our students. The following behaviors are prohibited at any athletic sponsored event:

1) The taunting of an official, player or other fan.
2) The consumption of alcohol or use of any illegal substance before or during an athletic event and/or on the property of any site
where a high school sporting event is being held.

3) Any type of verbal or physical altercation with a player, official or fan.

4) Any other action deemed unbecoming or unacceptable at a Catholic institution by the leadership of that institution. When fans attending WCAC athletic events violate the above provisions, they will be asked to leave the event (by a school official) and may be prevented from attending future events.

This policy does not prohibit member schools from serving alcohol as part of a school sponsored event that may coincide with a sporting event.

Our parents and fans are welcome to enjoy, within reason, either pre or post game tailgating while respecting the no alcohol mandate when on the premises.

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**BUSINESS & FINANCIAL**

The tuition for each academic year is established by the Board of Directors during the preceding January and announced by letter to parents/guardians of current and prospective students in February. Good Counsel makes every effort to maintain a moderate tuition, while justly fulfilling its own financial obligations. The school is helped with this objective by the contributed services of the religious and lay faculty and the generosity of the parents’ organizations.

In light of the above, and in accordance with the Board of Director’s policy, Good Counsel offers the following options for tuition payment (all families must enroll with FACTS Tuition Management for payment of tuition:

1. Full payment by July 1 (currently, payment in full prior to June 20 is discount eligible).
2. Payment in two installments, in June and November.
3. Payment in 10 installments, from June through March.

Payments through FACTS may be made via a direct debit to a bank account and direct debit to a credit card. Telephone and online payments may be initiated via FACTS at any time. Your choice of payment method will be indicated on your Enrollment Agreement when you re-enroll for Good Counsel each school year.

Each March, a non-refundable deposit payable to the school and a signed re-enrollment contract is required to reserve a space for the upcoming school year.

Parents understand that their child(ren) may not attend school in the absence of a signed enrollment contract.

Parents further understand that their obligation to pay tuition and fees for the full academic year is unconditional and that the enrollment contract dictates the portion of such tuition and fees that may be refunded or canceled in the event of the student’s absence, withdrawal, or dismissal from the school.

Families who do not pay tuition in full on or prior to the first day of school as designated in the school calendar for the upcoming school year are required to enroll in the School’s Tuition Refund Plan (“TRP”) at a cost of $103.00. The TRP is optional for families whose tuition is paid in full on or prior to the first day of school. Please contact the Business Office if you have questions regarding the TRP.

Parents agree to the policy of the School that any student whose account has not been settled in accordance with the required payment schedule will not be permitted to register, to attend classes, to take semester or year-end examinations or to receive a diploma. Parents understand that the School reserves the right to withhold the release of any records or transcripts relating to the student until the student’s account balance is paid in full. If legal action is required to collect any outstanding amounts due under the Tuition Contract, parents agree that the School shall be entitled to recover from them, in addition to such amounts, all collection costs including, without limitation, attorney’s fees and court costs.
ADMINISTRATION
President - Paul Barker, Ed.D., University of Pennsylvania
Principal - Thomas Campbell '93, M.A., University of Maryland Baltimore
Assistant Principal for Academic Affairs - Amanda Stortzum, M.A., Notre Dame of Maryland University
Assistant Principal for Curriculum - Charles Ehrman, M.Ed., Notre Dame of Maryland University
Assistant Principal for Professional Development - Kate Walsh, M.S., University of Pennsylvania
Chief Advancement Officer - Jane DiGirolamo, M.S., Shippensburg University
Chief Financial Officer - Stefanie Morgan-Davis, MBA, American University

MANAGEMENT TEAM
Chaplain - Rev. Thomas Lavin, OFM Conv., M. Div., St. Anthony-on-Hudson
Dean of Students - Thomas Arnold, B.S., University of North Carolina at Chapel Hill
Dean of Students - Ana Lopez, B.A., University of Maryland
Director of Admissions - Kevin Collins ’84, B.A., University of Maryland
Director of Alumni Relations – Collin DeWitt, B.A., University of Maryland
Director of Athletics - Patrick Bates ’70, MBS, Johns Hopkins University
Director of Auxiliary Programs - Lauren Costello ’96, B.A., University of Delaware
Director of Campus Ministry - Anthony Tamberino, M. Div., St. Anthony-on-Hudson
Director of Corporate, Foundation, and Donor Relations – Chad Sillery, B.A., Towson University
Director of the Fund for Good Counsel – Kathryn Rector, B.A., Messiah College
Director of Global Programs - Yihung Mohs, MBA, Johns Hopkins University
Director of Marketing and Public Relations - Stephanie Wilson, B.S., Towson University

FACULTY
James Aitken, MAT, University of Canterbury
Jeffrey Antico, MAT, University of Pittsburgh
Br. Robert Arrowsmith ’63, M.Ed., The University of Louisville
Caitlin Atkins, M.A., Fordham University
Nicholas Bache ’09, B.A., High Point University
Loren Bass, M.A., Sam Houston State University
Ashley Blanco, B.A., The Catholic University of America
John P. Boldt, M.Ed., Marymount University
Jon Boller, MAT, Notre Dame of Maryland University
Keely Breen, MAT, Loyola University of Maryland
Richard Burns, M.A., The Catholic University of America
Margaret Bykowski ’08, B.A., The Catholic University of America
Jennifer Cabigas, M.S., Walden University
Joseph Cabigas ’82, MAT, Notre Dame of Maryland University
Victoria Cetrone, M.A., Loyola University Maryland
Georgia Chaconas ’03, M.A., University of Virginia
Benjamin Christian, MAT, Notre Dame of Maryland University
Lauren Cissell, B.S., Salisbury University
Megan Dean ’03, B.A., Gettysburg College
Nick Clulow, MFA, Towson University
Andrew Collins ’82, M.A., University of Maryland
Suzanne Crowell ’95, B.B.A., Loyola University of Maryland
Benjamin Currano, M.Ed., University of Maryland
Michael Curtin, M.Ed., Marymount University
Amelia Davis ’03, M.A., University of Maryland
Deborah DiLeo, MBA, University of Pennsylvania
Eleanor Donaghue, Ph.D., The Catholic University of America
Bohdan Dowhaluk, M.A., University of North Carolina at Chapel Hill
Matthew Durkin, B.A., Saint Joseph’s University
Karen Egan ’94, M.A., Georgetown University
Natalie Erickson, B.A., University of Maryland Baltimore County
Dennis Essig, B.A., The Catholic University of America
Laura Fess ’04, M.Ed., University of Maryland
Angela Flannery, M.S., Johns Hopkins University
Kristina Friedgen, B.A., University of Maryland
Susan Gershowitz, M.Ed., University of Pittsburgh
Steven Ghent, B.S., Frostburg State University
Catherine Giraldo, MAT, Notre Dame of Maryland University
Patrick Gittings, M.Ed., Notre Dame of Maryland University
John Gray ’74, M.A., The George Washington University
Stephanie Guidara ‘08, M.A., University of Phoenix
Kimberly Hager, MAT, Notre Dame of Maryland University
Michael Haight, M.A., Notre Dame of Maryland University
Nicole Haight, M.S., Hood College
Dwanda Hairston, M.Ed., Bowie State University
Todd Handelman, MSW, The Catholic University of America
Sean Hanel, MAT, Boston College
Colleen Hannan, M.Ed., University of Notre Dame
Holly Hasman, MAT, Spalding University
Renetta Herndon-Cintron, M.A., Middlebury College
Charles Hoag, B.S., University of Maryland
Gretchen Irby, M.Ed., University of Maryland
Mark Jankovitz, B.S., University of Maryland
William Jones, B.S., Towson University
Geomone Jonson, M.A., North Carolina Central University
Justin Junghans, M.S., McDaniel College
Jill Kasprzak, M.A., New York University
Andrew Keegan, MAT, University of Maryland Baltimore
Katie Kellermann, M.A., Loyola University of Maryland
Amanda Kerkhoven, MAT, Notre Dame of Maryland University
Thomas Kolar (Social Studies), M.Ed., University of Maryland
Thomas Kolar (Religion), M.A., Franciscan University
Peter Kotz, M.S., California University of Pennsylvania
Amy Land, M.A., Notre Dame of Maryland University
Lisa Lodovici, M.S., Towson University
Randy Mackiewicz, MAT, School for International Training
Kelly Massino, B.A., Frostburg State University
Christopher McKinney ’07, B.A., University of Maryland
Colleen McNamara ’02, B.A., Wheeling Jesuit University
Nathalia Melamed, B.A., Macalester College
Veronica Milcetich, B.S., Salisbury University
Bob Milloy, B.A., University of Maryland
Blair Mills, B.A., The Catholic University of America
Maryellen Morrissey, MAT, Johns Hopkins University
Abigail Narbon, B.A., Mount St. Mary’s University
Laura Neugebauer, M.S., Johns Hopkins University
Ivan Palkovic, M.Ed., Indiana University of Pennsylvania
Kelly Piazza, M.Ed., Salisbury University
Amy Prezelski, M.Ed., Bowie State University
Jose Remedios, S.T.L., Pontifical Faculty of the Immaculate Conception
Kara Riely ’09, B.A., University of Dayton
Patricia Riely, Ph.D., University of Rhode Island
Lauretta Ruppert ’09, B.A., Xavier University
Sarah Saar ’04, M.S., University Of Maryland
Skylar Saar ’98, M.S., California University of Pennsylvania
Martin Schoch ’78, M’BA, Georgetown University
Richard Seel, M.A., Johns Hopkins University
Elizabeth Silva, M.Ed., University of Maryland
Rian Sirkus, M.A., University of Maryland
Richard Slocum, D.M.A., Shenandoah University
Jennifer Smith, M.Ed., Tufts University
Randall Snight, B.A., Winthrop University
Stanley Spottswood ’81, M.A., Marshall University
Laura Squirlock, M.S., Johns Hopkins University
Robert Stack, M.A., Johns Hopkins University
Anna Struhar, B.A., Frostburg State University
Lisa Sullivan, B.A., The Catholic University of America
Brett Taylor ’93, M.M., University of Maryland
Dusan Turcan, Ph.D., University of Maryland
Lynny Tydings, M.A., Washington Theological Union
Jeanne Vap, M.A., Stanford University
Jamie Weaver, M.S., Johns Hopkins University
Margaret Weidner, M.A., Georgetown University
Erin Will, M.S., The George Washington University
Leslie Young, M.A., Johns Hopkins University
Eva Zaghdoun, M.A., University of Maryland

CALENDAR

Our Lady of Good Counsel High School provides at least 170 days for the implementation of its educational program. In addition, based on local weather patterns the school has included 4 days in
the calendar to ensure that the 170-day school year requirement is met.