



CATHEDRAL HIGH SCHOOL
2010-2011
STUDENT HANDBOOK

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.

MESSAGE FROM THE ADMINISTRATION

Welcome to Cathedral High School. Since our opening in 1883, the bishops, priests and people of the Diocese of Springfield have provided the opportunity for Catholic secondary education to the families who desire it. We are grateful to them. In this, the twenty-first century, we are very proud of our tradition of success.

This handbook explains the policies that have guided our procedures. These policies have been developed over time and are continually reevaluated. They have the approval of the diocesan school office and have been reviewed by the diocesan attorneys. The policies described in this handbook have proven successful in helping to create an atmosphere where learning can take place. The handbook also describes the wide variety of extracurricular activities available to Cathedral students.

No set of policies can hope to cover every eventuality, and the matters addressed in this handbook should not be considered to be comprehensive. The overarching goal of creating a climate where everyone in the school community is treated with dignity guides our actions.

We ask that you read this handbook carefully because students will be held to the standards described herein.

We wish you success and God's blessing.

MISSION STATEMENT

Cathedral High School is a Catholic, co-educational, college preparatory community of learners committed to spiritual development and academic excellence within the context of the Gospel values of justice, peace, love, and service. Our goal is to educate the whole person spiritually, intellectually, emotionally, and physically to accept full citizenship in the world.

PHILOSOPHY STATEMENT

Cathedral High School exists to bring the message of Jesus Christ to all members of this community of faith. We strive to learn and practice the values that Christ taught us:

- To demonstrate love and respect for ourselves and each other through service and support in the community
- To develop the full spiritual, moral, intellectual, physical, and personal attributes of our students
- To work with parents to provide a Catholic and academic education so that our students might become Christian leaders

ACCREDITATION

Cathedral High School is a member of the New England Association of Schools and Colleges and has been fully accredited by that organization since 1962. The school is also a member of the National Catholic Education Association and the Association for Supervision and Curriculum Development.

NON-DISCRIMINATORY POLICY

Cathedral High School does not discriminate in admitting students of any race, color, gender, national or ethnic origin with all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, gender, national or ethnic origin, in the administration of its educational policies, admission, tuition assistance, athletic and other school administered programs.

GENERAL INFORMATION

Cathedral High School
260 Surrey Road
Springfield, MA 02118

General Office: 413-782-5285
413-782-5065 fax

Counseling Office: 413-782-5285 x 4117
Athletic Director: 413-782-5285 x 4138
General Office hours: 7 am to 4 pm, M-F
Teacher Hours: 7:35 am - 2:50 pm
Student Hours: 7:45 am - 2:30 pm
Summer office hours: 7:30 am - 3:30 pm, M-Thurs.

ADMINISTRATION AND SUPPORT STAFF

Principal: John Miller, x 4107
jmiller@cathedralhigh.org
Associate Principal: William McBride, x 4108
wmcbride@cathedralhigh.org
Dean of Students: Christine Judd, x 4138
cjudd@cathedralhigh.org
Campus Minister: Joseph Leone, x4128
jleone@cathedralhigh.org
Nurse: Mary Ann Jackson, R.N. x 4127
Director of Counseling: Cheryl DeViscio, x 4119
cdeviscio@cathedralhigh.org
Counselor: Pat Gregory, x 4120
pgregory@cathedralhigh.org
Counselor: Andrea Allen, x 4118
aallen@cathedralhigh.org
Adjustment Counselor: Marie Hennessy, x 4122
mhennessy@cathedralhigh.org

SCHOOL DAY

Cathedral High School begins each regular school day at 7:45 a.m. and ends at 2:30 p.m. We begin and end each day with a school wide prayer. Students should not arrive to school before 7:15 a.m. and should leave the premises no later than 4:00 p.m. unless participating in an extra curricular activity. The academic area of the building closes at 4:00 p.m.

DAILY SCHEDULE

Cathedral uses a seven period partially rotating schedule. Students have three minutes to pass from one class to the next. Each student is required to obtain an academic day planner at the beginning of the year. This planner will assist all students to record assignments, organize their studies, and structure their academic process. The planner also provides the student with passes if they need to leave the classroom for any reason.

DAILY SCHOOL TIME SCHEDULE

- Period 1:7:45 - 8:30
- Period 2:8:33 - 9:21
- Period 3:9:26 - 10:26
- Period 4:10:29 - 11:11
- Lunch/Study: 11:11 - 12:11
- 1st Lunch..... 11:11 - 11:36
- 2nd Lunch..... 11:46 - 12:11
- Period 5: 12:14 - 12:56

Period 6: 12:59 - 1:41

Period 7 1:44 - 2:30

SCHOOL CANCELLATION AND DELAYS

One Hour Delay

Period 1:8:45 - 9:20

Period 2:9:23 - 9:58

Period 3: 10:03 - 10:32

Period 4: 10:35 - 11:11

Two Hour Delay

Period 1:9:45 - 10:04

Period 2: 10:07 - 10:26

Period 3: 10:31 - 10:50

Period 4: 10:53 - 11:11

Snow delays or cancellations will be called in from the SP RINGFIELD PUBLIC SCHOOL DEPARTMENT.

Listen to 93.1 or 94.7

Watch WWLP-TV or WGGB-TV

SECTION I ACADEMIC INFORMATION

ACADEMIC ELIGIBILITY

All students must have a passing grade in all courses they take in order to hold a class or club office or to participate in athletics and extra-curricular activities. An athlete participating in fall sports must have passed the final quarter of the previous year in order to participate in August/September athletics. Fourth quarter failures must be made-up in summer school in order to participate in athletics and extra-curricular activities.

In accordance with MIAA, "An incomplete should be treated as an F... Incomplete grades may not be counted toward eligibility until they are made up following school policy." Poor class conduct may also result in a review of eligibility. Truancy from school will result in a one game suspension. If a student is suspended, that student cannot practice or play for the duration of the school suspension.

Students and their families should note that eligibility for the specific quarters will be determined according to the following criteria:

First Quarter: No failures in Fourth Quarter from the previous year.

Second Quarter: No failures in First Quarter from the current year.

Third Quarter: No failures in Second Quarter from the current year.

Fourth Quarter: No failures in Third Quarter from the current year.

Seniors, who are playing a spring sport, should refer to the MIAA handbook for clarification of academic eligibility.

Students must be in attendance the full school day (7:45 a.m. – 2:30 p.m.) in order to participate in any game, practice, competition, performance or activity held that day. If there is a Saturday event, they must be in school on the Friday before.

ACADEMIC INTEGRITY

The Cathedral High School faculty believes strongly in the partnership between home and school. To help students achieve their maximum academic potential the staff will promote an environment that fosters integrity and honorable conduct. Administrators, faculty, students and parents share

the responsibility for maintaining an atmosphere in which personal accountability is valued. The constant theme must be that honest evaluation of students' progress demands honest work by each learner. To achieve the goal of academic integrity, expectations must be clearly articulated.

Expectations for the Administration

The purpose of all academic integrity procedures is to cultivate an academically honest environment. Administrators are fair and consistent when investigating and assessing academic dishonesty. Any student found in violation of academic dishonesty earns a zero for the dishonest work. Additional consequences may apply.

Expectations of the Faculty

During the first week of classes, teachers will clearly define honest and dishonest academic work in their classes by discussing expectations and the importance of honest effort. Teachers will provide students with a course description containing procedures and practices relating to examinations, homework, and class work.

Expectations of the Student

Academic dishonesty occurs when students employ dishonest means in portraying work as their own when it is the result of someone else's efforts. It also includes assisting another in being dishonest. Students must conduct themselves according to the highest standards of personal integrity. Students shall follow rules prohibiting dishonest academic behavior and must resist peer pressure to violate Cathedral High Schools standards. Students will not use dishonest methods to fulfill academic expectations and responsibilities.

Collaboration

Study or homework collaboration is considered academic dishonesty unless allowed under the procedures/expectations established by the teacher. Teachers shall guide students in understanding when collaborative efforts are appropriate.

Definition of Academic Dishonesty

Academic dishonesty is an action intended to obtain or assist in obtaining credit for work, which is not one's own. Examples of academic dishonesty may include, but are not limited to the following:

- Communicating with another student during an examination or quiz
- Copying material during an examination or quiz
- Allowing a student to copy from one's examination or quiz
- Using unauthorized notes or devices
- Submitting falsified information for grading purposes
- Obtaining a copy of and/or information about an examination or quiz without the knowledge and consent of the teacher
- Submitting a paper or project which is not the student's work
- Copying another student's assignments
- Allowing another student to copy a student's class work or homework
- Removing examinations or parts of examinations without the knowledge and consent of the teacher
- Impersonating a student for the purpose of assisting the student academically
- Stealing or accepting stolen copies of a stolen test or answer key
- Changing answers on a returned and graded assessment for the purpose of securing additional credit
- Using a website or electronic translator to translate work in foreign language course
- Altering a teacher's grade book
- Falsifying information for applications (e.g., college scholarships, NHS)

- Using computers in violation of guidelines established in the “Terms and Conditions for use of the Cathedral High School Computer Network”
- Using professional help such as an author, expert, or purchased service in violation of guidelines established by the teacher
- Possessing, using, making copies of copyright software or data created by others
- Exceeding “Fair Use” of copyright material plagiarism
- Any other violation intended to obtain credit for work which is not one’s own

Definition of Plagiarism

Plagiarism is the act of taking, and using as one’s own work, another’s published or unpublished thoughts, ideas and/or writings. This definition includes computer programs, drawings, art work, and all other types of work which are not one’s own. Types of plagiarism include word for word, mosaic (rearrangement or rewording without documentation), and indirect (paraphrasing of a passage without documentation). Material taken from another source without adequate documentation may include, but is not limited to, the following:

- failing to cite with quotation marks the written words or symbols of another author
- failing to credit the author and sources of materials used in a composition
- failing to cite research material in a bibliography
- failing to name a person quoted in an oral report
- failing to cite an author whose works are paraphrased or summarized
- presenting another person’s creative work or ideas as one’s own in essays, poems, music, art, computer programs or other projects
- copying or paraphrasing ideas from literary criticism or study aids without documentation

ACADEMIC DISMISSAL

A student earning three or more failures at the end of the first and/or second semester will be subject to dismissal from school.

CONFERENCES AND SPECIAL HELP

Students are urged to seek help from their teachers, counselors and administrators as needed.

Teachers are in their rooms every day from 2:30 p.m. to 2:50 p.m. for this purpose as well as to be available for parents wishing a teacher conference. Students and/or parents should contact counselors to set up a definite date and time for the conferences.

If a student has to be out of school for an extended period of time due to illness, the school counselor should be notified so that information about tutoring provided by the student’s town or city school system can be obtained.

GRADUATION POLICY

Fees: All financial obligations must be met before students can participate in any of the graduation activities and before transcripts are sent.

Participation: Seniors are encouraged to participate in all graduation exercises.

Graduation Requirements

To receive a diploma from Cathedral High School a student must meet all the following criteria:

- A minimum of 26 Credits
- A passing grade in all subjects taken senior year. In an effort to maintain a rigorous learning environment, all senior students must pass all six credits their senior year. If a senior fails any course during the senior year, that course must be made up prior to receiving a diploma. A student will not be permitted to participate in Commencement ceremonies if a senior year failing grade occurs.

Graduating with Honors

Students who have achieved a cumulative quality point average of a 3.50 or higher will graduate with academic honors. Those students will be distinguished during graduation ceremonies by wearing gold tassels.

HONOR ROLL

First Honors: Students who have achieved a per quarter grade point average of a 4.0 or higher.

Second Honors: Students who have achieved a per quarter grade point average of a 3.50 or higher.

Mass Mutual Scholar: Students who have achieved a cumulative grade point average of a 3.0 or higher for four consecutive semesters.

INCOMPLETE GRADES

A grade of "Incomplete" can be given if a student has been legitimately absent (illness, hospitalization) for an extended period of time (ten consecutive school days) so close to the end of the marking period that the student's performance cannot be accurately assessed.

Incomplete grades must be made up within ten class days of the issuance of report cards. Any exceptions to this timetable must be in writing from the Associate Principal

If a student has concerns about the situation surrounding the absence, he/she should check with the student's school counselor or the principal.

INTERNET—ACCEPTABLE USE POLICY

We are pleased to allow students at Cathedral High School access to the Internet. To gain access to the Internet all students must obtain parental permission and must sign and return this form to the school office. Cathedral High School does not guarantee the reliability of the data connection and does not verify the accuracy of information found on the Internet. All information sent or received from a school computer—including e-mail messages is school property, should not be considered confidential, and may be accessed by school personnel at any time.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards. Families should be warned that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. A firewall has been installed with a built-in program to filter unacceptable sites as well as electronic mail, chat rooms and other forms of electronic communications. This software will be updated on a regular basis. We believe the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Cathedral High School supports and respects each family's rights to decide whether or not to apply for access.

Expectation of Students

The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. They will be asked to present their school picture ID to Library personnel when they wish to use a computer.

Access is a privilege – not a right. Access entails responsibility. Individual users of the school computer networks are responsible for their behavior and communications over the networks. It is presumed that users will comply with school standards and will honor the agreements they have signed. It is expected that students will not access sites with objectionable material. The school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. Within reason, freedom of speech and access to information will be honored. During school hours teachers will guide students toward appropriate materials.

While this list is not an all-inclusive list, it illustrates violations that may result in a loss of access as well as other disciplinary or legal action:

 Sending or displaying offensive messages or pictures

Using obscene language
Harassing, insulting, or attacking others
Damaging computers, computer systems, or computer networks
Violating copyright laws
Using another's password
Trespassing in another's folder, work, or files
Intentionally wasting limited resources
Employing the network for commercial purposes
File sharing by students via Internet

Students must secure teacher's permission before logging on to any CHS computer

SCHEDULE CHANGES

Careful advance planning is an important part of student scheduling. Cathedral High will do its best to accommodate student course preferences, but parents and students must realize that not every course choice may be satisfied. It is understood that parents and students choose to be a part of the Cathedral High School educational community and as such it is realized that personalizing a student's schedule with preferred faculty is a luxury that cannot be accommodated. A computer program designed to provide balance across the academic program randomly assigns the final class assignments. When unusual conflicts arise, the Associate Principal's decision in designing course and class assignment will be final. We will be happy to correct any clerical errors that may have been made in a student's schedule.

Acceptable reasons for schedule change:

Mechanical error or computer error
Failure of a sequential course
Change in educational program
Misplacement into course or course level
Teacher-initiated change

Unacceptable for a schedule change:

Student would carry less than six class periods per semester
Student's unwillingness to work in a course
Requests for a specific teacher

After two weeks into a new semester, in addition to approval by teachers, parents/guardians, and counselors, all schedule changes must have the approval of the department head and the principal or associate principal.

- a. After four weeks into the semester, no course change will be made until the first marking period is completed unless a teacher and the department head deem a change of level is imperative or unless initiated by an administrator.
- b. After the first marking period, any course change will require a conference initiated by the counselor, and will include the parents/guardians, teacher(s), and student.
- c. Counseling office is supplied with copies of students' schedules to keep on file for reference throughout the year. When a schedule change is made, two copies are given to the counseling office; one for the student and one for the counselor's file. Students will be instructed to follow only the schedule issued by the registrar's office. No change will be in effect until the registrar's office has issued a new schedule. The student then takes the new schedule to show each teacher affected by the change at which point the student's name is added or deleted from the class list and the change is official.

SEMESTER / FINAL TESTS

To be eligible to take any semester / final exam, all fines, lunch balances, fees, and tuition must be

paid in full.

Please Note: Only under extreme circumstances may students take a final exam(s) early or late. All final exams must be taken at the regularly scheduled times. Parents should check the school calendar for dates to make sure no vacations are scheduled during the exams.

SUMMER SCHOOL

A student who fails a full-year subject in the first semester merits a conditional failure. The student may make up that failure by meriting a passing grade for the second semester. If a student fails a subject second semester, the subject must be made up in summer school. In such instance, the failure becomes a D-. Credit and quality points will be awarded. If the failure is not made up during the summer and a transcript sent to the school (by August 15), the student would not be permitted to return for the following academic year. All failures in semester courses must be made up either to return to or graduate from the school.

CAMPUS MINISTRY SERVICES

The purpose of the Campus Ministry program at Cathedral is to fulfill the spiritual needs of the students, faculty and staff at the school. There are three main areas under which students and staff can interact with the Office of Campus Ministry.

CHAPEL

Our Cathedral High School chapel, across from the student dining hall, is a beautiful and quiet place for prayer. The chapel is always open and available for private or group prayer. Please note: All students are required to attend all scheduled religious activities regardless of personal religious affiliation.

LITURGICAL AND PARALITURGICAL WORSHIP

Campus Ministry, in conjunction with different academic departments, the Spiritual Life Committee, and others, offers many opportunities for school-wide prayer and worship. Students will be exposed to the Mass, prayer services, reconciliation services, and other methods of prayer and worship in our Catholic tradition. As a Catholic School, we believe that the spiritual health of our students is just as important as the academic prowess they will gain with us. To that end, students are encouraged to become involved in worship through their participation as Eucharistic Ministers, Lectors, Ushers, and Ministers of Music.

COMMUNITY SERVICE

Campus Ministry acts as the clearinghouse for many of the community service opportunities that are made available to our students. Student leaders help to organize, oversee and help moderate varied ministries at different locations in the greater Springfield area. All students are encouraged to participate in the wide array of community service opportunities available. Each community service activity is grounded in Catholic Social Teaching and spirituality, with opportunities for group prayer and reflection. The following service hours are to be completed within each academic year.

9th Grade: Service Journal

10th Grade: Six hours of community service

11th Grade: Twelve hours of community service

12th Grade: Twenty-four hours of community service

PASTORAL COUNSELING

The Campus Minister is available at any time to students, faculty or staff who is in need of spiritual guidance, counseling or support. Please note that the campus minister can be of further assistance to any member of the Cathedral High community who might need the sacramental support of an ordained priest.

RETREATS

Retreats are offered for many students at Cathedral High School. These times of special prayer

take on different formats depending on the age and maturity of the groups. Campus Ministry plans a variety of settings for these retreats, with some occurring off-campus.

SCHOOL COUNSELING DEPARTMENT

School counseling is a process that seeks to develop the total person by providing for the students' needs which are spiritual, intellectual, emotional, and physical. This is accomplished by helping students to improve their self-understanding in their abilities, strengths, and weaknesses, and by integrating our own resources with those of parents, teachers, administrators, and community services. This total effort will thus promote and enable students to take the place in society for which they are best suited, and to which they can make the greatest contribution as responsible and truly Christian members.

The School Counselors work specifically with students around academic, career, and college issues. Counselors also assist students with personal, family or social problems. Students are assigned to counselors according to the first letter of their last name. A counselor sees each student in a personal interview at least once a year in addition to the course scheduling appointment held in February or March. In addition, students who receive multiple warnings or failures are seen each quarter in order to help them achieve academic success. Counselors facilitate contact between parents and teachers and they are able to arrange parent/teacher meetings when necessary. Students and/or parents are free at anytime to schedule an appointment with a counselor to discuss any issues of concern.

The School Counselors also assist in the administration of all standardized testing at the school. These include the BASI for grade 9, the ACT PLAN for grade 10, the PSAT for grade 11, and the SAT and AP exams for grades 11 and 12.

OFFICE OF THE ADJUSTMENT COUNSELOR

The goal of the Adjustment Counselor is to help students resolve such personal, emotional and social problems that interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the education offered them.

Adjustment Counselor responsibilities include assessment, counseling, intervention, facilitation, and casework services with groups and with individual students to help them with personal, social, or emotional problems related to their educational and social progress.

SECTION II SCHOOL POLICIES

The rules governing student behavior and administration of discipline at Cathedral High School make no attempt to describe every conceivable infraction that might occur. Students therefore are expected to behave in a manner that is acceptable and reasonable, fully recognizing the rights of others as well as their responsibility in maintaining an environment conducive to learning.

All school policies are in effect for the normal school day as well as school sponsored events. Students and parents are held responsible for knowing and adhering to all the policies stated herein.

ATTENDANCE POLICY

The CHS community believes that regular participation in class is a key component of intellectual growth and academic success in high school. Frequent absence or tardiness impacts a student's learning, and can result in disruption to the learning of the others in the class. We have structured an attendance policy that stresses partnership between home and school in support of individual student achievement and continuity and progress for all class members.

As part of this policy, each CHS teacher is required to maintain attendance records, documenting whether a student is present or absent, prompt or tardy for each class. Attendance and prepared-

ness for class is one component of the grade that a student receives in a class.

As part of this policy, each CHS student is expected to be in his or her scheduled class on time on every school day. Students may have no more than five (5) unexcused absences in any quarter or more than twenty (20) unexcused absences in a full year course. Students with more than ten (10) unexcused absences in a semester course or more than twenty (20) unexcused absences in a full year course will lose credit for that course. All students have the right to appeal.

Notification

Classroom teachers will provide the attendance office with written notification of absences at the following times: after the third (3rd) absence in a quarter, after the sixth (6th) absence of a semester course, after the tenth (10th) and on the fifteenth (15th) absence for a full year course. Notification will be mailed by the attendance office to parents.

Appeals

Students with more than ten (10) absences in a semester course or twenty (20) absences in a full year course have the right to appeal the loss of credit before the Dean of Students. At this time, student and parents/guardians may present documentation explaining a student's absences. Information from the classroom teacher and appropriate counselor may also be considered. If a parent/guardian wishes further review of the loss of credit after the appeal with the Dean of Students, the parent/guardian may request in writing a review by the Principal. The Principal will confer with the Dean of Students and others, at his/her discretion, regarding the request and notify the parent/guardian in writing of the results of his/her review. The decision of the Principal shall be final.

Full Day Absence

1. Parents are requested to call the school after 7:30 a.m. to report a student's absence. In the event a student is absent without notification, the Dean of Students' office will contact the parents/guardians at home or work. For this purpose parents/guardians are requested to list telephone numbers where they can be reached.
2. A written excuse, signed by a parent/guardian or doctor is required within two (2) days for each absence. The note must be presented to the Dean of Students' office stating the reason for the absence. If the written notification is not presented to the Dean of Students office within two (2) days of an absence, it WILL NOT be considered during an appeal.

Acceptable Reasons for Being Absent (Documentation is required)

1. Illness verified in writing by the physician
2. College visits (maximum of three)
3. Legal responsibilities
4. Death of a family member
5. School-sponsored event

UNEXCUSED ABSENCES

Absent from class or school, without prior permission of the school or parent/guardian for any of the following reasons:

Examples of unexcused absences

1. Truancy- absent without parental knowledge or consent
2. Cutting or skipping classes
3. Class tardiness: later than 20 minutes into class
4. Leaving class without permission, at the discretion of the teacher and the administration, is an unexcused absence

SCHOOL TARDINESS

The administration considers punctuality at school to be a basic responsibility of each student and

his/her parents. Students will report to their first period by 7:45 a.m. Students are tardy if they enter after that time. They must sign in and obtain a tardy admission slip from the attendance office before going to class.

All students must comply with individual school procedures for reporting and documenting tardiness.

The following are acceptable reasons for tardiness:

1. Court appearance
2. Driver's license appointment
3. Bereavement

All of the above reasons must be documented as follows:

1. Court document for court appearance
2. Appointment card for doctor, dentist or license
3. Parental note for bereavement

TARDINESS DISCIPLINE

Students will be given progressive discipline for an un-excused tardy. The discipline will recycle at the end of each quarter. If a student reaches the 6th offense before the end of the quarter, he/she will start at the 3rd offense and continue through the cycle. Verbal warnings occur only once per quarter.

1st and 2nd Offense: No discipline assigned

3rd Offense: 1 detention

4th Offense: 2 detentions

5th Offense: Saturday School

6th Offense: In-House Suspension

IN-SCHOOL ILLNESS

When ill, students should report to their teacher and obtain a pass to be admitted to the health office to see the nurse. If dismissal is necessary, the nurse or a designated staff member will call the parents to obtain permission to send their son/daughter home.

No student will be dismissed without parental permission. For this reason, parents are reminded that the nurse or a member of the school administration will call and not their son/daughter. Should a student follow a different method than this, his/her leaving will be considered "Leaving without permission" and will be followed by an appropriate punishment.

If a dismissal is necessary and parental permission has been received, the nurse will give the student a dismissal slip that must be presented to the Attendance Secretary.

Should a student need to take prescribed medicine during the day, he/she should leave it with the school nurse who will administer it as directed. On days the nurse is not in the building medication will be administered, with parental permission, by an authorized person. Over the counter medication (Ibuprofen and Tylenol) can be administered by the school nurse or an authorized person with written parental permission.

EARLY DISMISSALS

1. A written excuse is required for each dismissal.
2. The written excuse must be signed by the parent specifying the reason for dismissal and turned in to the school office before 7:45 a.m. the day of the dismissal.
3. An excused dismissal is considered to be a professional appointment (medical or dental), a court appearance, and those approved by the administration.
4. In case of unforeseen circumstances, the student may be dismissed if the parent directly communicates with Dean of Students.

5. Before leaving school, students will sign out on the dismissal form in the attendance office.
6. All homework due that day must be turned in to the teachers before signing out.
7. Dismissals for reasons of illness are done only with the approval of school nurse or administration if school nurse is not present.

Under no circumstances should a student leave the school grounds without permission of an administrator.

FIELD TRIPS

Field trips are privileges, not rights. Students can be denied participation if they fail to meet academic and/or behavioral requirements. Field trips are educational experiences provided to the student outside of the classroom environment. The experience must represent a unique educational opportunity and facilitate the attainment of specific educational objectives. All field trip activities must have a faculty sponsor.

- Parents must complete a parent permission form. These can be obtained from the teachers or from the Dean of Students office. Students who fail to submit the proper form and fail to have all required teacher signatures will not be allowed to participate in the field trip.
- On the day of the field trip students need to wear the school uniform. Exceptions must be cleared through the Dean of Student's office.
- The student is responsible for making up any class work missed because of the field trip.
- Appropriate behavior in accordance with the rules set down in the handbook is expected.

MAKE-UP WORK

1. Work may be made-up for excused absences. It is the responsibility of the students to ensure they have collected the appropriate assignments from the teacher(s).
2. If students are absent an extended period due to illness/hospitalization, then arrangements for make-up work should be made with the teacher(s).
3. Any graded work missed during a period of unexcused absence shall receive no credit.
4. Arrangement for make-up work missed during a period of a planned absence must be made up with the teacher concerned, prior to the absence, at the teacher's discretion.

TRUANCY

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled without appropriate permission or documentation. Tests, quizzes, class work missed because of truancy may not be made up. Parents and teachers will be notified of all truancy violations. Penalty for truancy is a Saturday School for the first offense on a day to be determined by the Dean of Students.

STUDENT BEHAVIOR

DISCIPLINE POLICIES

Responsibilities:

Discipline is a continuum. It begins in the home and continues in the classroom and in the school community. The discipline process ends when it becomes internalized and the student practices self-discipline. For discipline to be successful, teachers, administrators, students, and parents must work together to offer behavioral intervention and support.

Any action on the part of the students that would degrade the reputation of the school would subject students to disciplinary action. This includes action on and off campus, as well as during and after school time.

Possible Disciplinary Actions in order of severity

The disciplinary actions listed below are general. The specific consequences depend on the severity of the offense and the circumstances. Therefore, Cathedral High School is not limited to the

specific disciplinary action as indicated.

1. Verbal warning
2. Teacher detention
3. School detention
4. Removal of privileges
5. Conference with parents and/or teachers
6. Saturday School
7. In-School suspension (maintains credit)
8. Suspension from a particular class
9. Disciplinary probation (last opportunity before expulsion is recommended)
10. External Suspension
11. Expulsion
12. Criminal prosecution

Teachers are responsible for handling minor discipline issues, including but not limited to the following:

- Talking in class
- General roughhousing in class or the hallways
- Inefficient use of time in class
- Arriving for class unprepared
- Causing minor disruptions, which impede the learning process
- Tardiness to class
- Use of food or beverages outside the cafeteria
- Use of cell phones, CD players, etc.
- Wearing hats within school
- Use of profane, obscene, or other improper language in the hallways, classroom or cafeteria
- Proper school uniform

The Principal and the Dean of Students are responsible for handling major discipline issues, including but not limited to:

- Any act which imperils or threatens the safety of others, including fighting or serious personal threats
- Profane, obscene, or other improper language directed at a staff member
- Smoking in school or on school grounds
- Possession of a dangerous weapon or implement
- Possession and/or use of drugs or alcohol
- Theft or damage to personal property of others
- Possession of any illegal substance or paraphernalia
- Acts of vandalism
- Starting a fire or pulling a false alarm
- Leaving school without permission
- Open defiance of a teacher's authority
- Blatant disregard for school rules

TEACHER INTERVENTIONS

1. **Reprimand:** A discussion of the infraction and a stern review of the regulation
2. **Detention:** Assignment of detention time supervised by the teacher involved
3. **Parent Contact:** A telephone call or letter to parents informing them of their child's misbehavior and reviewing the regulations with them.

4. Parent Conference: A meeting between school personnel, parents, and student to review the misbehavior and regulations.

ADMINISTRATION INTERVENTIONS

1. Reprimand
2. After school detention
3. Parent contact
4. Parent conference
5. Saturday School
6. Short term/long term suspension
7. Expulsion

MONITORING CLASSROOM BEHAVIOR

Each teacher will be responsible for monitoring classroom behavior. When a student violates a rule of the classroom, the teacher should make note of that in his or her personal files. This will ensure that adequate documentation can be presented if/when the student is referred to the Dean of Students.

DETENTION POLICY

It is expected that students accepting admission to Cathedral High School intend to comply with all the school policies stated in the Student Handbook. On those occasions when certain policies are not adhered to, detention is issued according to policy described below. Saturday School may be issued for continued non-compliance of specific policies.

TEACHER DETENTION

1. Disruption of class - talking, horseplay, noise-making, and similar behaviors in a class or outside the classroom
2. Leaving class without permission
3. Violation of classroom rules
4. Tardiness to class

Penalty: Students will serve a 20-minute detention the day of or the day following the offense. Students report to the teacher who issued the detention. Students who fail to serve the detention will be referred to the Dean of Students. Teachers are expected to give students 24 hours to serve the detention before referring the student to the Dean's office. A teacher will turn in detentions that students fail to serve within two weeks of the original detention date to be honored by the Dean of Students.

SCHOOL DETENTION

These include but are not limited to:

1. Violation of classroom rules
2. Tardiness to school
3. Dress code violations
4. Open defiance of a teacher's authority
5. Referral from a teacher when student has not stayed for a teacher detention
6. Disruptive and inappropriate behavior and/or language
7. Failure to adhere to any school policy

Penalty: Students will report to the detention room from 2:40 – 3:20 p.m. on assigned day(s). 24-hour notice is always given so that arrangements can be made for transportation.

After school jobs will not serve as an excuse for not reporting for detention. It is the student's responsibility to notify his/her employer that he/she will not be to work on time.

If a student does not serve the assigned detention on the specified day, one detention will accumulate for every day thereafter until the detention is served. If a student accumulates four detentions, the fifth detention will be a Saturday School detention.

Accumulated unserved detentions (4) will affect participation in all extra-curricular activities and sports teams. Students will not be allowed to participate in any after school activity, including sports, until detentions are served.

SATURDAY SCHOOL

Saturday School is a four-hour assignment (8:00 a.m. - 12:00 noon) on Saturday. During this time, students must be in complete school uniform and perform academic work. If a student does not attend Saturday School - after he/she and the parents/guardians are notified, the student will return to school the following Monday, gather all materials and assignments during the day and then serve a Short-Term Suspension for the next two (2) days.

When a student is assigned a Saturday School, the Dean of Students puts the assignment into writing and a copy of the discipline assignment will be sent to the parents/guardians and given to the student.

Students will arrive at Saturday School in uniform with books, assignments and other appropriate materials, as each session is to be a quiet study dedicated to academic work. Students must bring enough materials to cover the assigned time. If a student arrives without something to do, they will be asked to leave without receiving credit.

Any student who is late, reports without materials, is dismissed for inappropriate behavior or does not attend an assigned session will report to the Dean of Students the following Monday. He/she will attend school, gather assignments from teachers and then serve a Short-Term Suspension for the next two days.

Saturday School detention will be served in the library. Students should enter at the front of the building no later than 7:59 a.m.

Once a student accumulates three (3) Saturday School assignments or receives a Saturday School when there are no additional dates, Short-Term Suspension will be the punishment for any further similar infraction, which requires Saturday school.

SUSPENSION POLICY

Short-term Suspension

The offenses listed below will be punishable by short-term suspension (ten school days or less) in most instances, depending upon the severity of the offense.

1. Repeated display of behaviors listed in Detention and/or Saturday School policies.
2. Failure to report or attend Saturday School requirements
3. Violation of the school's smoking policy
4. Possession or use of alcoholic beverages in school or at school related events or activities including athletic events
5. Defiance of faculty authority
6. Fighting
7. Stealing
8. Hazing
9. Gambling
10. Damaging or defacing school property
11. Failure to follow "Fire Drill" emergency procedures, or failure to obey staff direction in time of emergency
12. Bullying

Long-term Suspension

The offenses listed below will be punishable by long-term suspension or expulsion in most instances, depending on the severity of the offense.

1. Repeated behavior listed in the short-term suspension section above.
2. Intimidation, assault, battery, and/or intent to do bodily harm.
3. Other serious offenses that endanger others and/or create a climate that prevents the school from meeting its educational goals. These offenses include arson, bomb threat, false alarm, extortion, and inciting others to disrupt the order or function of the school.
4. Serious harassment based on gender, race, color, religion, national origin, ancestry, disability, sexual orientation, or handicap.

If a student exceeds six days of external suspension, the student will be put on a conditional contract. Any violation of the contract could result in student's withdrawing from Cathedral High School.

SMOKING POLICY

- I. In compliance with Massachusetts State Law, students may not smoke at any time in the school building, on the grounds, or within the area surrounding the school grounds. This applies to all school-sponsored activities, as well as the regular school day. Smoking is also forbidden on school, city and chartered buses. Violation of this policy constitutes a serious offense and will result in the following penalties.
- II. Penalties for smoking at Cathedral High School.
 - a. 1st offense: One day of external suspension
 - b. 2nd offense: Two days of external suspension
 - c. 3rd offense: Three days of external suspension
 - d. 4th offense: Five days of external suspension
- III. When a student exceeds a first offense, he/she will be required to meet with the Adjustment Counselor for intervention. Failure to do so will result in a parent/guardian conference.
- IV. Offenses can accumulate over a one-year period.

TOBACCO PRODUCTS

The possession of or use of any tobacco product on school property or at school functions held elsewhere is prohibited. For a specific event, the administration may waive this policy.

ALCOHOLIC BEVERAGES

- I. The possession of, use of, serving of or consumption of any alcoholic beverage on school property or at school functions held elsewhere is prohibited. Furthermore, any student shall be barred from any school-sponsored activity if he or she has been drinking alcoholic beverages prior to his or her attendance at or participation in said school sponsored activity.
- II. Any infraction of the above school policy will result in immediate suspension from school followed by a parental conference with school officials.
- III. When a school official has a reasonable suspicion that a student has been/is consuming alcohol in school, on school property, or at a school-sponsored event/activity, or has come into school, is on school property, or is at a school-sponsored event/activity after having consumed alcohol, the school official may administer, or have administered, a Breathalyzer test. If the student fails or refuses to comply with the directive to have such a test, the student shall be disciplined for "complete disregard for school authority" pursuant to the discipline policy in the handbook.

DRUGS

The following guidelines will be utilized in situations involving the possession, use, or sale of illegal drugs in school, on school property, or at any school activity.

It is the intent of the school to provide materials, instructions, counseling and referrals insofar as the school is able, to any or all students.

The school realizes that penalties are necessary and recommends procedural steps, but the school also feels that its first aim is to do what it thinks is right, just, and proper for the student. The school reserves the right to implement the provisions of policy at any time during the investigation or subsequent action in any drug related incident.

POSSESSION, USE, AND SALE

1. Notify parent and police
2. A short-term suspension (up to ten school days) will be assigned.
3. Long-term suspension/expulsion proceeding initiated
4. Conference with parents before student may return to school.

BULLYING

The Cathedral High School recognizes that students should have a safe, orderly, civil and positive learning environment. Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not meet the definition of bullying, as defined below, may still be subject to intervention and/or other discipline under another section of the discipline plan or a discipline policy.

DEFINITION

“Bullying” means any overt act or combination of such acts directed against a student by another student or group of students and which:

- a. is repeated over time;
- b. is intended to ridicule, humiliate, or intimidate the student; and
- c. occurs during the school day on school property, on a school bus, or at a school sponsored activity, or before or after the school day on a school bus or at a school sponsored activity.

Acts or incidents of bullying can take numerous forms and the determination of whether a specific act or acts constitute bullying is within the sole discretion of the administrator. The means of bullying include, but are not limited to, physical actions such as bodily contact, touching, gestures, restraint, aggression and abuse; verbal comments and remarks; written and visual expression regardless of medium; electronic, telephonic and digital communications including e-mail, blogs, networking sites, instant messages; graphic displays and representations including internet, digital or web based images; photographic or video recordings, or any other form of technology.

REPORTING, INVESTIGATING, AND NOTIFYING PARENTS OF BULLYING REPORTS

To address bullying, Cathedral High School:

- a. Requires students to report personally or anonymously to teachers and school administrators acts of bullying.
- b. Requires parents or guardians of students to file written reports of suspected bullying as soon as possible after the event occurs to aid in the investigation.
- c. Requires teachers and other school staff who witness acts of bullying or receive reports of bullying to promptly notify administration.
- d. Requires the designated employee to accept and review all reports of bullying, including anonymous reports. If after initial inquiry, an anonymous or oral report appears to warrant further investigation, the school shall promptly continue with an investigation. School administrators shall investigate all written reports.
- e. Requires school staff, as with other disciplinary action, to notify the parents or guardian of a student who commits a verified act of bullying of the response of the school and consequences that may result from further acts of bullying.

DISCIPLINE AND/OR CORRECTIVE ACTION

It is further the purpose of this policy, when it is found that bullying has occurred, to ensure that

prompt and appropriate action, reasonably calculated, to stop bullying, is taken by the administration. Reasonable action includes the full range of disciplinary consequences up to and including long-term suspension for the student responsible for bullying. Retaliation against a person for reporting bullying or for cooperating in an investigation of bullying report will not be tolerated. It shall be a violation of this policy for any person to take any retaliatory action against any person involved in the complaint or investigation.

HAZING

The staff and faculty of Cathedral High School will not tolerate any form of hazing of new students or team members. Students engaging in any form of hazing on or off school grounds will be dealt with severely. Any hazing is against the law (as stated below) and participation will be punished accordingly. This warning applies to all students on buses used by students and teams.

“Whoever is the principal organizer or participant in the crime of hazing as defined (in the law) shall be punished by a fine or imprisonment in a house of correction for not more than one hundred days or by both such fine and imprisonment.”

Chapter 269-MGL

PHYSICAL FORCE

The threat of physical force or actual fighting among students is considered a serious matter. The use of physical force (fighting) will result in immediate suspension and may lead to a request for withdrawal from Cathedral High School.

SERIOUS MISCONDUCT

If a student is accused of a crime or other serious misconduct, the school administration reserves the right to place the student on home study.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated at Cathedral High School. Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, insulting or degrading remarks or conduct. Sexual harassment should be reported immediately to a faculty member or a member of the school administration. Sexual harassment is a very serious offense and will be dealt with in an appropriate manner by the administration and may lead to civil or criminal penalties.

STUDENT SEARCH

The school administration retains control over lockers and desk space loaned to students and regulates admission and parking of automobiles on school grounds. The school administration, therefore, has the right and the duty to inspect and search students' lockers and desks, and student and non-student automobiles if the school administration reasonably suspects, upon information received from police or otherwise, that drugs, weapons, dangerous illegal or prohibited matter, or goods stolen from the school or members of the school staff or student body are likely to be found therein.

The school administration also has the right and duty to search a student's person if it has a high degree of suspicion that drugs, or stolen goods, are likely to be found on the student's person in the exercise of the school's duty to enforce school discipline and to protect the health and or safety of the student body. The items of such search may nevertheless be turned over to the police for inspection or examination and may be the subject of criminal or juvenile court prosecution, or of school disciplinary proceedings.

BODY PIERCING

Wearing rings, chains, and/or studs through one's lip and eyebrows is not acceptable at CHS. Students choosing to do so will be asked to remove them and they will be in violation of school dress code policy until they do so.

SCHOOL STORE

The school store is located on the first floor outside the student dining room. The school store offers school supplies and special accessories.

BUSES

Riding the buses that are provided by the City of Springfield is a privilege afforded many of the students at Cathedral High School. Conduct on these buses should be above reproach at all times. Vulgarity, boisterous and loud shouting, vandalism, smoking and fighting are offenses for which the student may lose the privilege of riding the school bus. Should this happen, parents are responsible for their child's transportation to and from school during the suspension period of bus privileges. Parents are also responsible for any cost that may have occurred because of student vandalism.

CARD PLAYING/GAMBLING

The use of cards for playing and gambling is not allowed in the school building or on school grounds at any time.

CONSUMPTION OF FOOD AND BEVERAGES

Unless special permission is given from the Administration or a doctor writes a medical excuse, no food or beverage is allowed in the classroom.

CELL PHONES

Cell phones, while appropriate for after school use, may not be used during the school day. If students need to use a cell phone to call a parent, he/she may do so in the general office. Use of a cell phone in the corridors or in a classroom is prohibited and the phone will be confiscated. When a cell phone is confiscated, a parent/guardian will be required to pick-up the phone in the Dean of Students office.

CHANGE OF ADDRESS

The General Office should be informed of any change in address or phone number to ensure that the mail is correctly addressed and parents can be reached in case of an emergency.

E.D.T.

Cathedral High School does not sponsor or support the events organized by this student-organized sorority. The behaviors exhibited by members of this group during the initiation process and dances are in direct conflict with the mission and values of Cathedral High School.

ELECTRONIC DEVICES

The use of radios, walkmans, personal CD players, I-pods, MP3 players, beepers, and pagers are prohibited during school hours. The law prohibits their use on school buses for safety reasons. If students use such items during the school day, they will be confiscated and kept safely until the student claims them. If students get these items confiscated a second time, a parent/guardian will need to come pick them up in the Dean of Students office. At the end of the year the school will dispose of articles not claimed.

FIRE DRILLS

From time to time during the year, fire drills are held for the purpose of insuring order and protection should a real fire occur. During these drills a quiet atmosphere is mandatory.

Students should familiarize themselves with the fire drill regulations posted in every classroom.

Students will go in silence from their rooms, through the assigned exits and to their designated places outside the building until the signal is given to return. Students then go directly back to the area they left.

State and local ordinances require that fire alarm boxes and fire extinguishers be placed in public buildings for the safety of all should a real fire occur. Students found tampering with fire equipment will be dealt with severely and if necessary reported to the Arson Squad for prosecution.

FORGERY

Any dishonest act is unacceptable behavior at Cathedral High School, especially those acts that involve dishonesty in using another person's name. Should this occur parents will be notified and disciplinary action will be taken.

GANGS AND GANG ACTIVITIES

Gangs and gang activities are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes: recruitment, initiation, a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark or other attribute denotes membership in a gang, tattoos, possessing literature that indicates gang membership, fighting, assault, hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames, possession of beepers or cellular phones, possession of weapons or explosive materials, possession of alcohol, drugs, drug paraphernalia, attendance at functions sponsored by a gang or known gang members, exhibiting behavior fitting police profiles of gang-related drug dealing, selling or distributing drugs for a known gang member, helping a known gang member commit a crime, or any other action directly resulting from membership or interest in a gang.

Anyone affiliated with gang activities may be subjected to the following infractions:

- Suspension with the possibility of expulsion
- Parents/guardian contacted and appropriate intervention initiated
- Legal authorities notified
- Liable and financially responsible for all forms of vandalism

HALL PASSES

Students must have their passbook when outside the classroom. No more than one student will be released from any class at the same time.

HEALTH SERVICES

A registered nurse is responsible for the school health program and will be in the building every day until 2:00 p.m. In the absence of the school nurse, the secretary to the Dean of Students will care for students with emergency health needs.

Massachusetts State Law requires that students registered in the school must have written verification on file that they have received the following immunizations:

- 3 doses of Hepatitis B
- 4 doses of DtaP/DTP
- 4 doses of polio vaccine
- 2 doses of MMR
- 2 doses of Varicella
- 1 dose of Meningococcal

Failure to provide information will result in the student being excluded from classes until written verification of proper immunization is provided to the school.

A current physical examination by a health care provider is required of each new freshman and transfer student. The athletic physical does meet this requirement.

JEWELRY

1. Students are reminded that valuable jewelry should be left at home on days the student has physical education class.
2. Dog collars, leashes, chains, leather bracelets and belts with studs etc. are not considered to be jewelry and may not be worn at Cathedral High School.

LIBRARY

The library is open from 7:30-3:30 Monday through Thursday and 7:30-3:00 on Fridays. On every third Wednesday the library will be closed for a faculty meeting.

Students obtain passes from their study teachers at the beginning of their study period. Four general passes are given out per study. Passes are given out at the discretion of the teacher keeping in mind the need to rotate so everyone may have a chance to use the library. National Honor Society students come with a different color pass. NHS students earned the privilege of using the library during their study periods unless they have broken rules or become disruptive, and then the same rules apply. Only students from studies and with passes are allowed in the library during lunch period. At all times of the day, before, during and after school, students are required to place their backpacks on the table next to the log book and to sign in the log book at the entrance to the library. Students are required to sign out as they leave the library. Passes must be given to the library aide at the circulation desk so they can be entered in the system.

All students are expected to adhere to the rules of the library which are posted at each computer. Disruptive behavior will not be tolerated. Anyone not following the rules or being disruptive will be sent back to study immediately. Absolutely no food or beverage is allowed in the library.

A loan period of 2 weeks is allowed for books and audio/visual materials. Materials may be renewed at anytime by telling the library aide or librarian. A fine of 10 cents per day will be charged for overdue materials. If the material is not returned the student's parent will be fined for the replacement of the item. Overdue and fine notices will be distributed to students during homeroom.

LOCKER ASSIGNMENTS

Each student is assigned a locker for storage of books and personal belongings. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. Only school issued combination locks are to be used. Since lockers are a permanent part of the building, students are expected to keep them in usable condition. Lockers will be checked periodically by the school. All unauthorized locks will be removed at the owner's expense.

LOST AND FOUND

Articles or objects found should be turned into the main office. Students who have lost an article should check with the office during the school day but not during class periods.

MOVIE SHOWING

The showing of feature films at the school is permissible if they meet the following criteria:

- Movies that have an appropriate educational value pertaining to the class.
- Movies of historical, literary and/or spiritual value that advance the curriculum objectives of a course.

Before showing an R-rated movie, teachers are asked to review the film, write-up a short synopsis of the film for parents to read, and send home a parent permission slip for parents to sign. This must be completed a week prior to the airing of the film. Any parent or student who does not wish to view the film will be given alternative materials to obtain credit in the class.

ORDERING FOOD

Ordering food from outside restaurants is prohibited unless permission is given from the administration.

PARKING AND DRIVING REGULATIONS

All drivers and passengers are required to wear safety belts when driving on school property. All drivers are reminded that parking on school property is doing so **AT THEIR OWN RISK**. Cathedral High School is not responsible for any vehicle damage that may occur while parking on the property.

Driving Infraction

First Offense - Warning Issued

- Second Offense - Loss of driving privilege (5 days)
- Third Offense - Loss of driving privilege (10 days)
- Fourth Offense - Loss of driving privilege for the remainder of the year.

STUDENT PARKING

Students who drive to school must register their cars with the Dean of Students office and procure a parking sticker. A fee will be charged on a daily basis for the occasional drivers. Cars parked in the authorized school parking lot are subject to search by authorized school personnel if deemed necessary.

Cars should be in the parking lot five minutes before the bell rings at 7:55 a.m. to allow sufficient time to get to the first class for the 8:00 a.m. bell.

Speed must never exceed 15 miles per hour on school grounds. This policy applies to any evening school function.

Parking areas with a letter "C" are reserved for food service personnel, letter "M" for maintenance, and "T" for faculty members. Students may not park in these areas. Habitual offenders will be ticketed and fined by school security. Habitual offenders may also be subjected to being towed at their own expense. Students may never go to the parking lot during the day without written permission from the Dean of Students. No car may be taken from the parking lot during school hours without the written authorization of the Administration. This authorization must be presented to the security officer in the parking lot. Students may not park on the ramp in front of the school nor in the circle in front of the gym entrance. Violation of these regulations will result in the loss of the privilege to bring one's car to school.

PEP RALLIES

School pride and spirit are generated by the student body. Students should be enthusiastic yet respectful to those conducting and participating in the school rallies. Unacceptable forms of conduct include shouting out inappropriate language, pushing, and shoving. Disrespectful actions toward guests or performers will not be tolerated.

PUBLIC DISPLAYS OF AFFECTION

The administration expects students, as responsible young adults, to use good taste and judgment in regard to public displays of affection. Conduct should not be offensive to others or deemed to be sexually harassing to others.

SENIOR PRIVILEGE POLICY

With parental permission, eligible seniors may be allowed to come in late when their study falls in the first position or leave school early when their study falls in the last position of the day. Senior Privilege usually begins the first week of October.

Students forfeit Senior Privileges if they:

1. Receive D or F warning notice(s) in any given quarter
2. Fail a subject in any given quarter
3. Accumulate an unusual number of detentions (more than 3 detentions for tardy, uniform code violations, truancy)
4. Receive a Saturday School penalty

SCHOOL MASSES AND PRAYER SERVICES

Silence and appropriate posture and decorum are to be observed as a sign of respect. Students are encouraged to participate fully in the liturgy and services. Non-sincere gestures and forms of appreciation will not be tolerated during these services. Parents and guardians are invited to attend any school Mass or prayer service.

SKIP DAYS

In keeping with the current policy concerning attendance, Cathedral High School does not recog-

nize at any time or for any reason the so-called student skip days. Students participating in them will be subject to the penalty described for truancy.

STUDENT DINING ROOM

The use of the student dining room is a privilege. Food service personnel are entitled to the same respect as other members of the school staff.

Students are expected to cooperate with legitimate requests to maintain order and cleanliness. Failure to do so may result in the loss of the use of the dining room.

Food and beverages may not be taken from the student dining room.

The throwing of food by anyone will not be tolerated and immediate action will be taken.

To eliminate any possible theft within the cafeteria, backpacks, jackets, and sweatshirts are not allowed to go through the serving line. If a student is caught stealing food from the cafeteria, he/she will receive a Saturday School and parents will be notified. If the theft continues, the student may be required to bring lunch for the remainder of the year.

STUDENT IDENTIFICATION CARD

Every student is issued an identification card. It is mandatory that all students, as soon as first period begins, wear their school issued ID around their necks at all times. All students will be provided with a breakaway lanyard. The ID card must be visible to all staff and faculty members of Cathedral High School and to school bus drivers. Failure to wear the ID will result in an ID violation or possibly an infraction for defying school authority. Students are required to keep their ID's around their necks until they leave the building. If a student loses their ID, they must purchase a new ID in the Dean of Student's office for \$5.00. Failure to do so may result in ID violations that could lead to detentions, Saturday School, or In-House suspension.

STUDENT RIGHTS & SAFETY

Cathedral High School seeks to provide a safe and secure environment for all its students without distinction based on race, religion, ethnicity, disability, gender or sexual orientation.

Any student who assaults, bullies, threatens, intimidates, harasses or coerces another because of his/her race, religion, ethnicity, disability, gender or sexual orientation violates that student's right to a safe and secure environment and disrupts the educational process. Such behavior will not be tolerated.

Whenever such activity occurs, the parents of the student involved will be called in to determine the student's status at Cathedral. Depending upon the circumstances and the discretion of the school, violations may result in punishment up to and including expulsion. In appropriate cases, Cathedral reserves the right to report any such activity that might constitute a crime to law enforcement agencies.

TELEPHONE

Urgent messages from parents for students will be delivered. Other messages will be taken and students will be called down at the end of the day to pick them up. Students are allowed access to a phone in the front office.

USE OF STUDENT PHOTOGRAPHS

The school reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish his or her child's picture used must notify the principal in writing prior to the beginning of the school year.

VISITORS

Any person wishing to visit school must obtain approval and a visitor's pass from the front office before visiting members of the school staff. They must also sign in and out in the General Office.

Prospective applicants to Cathedral High School are invited to visit our school for the day. Arrangements may be made through the Admissions Office. These visitations are available most days during November through April.

WITHDRAWAL FROM SCHOOL

When a student is withdrawing from Cathedral a withdrawal/transfer form must be obtained from the School Counseling Secretary and filled out by the parent/guardian. This form must be returned to the School Counseling Secretary in order to remove the student from the register so that tuition will be canceled and the academic, discipline, and health records will be sent to the school to which he/she is going.

VANDALISM

The proper care of the school building, equipment and school grounds is the responsibility of every student.

Students who accidentally damage school property shall report it to the office immediately and it shall be treated as an accident. In cases of vandalism where the student(s) is known, the student(s) and their parents shall be held responsible for the cost of repair.

Any student found to have deliberately and maliciously caused such damage may be expelled from school immediately and prosecuted under vandalism laws. In cases where such damage is done and left unreported as an accident, it must be assumed that the damage is willful and malicious. The school will report the damage to the police. If the responsible individual(s) cannot be identified and the cost to repair collected, then the cost shall be divided among the four classes and paid from each class treasury.

Since the actions of a few can directly affect the student body as a whole, it is important that the individual(s) responsible for the vandalism be reported to the school administration so that the cost of repair is borne by those responsible for the damage.

WEAPONS

Any object that can be classified as a weapon (jack knife, pen knife, kitchen knife hunting knife, gun, brass knuckles, bat stick, pipe, chains, etc.) may not be brought to school at any time. Possession of any such object during the school day, at any school function on or off campus, in the school parking lot or on school buses is a serious violation of school policy. A student found with such objects will be immediately suspended and their parents called in to determine the student's status at Cathedral High School.

SCHOOL DRESS CODE

The following is the official Cathedral uniform. All items must be ordered from Blakes

Parents/Guardians will be notified of any adjustments to the Dress Code.

Skirts (Girls Only): Blakes uniform skirt can be purchased in the store or an order form can be obtained in the admissions office.

Pants (Boys Only): Blakes uniform pants can be purchased in the store or an order form can be obtained in the admissions office. Pants must be stone color khaki pants. Pants must fit properly on the natural waist and cover the top of the shoe. Pants may not be frayed or split. Khaki pants with cargo pockets are NOT part of the proper uniform.

Tie (Boys Only): A tie must be worn with an oxford shirt during the 2nd and 3rd quarter. All ties must be worn properly and the oxford shirt must be tucked in.

Belts: Solid colored (black, brown, or tan) belts with plain buckle must be worn with pants at all times.

Oxford Shirts: Blakes Oxford – type, cotton, button-down, long sleeve, white, pink, or light blue with a CHS logo. Blouses and shirts must fit properly. They may not be too small, baggy, or torn, and must be completely buttoned and tucked in at all times.

Polo Shirts: Blakes uniform long or short sleeved knit polo shirts with a choice of navy, yellow, light blue, pink, white, and maroon with a CHS logo.

Fleece / Sweater: Blakes brand long sleeve, navy or maroon with the CHS logo.

Sweatshirts: Sweatshirts may include Cathedral sports team and other Cathedral extracurricular sweatshirts. Sweatshirts/team jackets may only be worn in the 2nd and 3rd quarter. Cathedral hoodies are not a part of the dress code

Undershirts: White color or solid color T-shirts. T-shirts with logos are not permitted under the uniform shirt. Turtlenecks and thermal undershirts are not allowed. The sleeve lengths must be the same or shorter than the shirt sleeves.

Shoes: Low-cut shoes that are loafer style, tie shoes, or appropriate athletic shoes may be worn. Laces must be tied at all times. Boots, slippers, backless shoes, sandals, slip-ons, or open-toed shoes may not be worn at any time.

Socks: Solid colored socks that are clearly visible above the ankle, or nylons for girls, must be worn at all times.

Jackets / Sweatshirts / Hats: Hats may never be worn in the building. Non Cathedral High School jackets, Cathedral hoodies and non Cathedral sweatshirts may not be worn in the building.

Girls' Hair / Make-up / Grooming / Accessories: Extreme, bizarre, or distracting hair styles or colors are not allowed. Hair must be neat and clean. Dying or bleaching hair from natural color in a bizarre or distracting style is not allowed. Body Piercing, ear gauges, excessively large earrings and excessive jewelry are not allowed at school or at school functions. A modest amount of make-up and accessories may be worn.

Boy's Hair / Grooming / Accessories: Extreme, bizarre, or distracting hair styles or colors are not allowed. Hair must be neat and clean. Dying or bleaching hair from natural color in a bizarre or distracting style is not allowed. Body piercing, ear gauges, excessively large earrings, excessive jewelry, wallet chains or other chains are not allowed.

DRESS FOR EXTRACURRICULAR EVENTS / DRESS DOWN

Students at extracurricular events at Cathedral High School, who are representing Cathedral, or who are identified as students at the school have an obligation to represent the school in a manner of their dress that is appropriate to Christian values. Students may not wear hats, tank or halter tops, spandex clothing, mini skirts or mini shorts, tight skirts or dresses, or tops that reveal the midriff or back. Oversized clothing of any kind is not permitted. The writing and images on clothing must not promote alcohol, drugs, sex or violence. The style of clothing must be in accordance with Christian decency.

SPIRIT DAY ATTIRE

Students participating in spirit day are allowed to wear a plain purple or plain white t-shirt, a Cathedral t-shirt and/or Cathedral athletic jersey. All students are required to wear the appropriate khaki pants or skirt.

UNIFORM CODE VIOLATIONS

1st violation: Verbal Warning

2nd Violation: 1 Detention

3rd Violation: 2 Detentions

4th Violation: Saturday School

5th Violation: One-day Internal Suspension

6th Violation: One-day External Suspension

7th Violation: Three-day External Suspension

Uniform violations will start over at the beginning of the second semester. However, the first infraction of the second semester will start with one detention.

SECTION III

EXTRA CURRICULAR ACTIVITIES

While at Cathedral, students are expected to be concerned with their growth and development. We encourage participation in extra-curricular activities, but students must recognize that their academic performance should be of paramount concern. To assist students in maintaining that concern, the following policies in regard to extra-curricular activities (which include all school sponsored clubs, organizations, athletic teams and school-related programs) must be observed.

A. CLUBS AND ACTIVITIES

AMNESTY INTERNATIONAL

Amnesty International is a worldwide movement of people acting on the convictions that governments must not deny individuals their basic human rights and that ordinary men and women can effectively pressure governments to live up to their commitments in human decency. This club, therefore, works to protect the rights of individuals around the world by writing letters on their behalf and by holding special events to raise awareness of human rights abuses.

ANIME CLUB

ART CLUB

The Art Club is student-directed and can be anything students want it to be. In the past the main focus of the club has been after school visits to museums, galleries and college art departments.

Other projects may include providing art-related services for community programs, painting murals, or planning an arts festival. It all depends on the level of commitment and energy.

Students are invited to check the art room, 217 and the student bulletin for meeting dates. Fees and/or fundraising may be needed for supplies, transportation, or museum admission.

CHORALE

Chorale is a select chamber choir that rehearses after school twice weekly. Admittance to this ensemble is highly dependent on the student enrollment in Concert Choir or Vocal Ensemble. An audition takes place in late September. Intense preparation and performance of advanced choral literature is emphasized. Prior musical experience, music reading skill, and vocal instruction is desirable. Performances may include television performances, special projects, concerts, liturgies, and other outside opportunities.

CHRONICLE

The Chronicle staff consists of journalism students and freelance reporters who work together to produce both a newspaper and a junior high newsletter.

COMMUNITY COUNCIL

Through the numerous standing and ad hoc committees, the Community Council becomes a vehicle through which the student can involve him/herself in the affairs of the school. The Council offers an opportunity for the students to work together to better the school environment and to grow personally through active responsibility. Any student enrolled at Cathedral may join the Council, provided he/she has acquired a list of fifty signatures from the student body, indicating their willingness to let him/her represent them. Three teacher recommendations must also be obtained. The student must attend at least two council meetings on a provisional basis. The Council meets as a full body bi-monthly. Individual committees must meet at least once by themselves but may elect to meet more often if the members of the particular committee feel such meetings are necessary.

DRAMA CLUB

The purpose of this group is to educate interested students in the various aspects of play production, both musical and dramatic. Students will have exposure to acting, staging, scenery, costuming, make-up, and the organization and operation of producing a dramatic event.

LIGHTING AND SOUND CREW

The purpose of this club is to train students in the craft of stage lighting and the use of sound equipment. They, in turn, utilize this competency in providing the lighting and sound in the auditorium for school productions and for outside rentals. The club is open to all classes.

LITERARY MAGAZINE

The Literary Magazine is a collection of literary and artistic work published once a year in the spring. A student staff reviews materials submitted by students until February. The staff meets regularly throughout the year and is open to any student who has an interest in working on the publication.

MASS MUTUAL ACHIEVER'S CLUB

Mass Mutual Achievers' Club is open to all Cathedral students who achieve a "B" average for four consecutive marking periods. Students are not eligible for this club if they receive a failing grade within any given quarter. Members are invited to quarterly pizza/raffle parties and are invited to an annual Leadership Conference.

Junior members are eligible for SAT Prep classes and senior members are eligible for scholarships. All students are recognized at year's end with prizes and awards.

MATHEW 25 (SERVICE COUNCIL)

MATHLETES

Mathletes is a competitive mathematics team. It is composed of seniors, juniors, sophomores and freshmen. They meet weekly to prepare for five meets during the school year from October to February.

The meets are held at various surrounding high schools and are scheduled for the second Tuesday of each month. There are approximately twenty high schools that belong to the Mathlete League. Competition is offered in six categories: Number Theory, Algebra I, Geometry, Algebra II, Analytical Geometry and Trigonometry and Complex Numbers. Students compete in only three categories. The second and fourth meet also consists of a team round. Individual and team awards are given. The top three area teams compete at the state level.

NATIONAL HONOR SOCIETY

Membership in the Aquinas Chapter of the National Honor Society meets all national standards. Selection is based on scholarship, leadership, service, and character. Candidates must spend at least one semester in Cathedral, have and maintain a cumulative average of 3.6. An administrative council must approve scholastically eligible students with faculty input in each of the following characteristics: character, service and leadership. Upon approval, students are then invited to join the society. Freshmen are not eligible. Sophomores are provisional members only. Meetings are held monthly. Members engage in many activities for the benefit of and in service to the school and larger community.

Students are expected to play a leadership role and display exemplary character as they respond to the need of others.

PEER MEDIATION (Students helping students)

Peer Mediation is designed to empower students to resolve conflicts in a non-violent way, to reduce violence in our school, our community, and our society.

The Peer Mediation team consists of two faculty supervisors and twelve students. The students are selected to be mediators through an application process. Student mediators complete 20-hour training. Two students, with a supervisor present, help resolve conflict between peers who have agreed to use this process.

PHOTOGRAPHY CLUB

The Photography Club is designed to help students improve their photographic skills. 35-mm cameras are required. Technical, as well as, creative techniques are discussed. The club meets once a month on Mondays. A photo show is held in May.

RED CROSS

The purpose of this organization is to help facilitate the two bloodmobiles sponsored at Cath-

dral. Selected students aid in publicizing the drive and recruiting donors. The duties of these students include the comfort and care of donors during the actual blood donation process.

RESPECT FOR LIFE

The prime purpose of this club is to foster respect and protection of all human life from conception until natural death. Club moderators work with elected officers in planning the Washington, D.C. "Life March", offering assistance to the Birthright organization, obtaining current information and literature, and assisting in the distribution of educational information to others. A school wide rose sale is held to begin the year's activities.

Meetings are held monthly. Membership is open to all students who have a genuine concern for human life and a desire to protect it.

SERVICE / LEARNING TRIP TO MEXICO AND NORTH CAROLINA

Each year during February vacation approximately twenty students together with their chaperones embark on a nine day trip to Mexico to learn what life is like there for the poor by working alongside them, living with them, and sharing their stories. In addition, the trip allows time to experience some of the cultural beauty of Mexico. Juniors and seniors are eligible to apply for the trip. Those selected meet approximately every two weeks beginning in October to prepare for the experience by studying what life is like in Mexico, by getting to know one another, and by fundraising. The goal of the program is to understand a little better the reality of the lives of the economically poor in Mexico and to see how we can improve their lives through the actions that we take here in the U.S.

Each year during April vacation approximately twenty students together with their chaperones travel to North Carolina to work with Crystal Coast and Jones County chapters of Habitat for Humanity. During this week, the students work alongside future homeowners and help them build their dream of the future. Our students have an opportunity to complete service in one of the poorest counties in North Carolina and they experience a southern culture that is life altering.

SPANISH CLUB

The Spanish Club is a student organization whose purpose is to foster global understanding and respect. The club's goals are met through guest speakers, films, school and community outreach projects and field trips. Membership is open to students who are currently taking or who have taken Spanish. Meetings are held on the second and fourth Fridays of each month in Room 305. Officers are elected on an annual basis and are responsible for club meetings and activities.

B. CATHEDRAL HIGH SCHOOL SPORTS PROGRAM

PHILOSOPHY

Participation in the Cathedral Athletic Program is a privilege. A student may be declared ineligible at any time at the discretion of the Principal or his designee. The regulations listed below are intended to serve as a guide for coaches, athletes, and parents. Due to the complexity of the total sports program, the regulations listed do not include all rules, regulations and procedures governing the athletic program. Rules and regulations of the Pioneer Valley Interscholastic Athletic Conference (PVIAC) and the Massachusetts Interscholastic Athletic Association (MIAA) are also in force.

1. Players must turn in a physical examination form and pay athletic fees, if required, before participating in any school-sponsored athletic event or practice session. Coaches are to enforce this rule consistently and impartially.
2. All students properly and officially enrolled in one of our secondary schools may "try out" for team membership in the athletic program. Coaches are responsible for determining team size based on their judgment of each player's performance ability and skill.
3. School athletic policies, specific rules and requirements for their particular team practice, and contest schedules, requirements for awards, will be provided by the coach to all ath-

letes and their parents. This information will be given to athletes at a pre-season team meeting and to parents at our pre-season parent meeting.

4. Athletes shall be required to participate in practice sessions and contests during vacation periods, under the direction of the coach, when the school is not in session (Thanksgiving, winter break, and spring vacation). Coaches are responsible for communicating these requirements to their athletes at the beginning (opening) week of the season. A copy of each team's schedule will be available in the Athletic Director's office prior to the first practice.
5. Athletes may earn awards for athletic competition. The quality of performance necessary for earning a letter award is determined by the head coach of each sport and approved by the Athletic Director. Awards remain the property of the school until the receiving athlete has graduated. Due to the nature of the different sports, those requirements will vary greatly.
6. Athletes are financially responsible for all school equipment supplied to them. Awards will not be issued for a sport until the team members have met their obligations and coaches have completed their inventories. Any losses are the responsibility of the person of the person to whom the equipment was assigned.
7. Athletes are to be dressed in the official school uniform when representing their school in a game or meet. School uniforms are to be worn only for official athletic functions and may not be worn for recreational or street wear. Coaches may allow their players to wear official uniforms for special occasions following notification and approval of the Athletic Director.
8. An athlete must be in attendance the day of a contest, or practice, in order to participate that day-unless excused by an Administrator or Athletic Director.
9. Any athlete causing careless and deliberate destruction of school property (at home or away) will be immediately suspended from athletics and reported to school and/or law enforcement officials for further disciplinary or legal action.
10. All athletes are representatives of their school through membership on an athletic team. As such, athletes are expected to display attitudes of good sportsmanship and good citizenship. Personal conduct of any athlete which does not promote the good will and integrity of the team will be considered as grounds for dismissal from the team.
11. All athletes are to do their part in helping to keep locker areas clean and neat. Coaches are to supervise locker rooms and are to be the last ones out- seeing that the area is secured. School personnel will do all that is possible to provide locker room security and prevent theft. Each athlete, however, is still responsible for school equipment issued and his/her personal items. This includes the requirement of locking all items in lockers.
12. Due to health and sanitation requirements, the coach is responsible for strict supervision and cleanup whenever food or beverages are permitted in any area of the athletic complex (gymnasium, locker rooms, wrestling room, training rooms, etc.).
13. Players and coaches are required to travel as a team both to and from all out-of-town events. Exceptions will be made only for emergencies (such as: illness or injuries) or special arrangements with parents in writing.
14. Any and all violations of the policies stated above must be reported to the principal through the Athletic Director.
15. Student behavior policies from the Student Handbook will supersede coach or team regulations if necessary.

RESOLVING CONFLICT IN ATHLETICS

Cathedral High School is very proud of our sound educational and athletic programs.

We have committed ourselves to continue to have a program that all student athletes can be proud to be a part of while they are in school. We enthusiastically participate in discussion of way to address and resolve the issues and challenges that lie ahead. As when a person (such as a student, a parent, a coach, a teacher, or an administrator) has a question, concern, or

complaint regarding an athletic situation we have found the following line of communication very effective in resolving issues.

1. **START WITH THE SOURCE.** The player needs to talk directly with the coach, in private, face to face, away from the practice site or game arena. If the parent needs to be involved he/she should follow this procedure:
 - a. If necessary, talk with the head coach of the sport.
 - b. If necessary, talk with the Athletic Director.
 - c. If necessary, talk with the Principal
- * All complaints **MUST** be heard at the lowest possible level **BEFORE** intervention by the higher authority can occur. This system has worked very well in the past. However, the next level arbitrator will always be willing to meet with a complainant if sub-level discussions do not accomplish their intended purpose.
- * When a student successfully deals with difficult situations, he or she learns and grows. Of course, a parent always has the right to intervene on behalf of a child and can help the student to take responsibility for his or her part in a disagreement.
- * When stating a concern, the parent must be prepared with the facts in so far as he/she understands, or can ascertain them. Parents should think through their expectations for the outcome resulting from voicing a concern.
- * As a parent converses with a coach, or other authority, the parent should repeat back what he/she hears him or her say to be sure that he/she understands the important points. The parents should stay calm and friendly.
- * We always assume that all parties have the best interest of the students in mind when concerns are discussed. We will make every effort to assure that the student is not penalized or placed in an awkward position as a result of voicing a concern.

COLLEGE BOUND ATHLETES

To be awarded an athletic scholarship at an NCAA institution (Division I or II), students must meet NCAA requirements. These include:

- * Graduation from high school
- * A grade point average (GPA) of at least 2.00 (on a 4.00 scale) in a core curriculum of at least 16 academic courses including at least:
 - * 4 years of English
 - * 3 years of math
 - * 2 years of social sciences
 - * 2 years of natural or physical science (including at least one laboratory class, if offered by high school)
 - * 2 years of additional core courses
- * A composite score of at least 68 on the ACT or a combined score of 820 on the SAT.

Effective August 1, 1995, the minimum core-course GPA and test score required for Division I will be determined by an initial-eligibility index.

Athletes are expected to be familiar with all school policies relating to participation in athletics. Parents of athletes are encouraged to support the "Panther Patrons" which contributes to the support of our athletic program.

| | | |
|--|-------------|-----------------|
| | Eligibility | Roster Deadline |
|--|-------------|-----------------|

| | | |
|--------|--|---|
| Fall | No failures in 4 th Quarter from previous year. | September 12 JV and Frosh Rosters remain open where space is available |
| Winter | No failures in 1 st Quarter from current year. | December 12 JV and Frosh Rosters remain open where space is available |
| Spring | No failures in 2 nd Quarter from current year. | April 2 JV and Frosh Rosters remain open where space is available |

The following sports are offered to all students. They are listed by season.

| <u>FALL</u> | <u>WINTER</u> | <u>SPRING</u> |
|---------------|---------------|---------------|
| Football | Basketball | Baseball |
| Soccer | Hockey | Softball |
| Cross Country | Swimming | Track |
| Cheerleading | Indoor Track | Tennis |
| Field Hockey | Wrestling | Lacrosse |
| Golf | Cheerleading | |

Selected sports also have freshmen and junior varsity teams.

Weight training is offered throughout the year after school.

Students are expected to act appropriately and maturely at all sporting events. Failure to do so may result in removal from that event. If a student is removed, he/she will be disciplined by the Dean of Students for inappropriate behavior. The student may also be suspended from sports teams, school clubs and/or activities.

Please refer to the Cathedral website to view all of our sport policies and rules governed under MIAA at www.cathedralhigh.org

For up to date schedules please log on to www.highschoolsports.net

SECTION IV

ASSISTANCE DIRECTORY

The list below indicates some areas of concern encountered by students and the appropriate place to seek the necessary assistance.

| | |
|-----------------------------------|-------------------------|
| Absenteeism | Dean of Students Office |
| Athletics | Athletic Director |
| Auto Registration..... | Dean of Students |
| Change of Address | General Office |
| Changing Schools | Counseling Office |
| Confiscated Items | Dean of Students |
| College Catalog/Information | Counseling Office |
| Detention Conflicts | Dean of Students |
| Early Dismissal..... | Dean of Students Office |

Financial Assistance Business Administrator
Homework for Prolonged Absences Counseling Office
Illness during School Hours Nurse/General Office
Locker Problems Dean of Students
Lost & Found..... Dean of Students
New ID Cards..... Dean of Students
Parking Permits..... Dean of Students
Personal Problems..... Campus Minister
Administrators
Adjustment Counselor
Sage Dining Account Business Office
Schedule Changes..... Counseling Office
Scholarships..... Counseling Office
School Insurance General Office
TardinessDean of Students Office
Transcripts Counseling Office
Truancy Dean of Students
Tuition/Fees Business Office
Tutors Counseling Office
Uniforms Dean of Students
Visitor’s Pass.....General Office and Admissions Office
Work Permits..... Counseling Office

SECTION V

STUDENT AND PARENTS/GUARDIAN REVIEW FORM

Cathedral High School requests after the student and parents/guardian have reviewed the Student Handbook that the review form below be signed and returned to the school’s general office.

Signature of Student _____
Date

We, the parents/guardian of _____ have read Student Handbook of Cathedral High School and agree to abide by all the policies stated herein.

Mrs. O’Connell

Signature of Parent/Guardian _____
Date

TERMS AND CONDITIONS FOR USE OF INTERNET

User Agreement and Parent Permission Form

As a user of Cathedral High School's computer network, I hereby agree to comply with the stated Acceptable Use Policy for the Internet and agree that I will communicate over the network in a reliable fashion and will honor the Policy and any applicable law.

Student Print Name _____ HR _____

Student Signature _____

Student ID Number _____

Parent, sign on only one line please.

As a parent or legal guardian of the minor student signing above, I grant permission to my student to access networked computer services on the Internet. I agree that my student will be responsible for any violations of the Policy. I understand that some materials on the Internet may be objectionable and I accept the responsibility for providing guidance and standards to my student when selecting, sharing or exploring information on the Internet.

Parent Signature _____ Date _____

As a parent or legal guardian of the minor student signing above, I do not grant permission for my student to access networked computer services on the Internet.

Parent Signature _____ Date _____